

Thought for the Day: "With courage you will dare to take risks,  
have the strength to be compassionate and the wisdom to be humble.

Courage is the foundation of integrity."

Author: Kesgavan Nair

### GOVERNING BOARD

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### HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

**Date:** Tuesday, November 14, 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](http://www.headstart.seta.net)

KATHY KOSSICK  
Executive Director

MAUREEN DERMOTT  
Deputy Director

### AGENDA

#### I. Welcome

- A. Call to Order/Roll Call
- B. PAC Meeting Attendance Update

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

- A. Approval of Minutes for Special PAC Meeting of October 17, 2005

#### III. Action Items

- A. Review of Applications and Election of Past Parent Alternate
- B. Review of Applications and Election of Grandparent Representatives and Alternates
- C. Review of Applications and Election of Foster Parent Representatives and Alternates

**IV. Information Items**

**A. Standing Information**

- PC/PAC Annual End of Year Appreciation, Saturday, October 21, 2006, Hilton Hotel-Sacramento Arden West(Oral Reports)
- Recognition of Parent Advisory Committee/Staff 2005-2006
- Region IX Head Start Association Professional Development Conference, Atlantis Casino Resort and Spa, October 10-13, 2006, Reno, Nevada (Reports attached.)
- SETA Operated Head Start Annual Self-Assessment Update
- Fiscal Report (February, May, August, November) – Mr. Kim Peck
- Executive Committee Report
- Seating of New Parent Advisory Committee Representatives (2006-2007)
- Introduction of SETA Head Start Staff
- Board Procedures
- Conflict of Interest – Ms. Nancy Hogan
- Reimbursements – Ms. Lashaun Burke
- Personnel – Ms. Jeanie Ross

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

- A. Election of Policy Council Representatives and Alternates
- B. Election of Representatives and Alternates to Attend the Annual National Head Start Association Parent Training Conference

**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

**V. Discussion**

**VI. Public Participation**

**VII. Adjournment**

**Distribution Date: Wednesday, November 8, 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
- \_\_\_ Alysian Gray, Countrywood Head Start
- \_\_\_ Nysheka Robinson, Crossroads Garden Head Start
- \_\_\_ **Vacant**, CSUS Head Start
- \_\_\_ Wendy Goins, Early Head Start /Home Base
- \_\_\_ Laura Angel, 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**, Grant Skills Center
- \_\_\_ **Vacant**, Grizzly Hollows
- \_\_\_ 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
- \_\_\_ **Vacant**, La Riviera Head Start
- \_\_\_ **Vacant**, LaVerne Stewart Head Start
- \_\_\_ **Vacant**, Marie Cleveland's Bright Beginnings Head Start
- \_\_\_ Sherry Gangloff, Mather Head Start
- \_\_\_ **Vacant**, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia 1 Head Start
- \_\_\_ **Vacant**, New Helvetia 2 Head Start
- \_\_\_ **Vacant**, 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
- \_\_\_ **Vacant**, Strizek Park Head Start
- \_\_\_ Paula Stackhouse, Vineland Head Start
- \_\_\_ **Vacant**, 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:**

- Franquell Pharms, Auberry Park Head Start
- Carolina Guerra, Bannon Creek Head Start
- Robert Walton, Center of Praise Head Start

- Tyrna Larkins, Home Base Head Start
- Danielle Duff, Illa Collin Head Start
- Jose Guzman, Nedra Court Head Start

Dominic Garcia, CSUS Head Start  
Kathy Ruiz, Franklin Head Start  
Salina Davey, EHS/Home Base Head Start  
Kellie Wilson, Hillsdale Head Start  
Ashley Cleveland, Home Base Head Start

Vanessa Valencia, Norwood Head Start  
Coral Humphrey, Past Parent Reprehensive  
Kim Creed, Past Parent Representative  
Jennifer Gonzalez, Strizek Park Head Start  
Templa Davis, Vineland 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	10/17
<b>Vacant</b>	AP												
Coral Humphrey Seated 3/06	BC					X	X	X	X	E	U	X	X
Zebadeisha Grooms Seated 11/05	BLC	X	X	U	X	X	X	X	X	X	X	X	X
<b>Vacant</b>	COP												
Alysian Gray S/B Seated 06/06	CW								U	X	X	X	U
Nysheka Robinson Seated 12/05	CR		X	X	U	X	X	X	X	X	X	X	U
<b>Vacant</b>	CSUS												
<b>Vacant</b>	DR												
Wendy Goins Seated 05/06	EHS/HB							X	X	X	U	X	X
Kathy Ruiz Seated 03/06	F					X	X	X	X	X	X	AP	X
Laura Angel Seated 09/06	FM											X	X
Keneshia Gray Seated 11/05	FP	X	X	U	X	X	X	X	X	X	X	X	X
Dionne Wilson Seated 11/05	FT	X	X	X	X	X	X	X	U	X	X	X	X
Vickie Snoe Seated 03/06	G					X	X	E	X	X	U	X	X
<b>Vacant</b>	GH												
<b>Vacant</b>	GL												
<b>Vacant</b>	GSC												
Rebekah Boone S/B Seated 03/06	H					U	X	X	X	X	U	X	X
<b>Vacant</b>	HB												
<b>Vacant</b>	HB												
<b>Vacant</b>	IC												
<b>Vacant</b>	JC												
<b>Vacant</b>	K												
<b>Vacant</b>	LAR												
<b>Vacant</b>	LVS												
<b>Vacant</b>	MCBB												
Sherry Gangloff Seated 11/05	M	X	X	X	X	X	X	X	X	X	X	E	U
<b>Vacant</b>	NC												
<b>Vacant</b>	NH1												
<b>Vacant</b>	NH2												
Rosalie Cornett Seated 11/05	NV	X	X	X	X	X	X	X	X	U	X	U	U
<b>Vacant</b>	N												
<b>Vacant</b>	PA												
<b>Vacant</b>	PP												
Sandra Reyes Seated 06/06	SN								X	X	E	X	X
<b>Vacant</b>	SP												
Kim Creed Seated 11/05	SVE	X	X	X	X	X	X	E	X	X	X	X	X
Paula Stackhouse Seated 02/06	V				X	X	X	X	X	X	X	X	X
<b>Vacant</b>	WG												
Veronica Rodriguez Reseated 01/06	WP			X	X	X	X	E	X	X	E	X	X
<b>Vacant</b>	FPR												
<b>Vacant</b>	FPR												
Donald Clark Reseated 03/06	GPR					X	X	X	X	X	X	X	X
<b>Vacant</b>	GPR												
Roy Shier Seated 05/06	MIR							X	X	X	X	X	X
Denise Nelson Seated 11/05	OGC	X	X	X	X	X	X	X	X	X	E	X	X
<b>Vacant</b>	PPR												
<b>Vacant</b>	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**

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

**Representative Abbreviations**

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

**Attendance Record Abbreviations**

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

**ITEM II-A – CONSENT ITEM**

**APPROVAL OF MINUTES FOR PAC MEETING**  
**OCTOBER 17, 2006**

**BACKGROUND:**

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

**NOTES:**

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**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

October 17, 2006  
6:00 p.m.

**I. Welcome**

- A. Call to Order/Roll Call – The meeting was called to order at 6:04 p.m. The Thought for the Day was read by Mr. Roy Shier. Roll was called; quorum confirmed.

**Members Present:**

Coral Humphrey  
Zebadeisha Grooms  
Wendy Goins  
Laura Angel  
Kathy Ruiz  
Kenesha Gray  
Dionne Wilson  
Vickie Snoe  
Rebekah Boone  
Kim Creed (6:19 arrival)  
Sandra Reyes  
Paula Stackhouse  
Veronica Rodriguez  
Donald Clark  
Roy Shier  
Denise Nelson

**Members Absent:**

Alysian Gray (U)  
Nysheka Robinson (U)  
Sherry Gangloff (U)  
Rosalie Cornett (U)

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

**II. Consent Items**

- A. Approval of Minutes for PAC Meeting of September 12, 2006 – Motion by Ms. Vickie Snoe, seconded by Ms. Paula Stackhouse, to approve the minutes by show of hands vote. Ayes: 13. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Kathy Ruiz).

**III. Action Items**

- B. Review of Applications and Election of (2) Grandparent Representatives and (2) Alternates – Background read by Ms. Nelson. There was one application; this parent is no longer interested. Due to low interest in the positions from the initial recruitment, Ms. Nelson asked that the item be tabled to allow more time to recruit for these positions. Motion by Ms. Stackhouse to table this item until the next PAC meeting by show of hands vote. Seconded by Mr. Donald Clark. Ayes: 13. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Ruiz).
- C. Review of Applications and Election of (2) Foster Parent Representatives and (2) Alternates – Background read by Ms. Nelson. Due to no interest in the positions

from the initial recruitment, Ms. Nelson asked that the item be tabled to allow more time to recruit for these positions. Motion by Ms. Kenesha Gray to table this item until the next meeting by show of hands vote. Seconded by Ms. Zebadeisha Grooms.

Discussion: Ms. Marie Desha shared that over 3,000 (Grandparent, Foster Parent and Past Parent recruitment) applications went out to parents. This is the lowest recruitment response ever received. She will continue recruiting until next month. Ayes: 13. Nays: 0. Abstentions: 2. (Ms. Nelson and Ms. Ruiz).

#### **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 – This item was deferred to Mr. Roy Shier to report on C.A.M.P. (under Item V, Committee Reports).
  
- PC/PAC Parent Activity Event Reports – Family History Center, Saturday, September 16, 2006 – Ms. Kenesha Gray shared that there were not very many attendees. Those who attended had a good time discovering their family history.
  
- Head Start Family Day Event Reports – William Land Park, Friday, October 6, 2006 – Ms. Buffie Engstrom thanked the parents for utilizing the bus (shuttle from St. Paul's Baptist Church to and from William Land Park). At one point, there were 60 people at once that got off one bus run. Parking was better this year. The event and the layout was very nice this year. There were only four lost children this year (immediately found). Entertainment was beautiful. A suggestion for next year was to provide running water in the bathrooms for hand washing. Ms. Engstrom shared that the previously scheduled vendor did not arrive until approximately 11:00 a.m. and another vendor had to be called at the last minute to assure portable bathrooms were delivered. This vendor, however, could not provide water for hand washing.
  
- PC/PAC Annual End of Year Parent Appreciation Event Reports – Hilton Hotel - Sacramento Arden West, Saturday, October 21, 2006, 6:00 - 9:00 p.m. (see attachment) – The /Social/Hospitality/Fundraising Committee is to arrive at 4:00 p.m.
  
- Average Daily Attendance (ADA) Report – Attached. Call Ms. Elsie Bowers at 263-3920 with any questions. Ms. Engstrom explained that there is now a way to turn in enrollment reports online. If Head Start dips below 85 percent attendance, it has to come up with a corrective plan to help the parents with their children's attendance. Head Start doesn't want to exclude children, but it has to require attendance. Head Start is studying the centers with low attendance to come up with a plan to achieve higher attendance.
  
- 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 shared that the handbooks (“Family Handbook: How to Raise a Successful Family in Challenging Times”) are now out at the Head Start centers and Delegate Agencies. Topics covered include access to mental services, child abuse prevention, domestic violence prevention, substance and alcohol abuse prevention, and couples’ tips for a healthy a relationship. If these booklets are not at each center, parents should ask family services workers or call Ms. Nicolas at 263-3736. Copies are available in English and Spanish. SETA Head Start has opened the therapeutic preschool program at Crossroad Gardens Head Start in partnership with River Oaks Center for Children, and Sacramento County Mental Health. It is a classroom with a clinician from River Oaks targeting 10 children who have previously been referred due to challenges in a regular Head Start classroom. SETA Head Start is a leader in partnering with community agencies to provide expedited referral services to children zero to five.

(Ms. Kim Creed arrived at 6:19 p.m.)

Ms. Nelson acknowledged Ms. Tyrna Larkins, 2006-2007 PAC Representative - Home Base, who was in the audience observing the meeting.

### III. **Action Items (continued)**

- A. Review of Applications and Election of Past Parent Representatives and Alternates – Background read by Ms. Nelson. The Committee reviewed the applications. Ms. Kim Creed and Ms. Coral Humphrey explained why they would like to hold the position of Past Parent Representative. The applications of Ms. Keysha Davis and Sandra Gonzales (absent) were reviewed. Motion by Ms. Gray to accept applications by show of hands vote and select two Representatives and two Alternates. Seconded by Ms. Stackhouse. Discussion: Ayes: 14. Nays: 0. Abstentions: 2.

Elected Representatives: Ms. Creed (10 votes) and Ms. Humphrey (3 votes).  
Elected Alternate: Ms. Gonzales (1 vote). (Ms. Davis received zero votes and therefore could not be elected Alternate.)

Ms. Creed, Ms. Davis and Ms. Nelson brought back gift items from the Region IX (Head Start Association Professional Development) Conference. A raffle of the gift items was held. Ms. Nelson presented Ms. Desha with a gift.

### IV. **Information Items (continued)**

- A. Standing Information
  - California Head Start Association (CHSA) Report – (See Item VI. - Other Reports/Chair’ Report.)
  - Fiscal Report (February, May, August, November) Mr. Kim Peck – No report.
  - Community Resources/Recognitions – Parent Advisory Committee Representative/ Staff – Ms. Nelson thanked Ms. Olga Mercado for escorting the PAC Representatives to the Region IX (Head Start Association Professional Development) Conference in Reno.
  - Parent/Staff Recognitions – None.

- Grandparent/Foster Parent Report – Mr. Donald Clark shared that he sent a letter to Ms. Alma Hawkins requesting that Kinder Care be placed on the agendas for the November and December Grandparent Support Group meetings. Mr. Clark learned that the Area 4 Agency has established two committees called “Second Time Around.” The first meeting is planned for the 26<sup>th</sup> of October. Mr. Clark plans to attend future meetings and report back to the PAC.
- Child Care Center Food Menu (Attached)

Ms. Nelson acknowledged Ms. Vanessa Valencia, Norwood Head Start, who was in the audience observing the meeting.

- B. SETA Operated Head Start Annual Self-Assessment Update – Ms. Engstrom tabled this item until November’s PAC meeting.
- C. Protection and Advocacy, Inc., (PAI) Presentation – The presenter was not in attendance.
- D. Governing Board Meeting Minutes – Attached for review.

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

- Executive Committee
  - Critique of the Parent Advisory Committee, September 12, 2006 – read by Ms. Kathy Ruiz.
- Personnel/Bylaws Committee – All meetings have concluded.
- Budget/Planning Committee – All meetings have concluded.
- Social/Hospitality/Fundraising Committee – The last gathering of the Committee will be to meet at the Hilton at 4:00 p.m. this Saturday in preparation for End of Year Appreciation.
- Program Area Committee Reports:
  - Early Childhood Development and Health Services Committee – All meetings have concluded.
  - Family and Community Partnerships/Training Committee – All meetings have concluded.
  - Monitoring/Evaluation Committee (Self-Assessment) – Committee of the Whole
- Community Advocating Male Participation (C.A.M.P.) – Mr. Roy Shier shared that at the last meeting C.A.M.P. members planned a Harvest Fest for their next Daddy and Me event. It will be held at the Northview Head Start center, 2401 Northview Drive, behind the 99¢ Store on Northgate Boulevard, from 6:00-8:30 p.m., Monday, October 30<sup>th</sup>. Free dinner will be provided. Children can pick their own pumpkins. There will be pumpkin carving demonstrations, family activities, family portraits and picture frames to decorate. RSVP to Bob Silva by October 27<sup>th</sup> at 263-3809. The Committee also discussed the upcoming Healthy Marriage

Initiative Training for SETA staff, to be held at Plaza Del Paso October 19<sup>th</sup> through 21<sup>st</sup>. Contact Bob Silva for more information.

- Food Services Committee – All meetings have concluded.
- Early Head Start Committee – All meetings have concluded.
- Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms (Representative) – No report.
- Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson (Representative) – The next meeting is November 1<sup>st</sup>, 5:30 p.m., Sequoia Room.

## **VI. Other Reports**

- Chair's Report – Ms. Denise Nelson – Attendees of the Region IX (Head Start Association Professional Development) Conference must submit reports to Ms. Desha by the 27<sup>th</sup> of October. Ms. Alma Hawkins' husband passed away. Services are pending. A sympathy card will be sent from the PAC and the PC. The obituary will be in tomorrow's newspaper. Parents collected \$106 at the (CHSA) \$2 Per Child (Campaign) booth at Family Day in the Park. Anyone still wishing to donate may see Ms. Desha or Ms. Nelson. Anyone who did not receive their visor (cap) may see Ms. Desha after the meeting.
- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Kenesha Gray, Ms. Paula Stackhouse and Mr. Donald Clark – No report.
- Head Start Deputy Director's Report – Ms. Robin Purdy, Interim Head Start Deputy Director – No report.
- Manager - Administration, Staff Development and Parent Services Report – Ms. Buffie Engstrom – SETA Head Start, which oversees the Head Start Delegate Agencies, is required to stay at 100 percent enrollment at all times. October 10<sup>th</sup> or 11<sup>th</sup>, two of the Delegate Agencies received 30-day corrective action notices for falling below 100 percent. This will be reported to the Policy Council, which oversees the operations of the SETA Operated Program and Delegate Agencies.
- Manager - Program Support Services Report – Ms. Brenda Campos-Peck – No report.
- Manager, Child Development and Education Services Report – Ms. Denise Lee shared further on the launching of the therapeutic preschool at Crossroad Gardens Head Start. There is also the opportunity for “push-in” service, which is for children in the regular classroom setting who have challenges requiring extra attention that's not severe enough for referral to the therapeutic preschool program. This service is provided by clinicians from River Oaks. Phoenix Park, the new Head Start center in the South Area, opened on Monday. It serves full-day children and infants/toddlers. There are a few slots still open. Grizzly Hollow Head Start center in Galt is not opened or licensed yet. Families enrolled are now receiving Home Based Options pending the opening. Head Start children receive screenings in the classroom for hearing, development, speech, language, vision, etc., to identify any necessary early intervention. If parents do not receive the results of these screenings, they should contact their family services worker or site supervisor.

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

**VII. Center Updates**

Ms. Nelson thanked Mr. Diego Arauco for his Spanish translating service at the PAC meeting.

Ms. Rebecca Boone reported that last month Hillsdale Head Start had an awesome parent meeting with a huge turnout of 60 children. There was plenty of food. Hillsdale is growing and doing really well.

**VIII. Discussion**

Ms. Snoe shared that the teacher at Galt Head Start wants to know what can be done to improve attendance at the annual (End of Year Celebration) event, and whether there can be busses or any other transportation provided for parents. Only five, out of one hundred Galt parents, attended the event. Ms. Lee share that approximately two years ago there were strict guidelines imposed on Head Start by the federal government that state all busses transporting children must have safety restraints, bus monitors, and maintenance checks, etc. This also applies to any vehicle transporting children on Head Start events. Ms. Lee will look into obtaining a waiver for the day for next year's event.

Ms. Sandra Reyes asked exactly what the policy is that she must follow when her classes are cancelled and she wants to keep her child at home with her. Ms. Lee shared there are strict attendance guidelines at Head Start. Ms. Reyes may contact her education specialist or Ms. Elsie Bowers at 263-3920 to view the Funding Terms and Conditions. Ms. Bowers can walk her through the guidelines so she can understand why they are so strict.

**IX. Public Participation**

None.

**X. Adjournment**

7:10 p.m.

**ITEM III-A – ACTION ITEM**

**REVIEW OF APPLICATIONS AND ELECTION OF  
PAST PARENT REPRESENTATIVES AND ALTERNATES**

**BACKGROUND:**

This agenda item provides an opportunity for Parent Advisory Committee Past Parent Applications to be reviewed and candidates elected for Program Year 2006-2007.

**RECOMMENDATION:**

That the Parent Advisory Committee elects one (1) Past Parent Alternate.

**NOTES:**

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

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

**ITEM III-B – ACTION ITEM**

**REVIEW OF APPLICATIONS AND ELECTION OF GRANDPARENT REPRESENTATIVES AND ALTERNATES**

**BACKGROUND:**

This agenda item provides an opportunity for Parent Advisory Committee Grandparent Applications to be reviewed and candidates elected for Program Year 2006-2007.

**RECOMMENDATION:**

That the Parent Advisory Committee elects two (2) Grandparent Representatives and two (2) Alternates.

**NOTES:**

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

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



**ITEM III-C – ACTION ITEM**

**REVIEW OF APPLICATIONS AND ELECTION OF  
FOSTER PARENT REPRESENTATIVES AND ALTERNATES**

**BACKGROUND:**

This agenda item provides an opportunity for Parent Advisory Committee Foster Parent Applications to be reviewed and candidates elected for Program Year 2006-2007.

**RECOMMENDATION:**

That the Parent Advisory Committee elects two (2) Foster Parent Representatives and two (2) Alternates.

**NOTES:**

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

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

**ITEM IV-A – INFORMATION**

**STANDING INFORMATION ITEMS**

**BACKGROUND:**

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

A. Standing Information

- PC/PAC Annual End of Year Appreciation, Saturday, October 21, 2006, Hilton Hotel-Sacramento Arden West (Oral Reports)
  - Recognition of Parent Advisory Committee/Staff 2005-2006
- Region IX Head Start Association Professional Development Conference, Atlantis Casino Resort and Spa, October 10-13, 2006, Reno, Nevada (Reports attached.)
- SETA Operated Head Start Annual Self-Assessment Update
- Fiscal Report (February, May, August, November) – Mr. Kim Peck
- Executive Committee Report
- Seating of New Parent Advisory Committee Representatives (2006-2007)
- Introduction of SETA Head Start Staff
- Board Procedures
  - Conflict of Interest – Ms. Nancy Hogan
  - Reimbursements – Ms. LaShaun Burke
  - Personnel – Ms. Jeanie Ross

**NOTES:**

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**PAC EXECUTIVE COMMITTEE CRITIQUE**  
**OF THE OCTOBER 17, 2006 MEETING**

GOOD	NEEDS IMPROVEMENT
1. Attendance	1. Representatives passing notes
2. Extremely timely meeting	2. Representatives being recognized by the Chair before leaving their seats
	3. Representatives side barring

**NOTES:**

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**ITEM III-D – ACTION ITEM (CONTINUED)**

**ELECTION OF POLICY COUNCIL REPRESENTATIVES AND ALTERNATES  
2006-2007 (PAC)**

**BACKGROUND:**

Each year PAC elects six (6) Representatives and six (6) Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of these Representatives and Alternates include:

- ✓ Attend monthly Policy Council Meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed.
- ✓ Report to the PAC members information received and decisions made by the Policy Council.
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

**RECOMMENDATION:**

That the PAC elect six (6) Policy Council Representatives and six (6) Alternates to the Policy Council.

**NOTES:**

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

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

**ITEM III-E – ACTION ITEMS (CONTINUED)**

**ELECTION OF REPRESENTATIVES AND ALTERNATES  
TO ATTEND THE NATIONAL HEAD START ASSOCIATION  
PARENT TRAINING CONFERENCE**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to select two (2) Parent Advisory Committee Representatives to attend the National Head Start Association's 23<sup>rd</sup> Annual Parent Training Conference, December 15-19, 2006, in New York, New York.

Please see attached Conference Attendance Guidelines and conference information.

**RECOMMENDATION:**

That the Parent Advisory Committee selects two (2) Representatives and two (2) Alternates to attend the conference.

**NOTES:**

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**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 III-B – INFORMATION (CONTINUED)**

**STANDING INFORMATION ITEMS**

**BACKGROUND:**

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

- B. Upcoming Meetings, Trainings, Conferences and Events
  - Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz, Ms. Cathy Spivey, Ms. Judy Weber and Ms. Marie Desha

**NOTES:**

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**ITEM V – DISCUSSION**

**BACKGROUND:**

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

**NOTES:**

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**ITEM VI – 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.

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