

GOVERNING BOARD

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City of Sacramento

Thought for the Day: "Success is not something to wait for, it's something to work for."

Author: Anonymous

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

Date: Tuesday, June 13, 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 May 17, 2006
- III. **Action Items**
 - A. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Program Improvement Grant Submission
 - B. Election of Parent Advisory Committee Officers 2005-2006
 - 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.
 - D. Approval of 2005-2006 Revision Request to the Administration for Children and Families (ACF), SETA's Job Corps. Early Head Start Program
 - E. Approval of 2005-2006 Budget Revision Request to the Administration for Children and Families (ACF), Solid Foundation

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
- 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
- National Head Start Association (NHSA) Training Conference Report(s) (attached), Event - May 10-13, 2006, Detroit Michigan
- 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 and Ms. Inez Whitlow
- Child Care Center Food Menu (Attached)

A. Personnel Interview and Screening Process Training

B. Governing Board Meeting Minutes

V. Committee Reports

- Executive Committee
 - Critique of the Parent Advisory Committee, May 17, 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 - Vacant
- 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

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
- ___ Avonnee Diggs, Center of Praise Head Start
- ___ **Vacant**, Countrywood Head Start
- ___ Nysheka Robinson, Crossroads Garden Head Start
- ___ **Vacant**, CSUS Head Start
- ___ Crystal Tapa, 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
- ___ **Vacant**, 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
- ___ **Vacant**, Sharon Neese Early Learning Center
- ___ Kim Creed, Sierra View Head Start
- ___ **Vacant**, Strizek Park Head Start
- ___ Paula Stackhouse, Vineland Head Start
- ___ Lynda Paulsen, Walnut Grove Head Start
- ___ Veronica Rodriguez, Whispering Pines Head Start
- ___ Inez Whitlow, 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
- ___ Keysha Davis, Past Parent/Community Representative

New Representatives to be seated:

- ___ Alysian Gray, Countrywood Head Start
- ___ Elissa Hill, Strizek Park 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					
Zebadeisha Grooms Seated 11/05	BLC	X	X	U	X	X	X	X					
Avonnee Diggs S/B Seated 11/05	COP	U	X	X	X	X	U	X					
Ranisha Tenner S/B Seated 04/06	CW						U	AP					
Nysheka Robinson Seated 12/05	CR		X	X	U	X	X	X					
Vacant	CSUS												
Crystal Tapa Seated 11/05	DR	X	X	X	X	U	X	X					
Wendy Goins Seated 05/06	EHS/HB							X					
Kathy Ruiz Seated 03/06	F					X	X	X					
Vacant	FM												
Kenesha Gray Seated 11/05	FP	X	X	U	X	X	X	X					
Dionne Wilson Seated 11/05	FT	X	X	X	X	X	X	X					
Vickie Snoe Seated 03/06	G					X	X	E					
Vacant	GH												
Vacant	GL												
Brenda Huerta Seated 11/05	GSC	X	X	X	X	X	X	X					
Rebekah Boone S/B Seated 03/06	H					U	X	X					
Vacant	HB												
Vacant	HB												
Vacant	IC												
Vacant	JC												
Minerva Gillette Reseated 03/06	K					X	U	U					
Stephanie Turner Seated 05/06	LAR							X					
Sara Fuentes Seated 11/05	LVS	X	X	X	E	X	U	U					
Ana Melara Seated 11/05	MCBB	X	E	X	X	X	X	X					
Sherry Gangloff Seated 11/05	M	X	X	X	X	X	X	X					
Carmen Huerta Seated 04/06	NC						X	X					
Vacant	NH1												
Vacant	NH2												
Rosalie Cornett Seated 11/05	NV	X	X	X	X	X	X	X					
Vacant	N												
Vacant	PA												
Vacant	PP												
Vacant	SN												
Vacant	SP												
Kim Creed Seated 11/05	SVE	X	X	X	X	X	X	E					
Paula Stackhouse Seated 02/06	V				X	X	X	X					
Lynda Paulsen S/B Seated 12/05	WG		E	E	X	X	X	X					
Veronica Rodriguez Reseated 01/06	WP			X	X	X	X	E					
Inez Whitlow S/B Seated 11/05	FPR	U	X	X	X	X	E	X					
Vacant	FPR												
Donald Clark Reseated 03/06	GPR					X	X	X					
Vacant	GPR												
Roy Shier Seated 05/06	MIR							X					
Denise Nelson Seated 11/05	OGC	X	X	X	X	X	X	X					

Keysha Davis S/B Seated 11/05	PPR	E	X	X	U	X	X	X					
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
MAY 17, 2006

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of May 17, 2006.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

May 17, 2006
6:00 p.m.

I Welcome

A. Call to Order/Roll Call

The meeting was called to order at 6:05 p.m. The Thought for the Day was read by Ms. Crystal Tepa. Roll was called; quorum confirmed.

Members Present:

Coral Humphrey
Zebadeisha Grooms (6:08 arrival)
Avonnee Diggs (6:15 arrival)
Nysheka Robinson
Crystal Tepa
Kathy Ruiz
Kenesha Gray
Dionne Wilson
Brenda Huerta
Rebekah Boone
Ana Melara
Sherry Gangloff
Carmen Huerta
Rosalie Cornette
Paula Stackhouse
Lynda Paulsen
Inez Whitlow (6:12 arrival)
Donald Clark (6:21 arrival)
Denise Nelson
Keysha Davis

Members Absent:

Vickie Snoe (U)
Minerva Gillette (U)
Sara Fuentes (U)
Kim Creed (E)
Veronica Rodriguez (U)

New Representatives Seated:

Alysian Gray, AP for Ranisha Tenner,
Countrywood Head Start; Wendy Goins,
Early Head Start/Home Base Head Start;
Roy Shier, Male Involvement
Representative; Stephanie Turner, La
Riviera Head Start.

B. PAC Meeting Attendance Update rules for reporting were read by Ms. Denise Nelson.

II. Consent Item

A. Approval of Minutes for PAC Meeting of April 25, 2006

Motion by Ms. Sherry Gangloff to approve the minutes by show of hands vote. Seconded by Ms. Zebadeisha Grooms. Corrections: Page 1, Item II-A, Background "read" by Ms. Denise Nelson; and change Stackouse to "Stackhouse."

(Ms. Inez Whitlow arrived at 6:12 p.m.)

Ayes: 18. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Kathy Ruiz). Correction by Ms. Marie Desha: Abstentions: 3 (Ms. Nelson, Ms. Ruiz and Ms. Inez Whitlow.) The minutes were approved as corrected.

III. Action Items

A. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Budget

Motion by Ms. Kenesha Gray to approve the Budget by show of hands vote. Seconded by Ms. Gangloff. No discussion. Ayes: 19. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Ruiz). Motion carried.

B. Approval of Fiscal Year 2006-2007 Three Year Program Narrative

(Ms. Avonnee Diggs arrived at 6:15.)

Motion by Ms. Crystal Tepas to approve the Narrative by show of hands vote. Seconded by Ms. Paula Stackhouse. No discussion. Ayes: 20. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Ruiz). Motion carried.

C. Approval of Three Year Program Goals and Objectives

Motion by Ms. Grooms to approve the Goals and Objectives by show of hands vote. Seconded by Ms. Ana Melara. No discussion. Ayes: 19. Nays: 0. Abstentions: 3 (Ms. Nelson, Ms. Ruiz and Ms. Diggs). Motion carried.

D. Approval of Fiscal Year 2006-2007 Head Start and Early Head Start Center Locations

Motion by Ms. Stackhouse to approve the Center Locations by show of hands vote. Seconded by Ms. Gray. Discussion: Ms. Buffie Engstrom shared that Dos Rios is not on the list; the new centers, Grizzly Hollows and Phoenix Park Head Starts, have been added.

(Mr. Donald Clark arrived at 6:21 p.m.)

SETA changed the name of Mulberry Commons to Illa Collin center, in dedication to Ms. Illa Collin, who is retiring from the Board of Supervisors (Sacramento County). She was instrumental with the Sacramento Housing and Redevelopment Agency in building that center. Ayes: 20. Nays: 0. Abstentions: 3 (Ms. Nelson, Ms. Ruiz and Mr. Donald Clark). Motion carried.

IV. Information Items

A. Standing Information

➤ Introduction of New Staff – Ms. Denise Lee introduced Ms. Marilyn Palmer, Licensed Clinical Social Worker with the Mental Health Unit; and Mr. Nathanael Gale, Program

Officer, who used to work at Norwood Head Start and now oversees the South I Cluster (of centers).

Mr. Donald Schmidt, Information Technology Analyst, introduced himself. He is the staff responsible for supporting parents in the use of the Head Start computer training lab. The lab is available Tuesdays and Wednesdays, between the hours of 8:00 - 11:30 a.m. and 12:30 - 4:00 p.m. (no appointment necessary). Self-paced training classes are offered in Microsoft Office and Windows XP 2002. (These programs are also available for check-out.) Mr. Schmidt is available to assist when needed. There should be a computer training flyer at each center. (So far this year there have only been three parent trainees.) Laptops are not available to parents at this time.

➤ 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. Hawkins provided handouts (in English and Spanish) to go with the bug catchers handed out. The FLIP (Family Literacy Involvement Program) activity for this month is potpourri, which means the book inventory will be sent out to the centers. \$10,000 was approved for new books. Ms. Belinda Malone is sending class schedules for different colleges and Career Incentive Program forms to centers for parents. College costs up to \$300 per semester can be reimbursed. Call Ms. Malone at 263-4078. Ms. Julita Bentz is sending out transition items for those going to kindergarten. Tickets for the Daddy and Me River Cats game event are all taken. Mr. Bob Silva is trying to buy more. Call Mr. Silva at 263-3809 to be placed on the waiting list. The Grandparent/Foster Parent Support group meets the second Wednesday of each month. One of the grandparents taught a computer class at the last meeting.

(Ms. Alysian Gray, Alternate for Countrywood, joined the Committee.)

- 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 – Ms. Sanford - No report.
- Program Content Area/Mental Health Report – Ms. Melanie Nicolas – No report.
 - California Head Start Association (CHSA) Report – No report.
 - Fiscal Report – Mr. Kim Peck – Attached.
 - Community Resources/Recognitions – Parent Advisory Committee Representative/Staff – None.
 - Parent/Staff Recognitions – The Chair thanked Ms. Wendy Tanner for clerking the meeting in Ms. Lori Black's absence. Ms. Crystal Tepa recognized Ms. Engstrom for waiting an hour with her for a cab to arrive after the last PAC meeting.
 - Grandparent/Foster Parent Report – Mr. Donald Clark and Ms. Inez Whitlow – No report.
 - Child Care Center Food Menu – Attached.

B. Governing Board Meeting Minutes – Attached.

V. **Committee Reports**

- Executive Committee
 - Critique of the Parent Advisory Committee, April 25, 2006 – Read by Ms. Nelson.

- Personnel/Bylaws Committee – The next meeting is May 19th at 9:00 a.m. Bylaws revisions are due today (May 17th).
- Budget/Planning Committee – The meetings have been completed.
- Social/Hospitality/Fundraising Committee – The next meeting is Wednesday, June 7th, 1:00 p.m.
- Program Area Committee Reports:
 - Early Childhood Development and Health Services Committee – The next meeting is Thursday, May 18th, 1:30-3:30 p.m.
 - Family and Community Partnerships/Training Committee – The next meeting is June 20th, 9:30 a.m.
 - Monitoring/Evaluation Committee (Self-Assessment) – Committee of the Whole.
- Community Advocating Male Participation (C.A.M.P.) – Mr. Roy Shier shared he did not know all the River Cats tickets were taken. Reserve tickets are supposed to be handed out June 4th, 11:30 a.m. There was a request for men who have had experience with the justice system (traffic court, etc.) to participate in a study being conducted May 25th.
- Food Services Committee – Ms. Tepa reported that Head Start will begin its summer food menu. There will be more cold food and sandwiches served. The sewer problem at Bannon Creek is resolved. There are several cook/driver positions available for the 6:00 a.m.-2:00 p.m. shift. Call 263-3800 (Personnel) if interested.
- Early Head Start Committee – The next meeting is Thursday, May 25th at 10:00 a.m.
- Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms provided a report. The next CPAC meeting is September 21st, 11:30 a.m., Shasta Room.
- Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson reported that there were dentists and nurses at the meeting. They discussed how a lot of parents cannot afford dental care, and that they would bring it up to get budgeted for a dentist to go out to the centers to check the children. The next meeting is November 20th, at 5:30 p.m., Sequoia Room.

VI. Other Reports

- Chair's Report – Those planning on attending Ms. Johnson's retirement party (May 24th, 6:30 p.m., Antioch Progressive Baptist Church) must RSVP to Ms. Wendy Tanner by May 19th at 263-5660. Mr. Roy Shier is the new Male Involvement Representative on the PAC. Ms. Alysian Gray, Countrywood, is the Alternate for the new Countrywood Head Start Representative, Ms. Ranisha Tenner. The Chair introduced Ms. Amber Clark, who is Ms. Paula Stackhouse's daughter and Alternate (at Countrywood). Ms. Nelson passed around the e-mail/birthday list for parents to update, if necessary. Ms. Marie Desha added that the decoration committee is asking for volunteers to setup at the event (at 4:30 p.m.) and for the loan of dolls to use as table centerpieces.

(Ms. Whitlow, Ms. Diggs and Ms. Tepa received a prize from Ms. Nelson's trip to Detroit.)

- Policy Council Report(s) – Ms. Gangloff reported on the meeting of May 2nd. The Policy Council approved the Three-year Program Goals and Objectives, the Head Start/Early Head Start Program Options and Tracks, the Head Start/Early Head Start Training and Technical Assistance Grant Application and the Three-year Program Narrative for Fiscal Year 2006-2007.
- Head Start Deputy Executive Director's Report - Ms. Norma Johnson – No report.
- Manager - Administration, Staff Development and Parent Services Report - Ms. Buffie Engstrom

reported that SETA is still recruiting for the position of Deputy Director. The closing date has been extended to June 2nd.

- Manager - Program Support Services Report – Ms. Brenda Campos-Peck reported that Head Start is applying for one-time Program Improvement monies which will cover health and safety issues, such as shade structures, replacement of modulars, playground structures and rubber surfacing. A dental van went out to a couple of San Juan U.S.D. centers and to Hillsdale center the last of April and first of May. The van will come out again in July; centers are still undetermined. SETA is still assessing the need and will station the van accordingly. Dentists will be going out to the centers every 3 to 4 months. (Schedule to be determined.) Everyone should either have had a parent meeting or know when they are scheduled. Report any parent meeting concerns to Ms. Jody Marquez, Social Services/Parent Involvement Specialist (in attendance).
- Manager, Child Development and Education Services Report - Ms. Denise Lee shared that CHSA joined Western Growers Charitable Foundation in making available funds to plant gardens at the centers. Program Officers will be going out to centers to inform staff SETA is interested in applying for the funds. Parents were asked to inform site supervisors if they would like a vegetable or fruit garden at their center. This also applies to improving existing gardens. Mulberry Commons center was renamed Illa Collin Center. The dedication ceremony turned out very nice. Ms. Lee asked parents to assist in keeping centers in full attendance by encouraging existing families to stay enrolled, and encouraging new families to enroll during the summer months. There needs to be full enrollment (up to 20-21) at each center class to keep funding coming in and to avoid sending any money back. If there is no waiting list, parents are allowed to enroll into centers outside their residential areas. SETA can also give special approval to enrolling children who are just turning 3 years old.

The Chair recognized Mr. Jay Alexander (in attendance with Ms. Grooms) and Mr. Manual Ruiz (in attendance with Ms. Ruiz).

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

XI. Center Updates

Ms. Gray shared that Freedom Park had a Mother's Day parent meeting today. They had a day of beauty, which included make-up, handbags, jewelry and floral arrangements. Freedom Park is getting ready to close for a trip to the zoo and Funderland.

Ms. Tapa's center (Dos Rios) went on a field trip to Build-A-Bear in the mall. The children enjoyed it.

Ms. Gangloff shared that Mather's Parent Activity next month is going to be about stress (management). They will pamper their parents with aromatherapy.

Ms. Ruiz shared that Franklin will have a parent recognition picnic at their center tomorrow. They will have a scrapbooking activity.

Ms. Ana Melara's center (Marie Cleveland's Bright Beginnings) will be going to the zoo this Friday. Tomorrow they will have a parent activity on scrapbooking. A couple of months ago they had aromatherapy and learned relaxation techniques, including massage, candles and soft music.

Ms. Stackhouse shared that at the last parent meeting, her center (Vineland) discussed dedicating a day to fire prevention and fire safety measures for children. Parents are

looking into having the sheriff and fire departments come out to talk at the center. Ms. Engstrom shared that at the end of June the Family Partnership Unit will put on a county-wide safety conference at Hiram Johnson children's center. Ms. Engstrom will have Ms. Judy Weber call Ms. Stackhouse. A flyer will be out next week.

XII. Discussion

Ms. Lynda Paulsen shared that 50 percent of the parents at Walnut Grove speak Spanish only. They asked if there are programs to assist them in the Galt Area. Ms. Marquez shared that there are many programs available in the community. She will work with the family services worker to research to see what assistance is available and what ESL classes are available in that area. Ms. Marquez may be reached at 263-5423.

Ms. Rosalie Cornett is the parent aide at Northview. She inquired whether she may remain as such after her child leaves for kindergarten. Ms. Engstrom shared that once the child is no longer enrolled at the center, parents are no longer parents of the center, and a new parent must be selected to be the parent aide.

Ms. Grooms, Broadway, asked how center volunteers are distinguished from center staff. She also asked about the qualifications of the volunteers. Some children are uncomfortable with the volunteers at her center. Ms. Lee explained that teachers and associate teachers are employed by SETA and should have identifying staff name badges, either on lanyards or clips. They may or may not have a Bachelor's (degree), but do have required teaching credentials and fingerprint clearance. Volunteers have been fingerprinted and should also have some ECE Units, but are not required to because they are under the supervision of credentialed staff.

(Mr. Diego Arauco translated for Ms. Carmen Huerta.) Ms. Huerta shared that there are four computers at Nedra Court. Parents would like to know how they can use the computers to learn English and computer (operations). Ms. Campos shared that she believes SETA purchased a (software) program for Spanish-speaking parents to learn English. She will follow up to see if it is there.

XIII. Public Participation

None.

XIV. Adjournment: 7:24 p.m.

ITEM III-A – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2006-2007 HEAD START/EARLY HEAD START
PROGRAM IMPROVEMENT GRANT SUBMISSION**

BACKGROUND:

SETA was notified from the Administration of Children and Families of the availability of competitive Program Improvement funds. Program Improvement funds are for one-time expenditures which are non-predictable or non-recurring. Head Start Managers, Brenda Campos and Denise Lee have met with SETA Head Start's Program Coordinator, Program Officers and Teaching staff to seek input on health and safety concerns that meet eligibility to apply for supplemental Program Improvement funds. This agenda item provides an opportunity for the Parent Advisory Committee to approve the submission of the Head Start Fiscal Year 2006-2007 Program Improvement Grant in the amount of \$2,119,000 for Head Start. Please see attachment. Ms. Brenda Campos will be available to answer any questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the submission of the Head Start Fiscal Year 2006-2007 Program Improvement Grant Application.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION ITEM

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2005-2006

BACKGROUND:

There is currently a Parent Advisory Committee (PAC) officer vacancy position for Treasurer and Parliamentarian for Program Year 2005-2006. This agenda item provides an opportunity for the Parent Advisory Committee to elect a Treasurer and Parliamentarian. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

Section 3: Duties of Officers (D-E)

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:

- 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.

RECOMMENDATION:

That the Parent Advisory Committee elects a Treasurer and Parliamentarian for Program Year 2005-2006.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION ITEM

**APPROVAL OF 2005-2006 BUDGET REVISION REQUEST TO THE
ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF), SETA'S PHOENIX PARK
HEAD START/EARLY HEAD START**

BACKGROUND:

SETA's Children and Families Division is seeking approval for the purchase of playground equipment for SETA's Phoenix Park Head Start/Early Head Start program.

Phoenix Park Head Start/Early Head Start is a new center anticipated to open in August, 2006. The center will serve 60 preschoolers and 18 infants and toddlers. The purchase and installation of both the preschool and infant/toddler playground structures are estimated at \$100,000.

Funds for the playground structures will be taken from the Basic grant as there are costs savings from salary and fringe due to a workers compensation rebate. No additional funds are being requested.

RECOMMENDATION:

That the Parent Advisory Committee approves the purchase of playground equipment for SETA's Phoenix Park Head Start/Early Head Start Program.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION ITEM

APPROVAL OF 2005-2006 REVISION REQUEST TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF), SETA’S JOB CORPS. EARLY HEAD START PROGRAM

BACKGROUND:

SETA’s Children and Families Division is seeking approval for the purchase of playground equipment for SETA’s Job Corps. Early Head Start program.

The Job Corps. Early Head Start program operates a full day, comprehensive services program for 18 infants and toddlers. Due to an oversight, playground equipment and installation was not included in the Head Start/Early Head Start Basic or Program Improvement grant applications. Therefore, the grantee is seeking approval to purchase the equipment at a total of \$26,593.35.

Funds will be taken from the Basic grant as there are costs savings from salary and fringe due to a workers compensation rebate. No additional funds are being requested.

RECOMMENDATION:

That the Parent Advisory Committee approves the purchase of playground equipment for SETA’s Job Corps. Early Head Start program.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-E – ACTION ITEM

**APPROVAL OF 2005-2006 BUDGET REVISION REQUEST TO THE
ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF), SOLID FOUNDATION**

BACKGROUND:

SETA Children and Families Division is seeking approval to use Basic funds from PY 2005-2006 year to resurface the driveway at the Solid Foundation Head Start program.

SETA has been informed by the property owners of the Solid Foundation center that the parking driveway must be resurfaced. Head Start is the sole user of the parking lot and divots have been created over the years, creating a liability concern that needs to be addressed immediately. The cost to resurface the driveway is estimated at \$33,652.

Funds for the driveway resurfacing will be taken from the Basic grant as there are costs savings from salary and fringe due to a workers compensation rebate. No additional funds are being requested.

RECOMMENDATION:

That the Parent Advisory Committee approves the driveway resurfacing at the Solid Foundation Head Start program.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

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
- 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
- National Head Start Association (NHSA) Training Conference Report(s) (attached) Event – May 10-13, 2006, Detroit Michigan
- 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 and Ms. Inez Whitlow
- Child Care Center Food Menu (Attached)

NOTES:

ITEM IV-B – INFORMATION

PERSONNEL INTERVIEW AND SCREENING PROCESS TRAINING

BACKGROUND:

This agenda item provides an opportunity for Ms. Jeanie Ross, Senior Personnel Analyst, to train the Parent Advisory Committee on the Agency’s interview and screening process.

NOTES:

ITEM IV-C – INFORMATION

GOVERNING BOARD MEETING MINUTES

BACKGROUND:

The Governing Board Meeting minutes will be available in July's Parent Advisory Committee agenda.

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, May 17, 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 MAY 17, 2006 MEETING

GOOD	NEEDS IMPROVEMENT
1. Attendance excellent	1. Punctuality
2. Participation by Representatives in making motions	2. Committee reports
3. Timely meeting	
4. Cell phones were off	
5. Chair did an excellent job	

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 - Vacant
- 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:
