



Early Learning Centers Serving More Than 6,000 Sacramento Children & Families Annually

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
Council Member  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**ROBBIE WATERS**  
Council Member  
City of Sacramento

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**MAUREEN DERMOTT**  
Deputy Director

925 Del Paso Blvd., Suite 200  
Sacramento, CA 95815

Phone: (916) 263-3804  
Fax: (916) 263-3779

Website:  
<http://www.headstart.seta.net>

Thought for the Day: "Cherish your visions and your dreams as they are the children of your soul; the blue prints of your ultimate accomplishments."

Author: Napoleon Hill

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

**Date: Tuesday, August 14, 2007**

**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 ..... 1
  - B. PAC Meeting Attendance Update ..... 2-3
  
- II. **Consent Items**
  - A. Approval of Minutes for PAC Meeting of July 10, 2007 ..... 4
  
- III. **Action Items**
  - A. Selection of Representative and Alternate to Attend the Black Child Development Conference ..... 5
  - B. Election of Parent Advisory Committee Secretary ..... 6
  
- IV. **Information Items**
  - A. Standing Information ..... 7
    - Introduction of New Staff
    - Parent/Family Support Unit Events and Activities Report – Ms. Lisa Carr
    - Calendar of Events (Attached) – Mr. Donald Clark, Chair
    - Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
    - Special Education Report – Ms. Beverly Sanford
    - Program Content Area/Disabilities Services Reports – Ms. Beverly Sanford
    - Program Content Area/Mental Health Reports – Ms. Marilyn Palmer

➤	Seta Head Start/Early Head Start Health Policies – Ms. Brenda Campos-Peck	
•	Tobacco Free Policy	
•	Exposure Control Plan for Bloodborne Pathogens Policy	
•	Tuberculosis Policy	
➤	Selection Criteria for Enrollment in Early Head Start Update – Ms. Melanie Nicolas (see attachment)	
➤	Community Resources – Parent Advisory Committee Representative/Staff – Mr. Donald Clark, Chair	
➤	Parent/Staff Recognitions – Mr. Donald Clark	
➤	National Head Start Association Scholarships and Awards – Ms. Marie Desha	
➤	Grandparent/Foster Parent Report – Mr. Donald Clark, Chair	
➤	Fiscal Report (Provided in the months of February, May, August, and November) – Mr. Rick Pryor	
➤	Child Care Center Food Menu (Attached) – Mr. Donald Clark, Chair	
B.	SETA Workforce Services to Customers Transitioning from the Criminal Justice System – Mr. William Walker and Mr. Warren Murphy .....	8
C.	Governing Board Meeting Minutes of June 7, 2007 .....	9
V.	<b><u>Committee Reports</u></b> .....	10
➤	Personnel/Bylaws Committee	
➤	Budget/Planning Committee	
➤	Social/Hospitality/Fundraising	
➤	Program Area Committee Reports:	
➤	Community Advocating Male Participation (C.A.M.P.) – Mr. Ron Shanklin	
➤	Food Services Committee	
➤	Early Head Start Committee	
➤	Community Partnerships Advisory Committee (CPAC) – Ms. Esmeralda Garcia	
➤	Health Services Advisory Committee (HSAC) – Ms. Lisa Schubert	
VI.	<b><u>Other Reports</u></b> .....	11
➤	Chair’s Report – Mr. Donald Clark	
➤	Policy Council Report(s) – Ms. Carol Aronis, Ms. Carolina Guerra, Ms. Kathy Ruiz, Ms. Salina Davey, Ms. Esmeralda Garcia, and Mr. Kieston Murray	
➤	Head Start Deputy Director’s Report – Ms. Maureen Dermott	
➤	Manager, Program Support Services Report – Ms. Brenda Campos-Peck	
➤	Manager, Child Development and Education Services Report – Ms. Denise Lee	
➤	Manager, Parent/Family Support – Ms. Lisa Carr	
➤	Manager, Fiscal – Ms. Thelma Manzano	
VII.	<b><u>Center Updates</u></b> .....	12
VIII.	<b><u>Discussion</u></b> .....	13
IX.	<b><u>Public Participation</u></b> .....	14
V.	<b><u>Adjournment</u></b> .....	15

**Distribution Date: Thursday, August 9, 2007**

**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
- \_\_\_ Shannon Montgomery, Broadway Early Learning Center
- \_\_\_ Charleen Culbertson, Center of Praise Head Start
- \_\_\_ **Vacant**, Countrywood Head Start
- \_\_\_ **Vacant**, Crossroads Garden Head Start
- \_\_\_ **Vacant**, CSUS Head Start
- \_\_\_ Jessica Page Delmonte, Early Head Start /Home Base
- \_\_\_ **Vacant**, Florin Meadows Head Start
- \_\_\_ Kathy Ruiz, Franklin Head Start
- \_\_\_ **Vacant**, Freedom Park Head Start
- \_\_\_ **Vacant**, Fruitridge Head Start
- \_\_\_ **Vacant**, Galt Head Start
- \_\_\_ **Vacant**, Grace Lutheran Head Start
- \_\_\_ Esmeralda Garcia, Grant Skills Center
- \_\_\_ **Vacant**, Grizzly Hollows
- \_\_\_ Lisa Schubert, Hillsdale Head Start
- \_\_\_ Salina Davey, Home Base
- \_\_\_ Lilia Lopez-Nardozi, Home Base
- \_\_\_ **Vacant**, Hopkins Park Head Start
- \_\_\_ **Vacant**, Illa Collin Head Start
- \_\_\_ Sonya McLorin, Job Corps Head Start
- \_\_\_ **Vacant**, Kennedy Estates Head Start
- \_\_\_ Sonia Mejia, 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
- \_\_\_ Vanessa Valencia, Norma Johnson Head Start
- \_\_\_ **Vacant**, Parker Avenue Head Start
- \_\_\_ **Vacant**, Phoenix Park Head Start
- \_\_\_ Elizabeth Adams, Sharon Neese Early Learning Center
- \_\_\_ Kieston Murray, Sierra View Head Start
- \_\_\_ **Vacant**, Solid Foundation Head Start
- \_\_\_ Venelsia Fentress, Strizek Park Head Start
- \_\_\_ Carol Aronis, Vineland Head Start
- \_\_\_ **Vacant**, Walnut Grove Head Start
- \_\_\_ **Vacant**, Whispering Pines Head Start
- \_\_\_ **Vacant**, Foster Parent Representative
- \_\_\_ **Vacant**, Foster Parent Representative
- \_\_\_ Donald Clark, Grandparent Representative
- \_\_\_ **Vacant**, Grandparent Representative
- \_\_\_ Ron Shanklin, Male Involvement Representative
- \_\_\_ **Vacant**, Past Parent/Community Representative
- \_\_\_ **Vacant**, Past Parent/Community Representative

**New Representatives to be seated:**

**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	11/10	12/12	1/9	2/13	3/13	4/10	5/8	6/6	7/10	8/14	9/10	10/9
Vacant	AP												
Carolina Guerra Seated 11/06	BC	X	X	U	X	U	X	X	X	X			
Shannon Montgomery Seated 12/06	BLC		X	X	U	X	X	X	U	X			
Charleen Culbertson Seated 05/07	COP							X	X	X			
Vacant	CW												
Vacant	CR												
Dominic Garcia Seated 11/06	CSUS	X	U	X	X	X	E	X	X	E			
Jessica Page-Delmonte Seated 06/07	EHS/HB								X	X			
Kathy Ruiz Seated 11/06	F	X	X	X	X	X	X	E	X	X			
Vacant	FM												
Vacant	FP												
Vacant	FT												
Vacant	G												
Vacant	GH												
Vacant	GL												
Esmeralda Garcia Seated 11/06	GSC	X	X	X	X	X	X	X	X	X			
Lisa Schubert Seated 05/07	H							X	X	X			
Salina Davey Seated 03/07	HB					X	X	X	X	X			
Lilia Lopez-Nardozzi S/B Seated 05/07	HB							E	X	X			
Vacant	IC												
Sonya McLorin Seated 02/07	JC				X	E	X	U	X	X			
Vacant	K												
Sonia Mejia Seated 04/07	LAR						X	X	X	U			
Vacant	LVS												
Vacant	MCBB												
Sherry Gangloff Re-seated 04/07	M	X	E	X	X	U	X Re-seated	E	E	U			
Vacant	NC												
Vanessa Valencia Seated 11/06	NJ	X	X	E	X	X	X	X	E	X			
Vacant	NH1												
Crystal Tepa S/B Seated 06/07	NH2								U	U			
Brandi Pajarito Seated 04/07	NV						U	X	E	E			
Vacant	PA												
Vacant	PP												
Vacant	SF												
Elizabeth Adams Seated 04/07	SN						X	X	X	U			
Venelsia Fentress Seated 06/07	SP								X	X			
Kieston Murray Seated 03/07	SVE					X	X	X	X	X			
Carol Aronis 05/07	V							X	X	X			
Vacant	WG												
Vacant	WP												
Vacant	FPR												
Vacant	FPR												
Donald Clark Re-seated 07/07	GPR	X	X	E	X	X	X	X	X	X Re-seated			
Vacant	GPR												
Ron Shanklin Seated 04/07	MIR						X	X	X	X			
Vacant	OGC												
Vacant	PPR												
Vacant	PPR												

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

- 1. First, call your Alternate to see if they can attend in your place,**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha at 263-4082, and**
- 3. Third, please call PAC Chair, Mr. Donald Clark, 641-7933 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>NJ:</b>	Norma Johnson
<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 Hollow	<b>SF:</b>	Solid Foundation
<b>GL:</b>	Grace Lutheran	<b>SN:</b>	Sharon Neese
<b>GSC:</b>	Grant Skills Center	<b>SP:</b>	Strizek Park
<b>H:</b>	Hillsdale	<b>SVE:</b>	Sierra View
<b>HB:</b>	Home Based	<b>V:</b>	Vineland
<b>HP:</b>	Hopkins Park	<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**  
**JULY 10, 2007**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of July 10, 2007.

**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

July 10, 2007  
6:00 p.m.

### **I. Welcome**

- A. Call to Order/Roll call – The meeting was called to order at 6:10 p.m. Roll was called by Ms. Salina Davey; quorum confirmed. Mr. Clark – Read the thought for the day.

#### **Members Present:**

Carolina Guerra  
Shannon Montgomery  
Charleen Culbertson  
Jessica Page  
Kathy Ruiz  
Esmeralda Garcia  
Lisa Schubert  
Salina Davey  
Lilia Lopez-Nardozzi  
Sonya McLorin  
Vanessa Valencia  
Kieston Murray  
Carol Aronis  
Venelsia Fentress  
Donald Clark  
Ron Shanklin

#### **Members Absent:**

Sonia Mejia (U)  
Sherry Gangloff (U)  
Brandi Pajarito (E)  
Elizabeth Adams (U)  
Dominique Garcia (E)

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

Jessica Page-Delmonte, Early Head Start

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

Crystal Tapa, New Helvetia II Head Start (U)

- B. PAC Meeting Attendance Update – Ms. Salina Davey

### **II. Consent Items**

- A. Approval of minutes for Special PAC Meetings on June 6, 2007 – Mr. Donald Clark –  
Motion by Ms. Jessica Page to approve the minutes by show of hands to vote.  
Seconded by Ms. Carol Aronis. No discussion, no corrections. Ayes: 13. Nays: 0. Abstentions: 2 (Mr. Clark and Mr. Murray). Motion carried.

### **III. Action Items**

- A. Approval of Application submission for Administration for Children and Families (ACF) Head Start Healthy Marriage Initiative Project Grant – Ms. Lisa Carr –

Asking for permission for approval for Initiative. Forty grants will be awarded between \$200,000 and \$500,000. This grant will enable all Head Start qualified families with children from birth through adolescents to be served.

Motion by Ms. Carol Aronis to approve by show of hands to vote. Seconded by Ms. Carolina Guerra. Ayes: 13. Nays: 0. Abstentions: 2 (Mr. Clark and Mr. Murray).

B. Review of Applications and Election of Past Parent Representative and Alternate – Tabled.

Motion by Ms. Carol Aronis to vote by show of hands. Seconded by Ms. Jessica Page. Ayes: 13. Nays: 0. Abstentions: 2 (Mr. Clark and Mr. Murray).

C. Review of Applications and Election of Grandparent Representatives and Alternates – Mr. Donald Clark only applicant. Mr. Donald Clark shared Head Start is what he has devoted his time to. Motion by Ms. Salina Davey to vote by show of hands. Seconded by Ms. Carol Aronis. Ayes: 13. Nays: 0. Abstentions: 2 (Mr. Clark and Mr. Murray). Mr. Donald Clark elected.

D. Review of Applications and Election of Foster Parent Representatives and Alternates – Tabled.

Motion to table by show of hands, Ms. Salina Davey. Seconded by Ms. Carol Aronis. Ayes: 13. Nays: 0. Abstentions: 2 (Mr. Clark and Mr. Murray).

E. Election of Policy Council Alternates – Mr. Donald Clark read background. Ms. Marie Desha provided the current representatives and alternates. Also shared that Mr. Ron Shanklin was elected alternate but may not hold position because he is already on the PC. Nominated are Ms. Jessica Page and Ms. Venelsia Fentress. Both accepted nominations. Motion to vote by show of hands, Ms. Lisa Schubert. Seconded by Ms. Sonya McLorin. Ayes: 13. Nays: 0. Abstentions: 2 (Mr. Clark and Mr. Murray). Both elected alternates.

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

A. Standing Information

- Introduction of New staff – None.
- Parent/Family Support Unit events and Activities Report – Ms. Lisa Carr – Attached.
- Calendar of Events (Attached) – Mr. Donald Clark, Chair – Attached.
- Annual NHSA Conference Written Reports (Attached) – Event April 16-20, 2007, San Antonio, TX. Mr. Donald Clark, Chair – Attached.
- Average Daily Attendance (ADA) Report – Elsie Bowers – No Report.
- Special Education Report – Ms. Beverly Sanford – Shared Special Education Field Technicians are currently updating information and resources for the coming year.
- Program Content Area/Disabilities Services Reports – Ms. Beverly Sandford – Shared that 10 percent of our program is mandated by grantee and



delegate agencies to serve children with disabilities. Information included in handout is current as of May 31, 2007.

- Program Content Area/Mental Health Reports – Ms. Melanie Nicolas –No Report.
  - Community Resources – Parent Advisory Committee Representative/Staff – Mr. Donald Clark, Chair – Regal Cinema Theaters offer free movies for families throughout the summer. Call Regal Cinemas for dates and times (419-0200).
  - Parent/Staff Recognitions – Spanish NRS Assessors Recognitions – Ms. Denise Lee – Would like to recognize the Spanish speaking Teachers and Staff who go above and beyond their job duties to perform required NRS testing twice a year to our children for stepping up and completing the assessments. Also, recognition for staff who participated in the Family Movie Night and their ongoing commitment to our families.
  - Grandparent/Foster Parent Report – Mr. Donald Clark, Chair – Shared that he had a discussion with the Director of Social Services on the current Welfare Reform issue. Stated the importance of providing more resources for grandparents.
  - Fiscal Report (Provided in the months of February, May August, and November) – Mr. Rick Pryor – No Report.
  - Child Care Center Food Menu (Attached) – Mr. Donald Clark, Chair – Attached.
- B. Saca Learning Center Presentation – Ms. Genevieve Deignan – Briefly shared information on services provided. Food bank/Family Services available in Oak Park. Food Locker on Del Paso. The program is trying to establish a Family Community Center to be all inclusive of services to provide for and reach as many families as possible. GED and Literacy tutoring programs are available. Computer lab and assistance is available. The newest addition is the Family Homework Help Program which is available Monday through Thursday from 3:00 p.m. ~ 5:00 p.m. It is required that parents attend with their children; this is a 100 percent participation program. In the Mother Baby Program, mothers who participate at least once a month can receive diapers, food, formula, and clothes. Mothers who attend four times a month can earn “Baby Bucks” that may be used to turn in for extra items. The first three Fridays of each month is a Friday Play Group, which also provides support for parents. All funding for the program is private, non-profit, and donations are relied upon.
- C. Governing Board Meeting Minutes of April 5, and April 27, 2007 – Attached for individual review.

**V. Committee Reports –**

- Personnel/Bylaws Committee – Ms. Kathy Ruiz – Minimal changes to the bylaws; when complete will submit for approval.

- Budget/Planning Committee – Completed for the year.
- Social/Hospitality/Fundraising – Ms. Kathy Ruiz – Parent Activity and End of the Year Appreciation celebration are being discussed. Possibly for October.
- Program Area Committee Reports:
  - Early Childhood Development and Health Services Committee – No Report.
  - Family and Community Partnerships/Training Committee (AKA Parent/Family Support Committee) – Ms. Kathy Ruiz – Last meeting, discussed identity theft and how to prevent your identity from being stolen. Initial planning for Family Day in the Park began.
  - Monitoring/Evaluation Committee – Committee of the Whole – Completed.
- Community Advocating Male Participation (C.A.M.P.) – Mr. Ron Shanklin – Shared there will be a BBQ at Strizek for graduation. The Daddy’s Here Program is available as a support group for men trying to get custody and fair sharing of their children. The group meets every Thursday at 6:30 p.m. until 8:00 p.m. Also, the Group will air next Thursday on Access Channel 17. You may also visit [www.fathersandfamilies.com](http://www.fathersandfamilies.com) (Center for Fathers and Families) for current Daddy’s Here information and updates.
- Food Services Committee – No Report.
- Early Head Start Committee – No Report.
- Community Partnerships Advisory Committee (CPAC) – No Report.
- Health Services Advisory Committee (HSAC) – Ms. Lisa Schubert –The last meeting in May provided information on the importance of our children having TB tests prior to entering Head Start. Kaiser physicians shared guidelines for TB testing.

## **VI. Other Reports**

- Chair’s Report – Mr. Donald Clark – Would like to recognize Ms. Maureen McDermott and Ms. Denise Lee for listening and supporting families of Head Start.
- Policy Council Report(s) - Ms. Sherry Gangloff, Ms. Carolina Guerra, Ms. Kathy Ruiz, Ms. Salina Davey, Ms. Esmeralda Garcia, and Mr. Kiestion Murray – No Report.
- Head Start Deputy Director’s Report – Ms. Maureen Dermott – Shared Fiscal year will be ending July 31, 2007. Head Start is on radar for the PRISM (Program Review Instrument for System Monitoring) review by the Administration for Children and Families (ACF). Ms. Thelma Manzano, Mr. Rick Pryor and Mr. Rod Nishi are currently attending the highly acclaimed Fiscal Conference in Las Vegas. There was a survey circulated to the PAC and PC asking for ways in which Head Start and the Workforce can help parents improve their personal and professional development needs.

Workforce will have a full presentation in August. Head Start had voted to remain with the ASFCME union. Negotiations are in progress; once resolved a report will be given. ACF grant is being reauthorized with minor recommendations.

- Manager, Child Development and Education Services Report – Ms. Denise Lee – Classrooms have been doing self assessments using the ECERS (Early Childhood Environmental Rating Scale). Based on outcomes new materials and supplies are being implemented in order to enhance the classrooms and meet the needs of our children and their educational goals.
- Manager, Program Support Services report – Ms. Brenda Campos-Peck – No Report.
- Manager, Parent/Family Support – Ms. Lisa Carr – Computer programs have been received. Five are available in the computer lab and one is available at Walnut Grove Head Start. The request for Adult Literacy to help parents earn their GED has been signed by Ms. Maureen Dermott. A reminder that enrollment and attendance is important for our success. Enrollment fairs will be held at Bannon Creek and Hillsdale Head Start during the week of July 13<sup>th</sup> through July 17<sup>th</sup>. Translating and babysitting will be available.
- Manager, Fiscal – Ms. Thelma Manzano – No Report.

VII. **Center Updates** – Tabled.

VIII. **Discussion** – Tabled.

IX. **Public Participation** – No public in attendance.

X. **Adjournment** – 8:05 p.m.

**ITEM III-A – ACTION ITEM**

**SELECTION OF REPRESENTATIVE AND ALTERNATE TO ATTEND THE  
NATIONAL BLACK CHILD DEVELOPMENT CONFERENCE**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to select one (1) Parent Advisory Committee Representative and one (1) Alternate to attend the National Black Child Development Conference, October 21-23, 2007, Hyatt Regency Hotel, Chicago, IL.

Please see attached Conference Attendance Guidelines and Conference information.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the SETA Head Start/Early Head Start.

**NOTES:**

---

---

---

---

---

---

---

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

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

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

The 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 – ACTION ITEM**

**ELECTION OF PARENT ADVISORY COMMITTEE SECRETARY**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to elect a Secretary. The duties of the Parent Advisory Committee officers shall be as prescribed in the Parent Advisory Committee Bylaws, Article V, Section 3 (A-E) – Duties of Officers. These duties are as follow:

Section 3: **Duties of Officers**

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

Staff will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee elects a Secretary.

**NOTES:**

---

---

---

---

---

---

---

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

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

**ITEM IV-A – INFORMATION ITEM**

**STANDING INFORMATION**

**BACKGROUND:**

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

- A. Standing Information
  - Introduction of New Staff
  - Parent/Family Support Unit Events and Activities Report – Ms. Lisa Carr
  - Calendar of Events (Attached) – Mr. Donald Clark, Chair
  - Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
  - Special Education Report – Ms. Beverly Sanford
  - Program Content Area/Disabilities Services Reports – Ms. Beverly Sanford
  - Program Content Area/Mental Health Reports – Ms. Marilyn Palmer
  - Seta Head Start/Early Head Start Health Policies – Ms. Brenda Campos-Peck
    - Tobacco Free Policy
    - Exposure Control Plan for Bloodborne Pathogens Policy
    - Tuberculosis Policy
  - Selection Criteria for Enrollment in Early Head Start Update – Ms. Melanie Nicolas (see attachment)
  - Community Resources – Parent Advisory Committee Representative/Staff – Mr. Donald Clark, Chair
  - Parent/Staff Recognitions – Mr. Donald Clark
  - National Head Start Association Scholarships and Awards – Ms. Marie Desha
  - Grandparent/Foster Parent Report – Mr. Donald Clark, Chair
  - Fiscal Report (Provided in the months of February, May, August, and November) – Mr. Rick Pryor
  - Child Care Center Food Menu (Attached) – Mr. Donald Clark, Chair

**NOTES:**

---

---

---

---

## CALENDAR OF EVENTS

### EVENT

### DATE

PAC Executive Committee Meeting

Wednesday, August 15, 2007  
1:30 p.m.  
Redwood Room

Family & Community Partnerships/Training Committee

Wednesday, August 22, 2007  
9:30 a.m.  
Redwood Room

Early Childhood and Health Services Committee

Wednesday, August 22, 2007  
9:00 a.m.  
Room TBA

PC/PAC Bylaws Committee Meeting

Wednesday, August 29, 2007  
9:00 a.m.  
Redwood Room

PC Executive Committee Meeting

Friday, September 7, 2007  
9:00 a.m.  
Redwood Room

National Head Start Association Scholarships and Awards

Deadline date:  
September 14, 2007  
-Beating the Odds Award  
-Ruth Weatherl Memorial  
Parent of the Year Award



**CALENDAR OF EVENTS AND ACTIVITIES**  
**PARENT/FAMILY/SUPPORT UNIT**  
**Ms. Lisa Carr**

**EVENT**

**DATE**

Transition, Male Involvement, Grandparent and Foster  
Parent Event – Early Head Start and Head Start Countywide  
Hot August Movie Night

Friday, August 10, 2007  
7:00 p.m. – 10:00 p.m.  
Howe Park  
2201 Cottage Way  
(see attached flyer)

Family Day

Friday, October 5, 2007  
10:00 a.m. – 2:00 p.m.  
William Land Park

**ITEM IV-B – INFORMATION ITEM**

**SETA WORKFORCE SERVICES TO CUSTOMERS TRANSITIONING  
FROM THE CRIMINAL JUSTICE SYSTEM**

**BACKGROUND:**

Sacramento County has a large population of youth and adults transitioning from the criminal justice system and seeking to find training and employment services that will ensure a successful transition to self-sufficiency. Research has shown that there are three key indicators that will reduce recidivism for this population:

1. Receiving a diploma or credential within 6 months of release
2. Living with a family member
3. Working continuously for the first 6 months following release from prison

SETA and the Sacramento Works Career Center system have been working hard during the last couple of years to provide both pre-release services and services that will assist youth and adults in the parole and probation systems to make a successful transition. A summary of the services currently available is attached for your information.

**NOTES:**

---

---

---

---

**Sacramento Works Career Center System**  
**PROGRAMS ASSISTING EX-OFFENDERS IN SACRAMENTO COUNTY**

**Linkage to Education**

Linkage to Education is a Community Services Block Grant funded program that provides incarcerated youth with a continuum of supports, peer mentors, counseling and assistance in enrolling and completing college. Linkage staff meet with the youth prior to their release from incarceration to prepare a pre-release plan to address re-socialization concerns and other issues that would impact their transition into college. After their release from custody, each participant is supported in planning an appropriate college workload, enrolled into college, provided tuition and textbook resources, and assigned a peer college mentor who offers on-going counseling throughout the term of enrollment to overcome barriers to completion. Programs goals for the participants include enrollment into college, academic success, graduation and self-sufficiency.

**Voluntary Legal Services**

VLSP provides free legal clinics at five career centers that assist low-income residents of Sacramento County with reinstatement of suspended driver's licenses and the expungement of criminal convictions. At the clinics, clients acquire the necessary information and skills to complete the legal forms required to expunge their criminal convictions and regain the suspended driver's licenses. The degree of services required by each client will vary according to their abilities and complexity of their problems; some will require 15 minutes to 2 hours, while others may need actual hearing representation, which can take up to 20 hours of time. Individuals with criminal records and who lack driver's licenses are not a competitive for jobs and those without these barriers. Outcome achievements of the clinics include the removal of impediments to employment which will lead to the clients obtaining and upgrading their employment.

**Sacramento Works Career Center – Lemon Hill**

**Sacramento City Unified School District, Charles A. Jones Skills and Business Education Center**

The Charles A. Jones Skills and Business Education Center hosts weekly "Previous Offender Integration Workshops" to parolees from the California State Prison system who have returned to Sacramento County. The mandatory workshops provide information to the parolee on services and resources available to them that would assist them in transitioning into society and becoming a productive member of the community. Lemon Hill Career Center staff, partner with SETA, EDD, Cosumnes River College, temporary employment agencies, healthcare representatives and DMV, to offer the parolees employment assistance, information on training opportunities, housing, financial aid, substance abuse recovery, and documentation materials for each parolee to obtain a California Identification card.

**Sacramento Works Career Center -La Familia Counseling Center**

La Familia's Project Reach, funded through SETA's Community Services Block Grant program, provides multi-cultural counseling, case management, home visitation, youth development activities, support and outreach services to low-income youth who are at risk of dropping out of school and/or involved in gang or other violent activities and their families. Twenty percent (20%) of the youth served have been formerly incarcerated. Project Reach services are closely linked to La Familia Career Center where a Youth Specialist assists the participants with pre-employment skills, career development and planning, and higher education and vocational training resources and referrals.

### **County of Sacramento Department of Health and Human Services**

DHHS operates its YouthWORKS program through the Oak Park Neighborhood Multiservice Center to serve youth facing academic failure, dropping out of school, unplanned pregnancy, substance abuse, and gang involvement. A high percentage of youth referred to YouthWORKS have been formerly incarcerated or are on probation. The program is a two-hour per day after school program at American Legion High School that provides case management, homework assistance/tutoring, life skills education, recreation, and community service. Program participants are referred, as appropriate, to children's mental health counseling, substance abuse counseling and anger management groups and to employment opportunities to the Broadway Career Center.

### **Sacramento Works Career Center- South County Hire Hope Project**

The SWCC-South County Career Center, operated by Sacramento Employment and Training Agency (SETA) and the Elk Grove Unified School District is the key center that provides specialized services to ex-offenders. SETA working with the Elk Grove Adult and Community Education in co-operation with Sacramento County Sheriff Department has provided services at the Rio Consumes Correctional Center for over 30 years.

Over the past few years, the Hire Hope Project has experienced considerable success since the project was implemented. Both SETA/SWCC staff along with Elk Grove Adult and Community Education work collectively to provide a unique perspective in offering services at RCCC that creates an energy that links the student from incarceration to the SETA/Sacramento Works Career Center. In addition SETA and is working with staff at the California State Prison Industry Authority (PIA) to partner with Sacramento Sheriff Department and the Elk Grove Adult and Community Education to continue and expand the Project successes.

Hire Hope mission has been to successfully facilitate re-entry services and reduces recidivism by providing job search activities, job placement services and community resource referrals to over 200 ex-offenders both men and women starting at age 18. The Hire Hope program is a holistic and collaborative approach of job placement and community services inside the prison walls of both state and county correctional facilities prior to release. Hire Hope along with its advisory group has channeled limited resources that provides access to housing, transportation, vocational training opportunities, life skills, medical care and employment opportunities through referrals and collaborative efforts. The Hire Hope program design and implementation focuses on re-entry services emphasizing the need to change one's life, make it a success and thereby reducing crime.

### **Sacramento Works Career Center – Broadway**

#### **Esperanza USA**

Asian Resources, the host agency of the Sacramento Works Career Center on Broadway has received funding from the Esperanza USA Foundation, to provide employment and training services to Latino Adjudicated Youth. The Broadway Career Center is also a partner in the Juvenile Justice Challenge grant received by SETA to provide 80 youth with information and referrals, case management and employment services. Crossroads Diversified Services is partnering with SETA to provide benefits planning services to the youth customers.

The Broadway Career Center also partners with US Federal Probation/Parole to weekly workshops for parolee from federal facilities. In addition, the center has developed and maintains a long-standing relationship with California Department of Corrections & Rehabilitation of providing service to adult ex-offenders.

The Broadway Career Center services for Ex-Offenders Re-Entry Program Include;

1. Academic
2. Vocational
3. Employment
4. Support Services
5. Substance Abuse Counseling Referral
6. Mental Health Referral
7. Life Skills
8. Training

For each participant who comes in with an interest in the program there is a complete and in-depth assessment which includes background, family history, history of substance abuse, medication being taking, all information on their probation or parole conditions etc. Once the participant has completed the initial assessment they are directed to various services provided by the Sacramento Works Career Center that are listed above. The goal is to place these individuals in permanent employment, once they have completed any necessary training or assigned referral programs.

#### **Sacramento Works Career Center-Franklin MAAP (Mexican-American Alcoholism Program) and PRIDE Industries**

The Sacramento Works Career Center – Franklin has developed partnerships with MAAP (Mexican-American Alcoholism Program), recipient of the USDOL Prisoner Re-entry grant in Sacramento County and PRIDE Industries, recipient of state California Department of Corrections and Rehabilitation funding through Prison Industries Authority (PIA) to provide pre-release services to adult inmates. Both PRIDE and MAAP outstation staff at the career center who provide counseling, support services, housing, and other services to ex-offenders. Career Center staff and partners provide employment assistance, job placement services, training scholarships, and retention services.

PRIDE staff provide a two week work readiness workshop which includes the completion of a master applications; resume writing; cover letters; thank you notes; creative job search techniques; interview techniques, including how to explain your conviction in an interview and how to sell your skills, **not your conviction**; posting online resumes; creating professional email accounts; creating a Cal-Jobs account; completion of professional personal portfolio; and job retention skills.

During the second week of the workshops, Job Development is incorporated. The participant is connected with a PRIDE Job Developer who works with the individual in finding a job in the community to match their skills. The Job Developer not only provides "leads" to various companies, but will call the company in advance and to schedule interviews for the participant.

#### **Sacramento Works Career Centers – Hillsdale and Franklin Youth Development & Crime Prevention (YDCP) Initiative**

Since 2001, SETA has managed the Youth Development and Crime Prevention program to provide employment opportunities and academic services coupled with substance abuse and mental health counseling to high-risk youth. A primary objective of YDCP is to engage youth in positive activities to keep them out of the criminal justice system. YDCP seeks to help youth make positive, healthy and productive lifestyle choices that insure their success into adulthood.

The YDCP team includes the following local partners:

- SETA / Sacramento Works, Inc. Youth Council
- Sacramento Works Career Centers
- Sacramento Chinese Community Service Center, Inc.
- Casey Family Program (foster youth services)
- Sacramento County Alcohol and Drug Bureau
- Sacramento County Children's Mental Health Services
- Sacramento County Probation Division

**Program design:** YDCP provides prevention and diversion services to support youth's successful transition into adulthood. The YDCP team from the three disciplines – employment, alcohol and drug counseling and mental health services – collaborates to provide services at the Sacramento Works Career Centers. Youth Employment Specialists focus on employment and youth development issues and Youth Advocates coordinate counseling and mental health services. Co-locating mental health and substance abuse services with employment services significantly increases the youth's participation in these vital services. All services are provided from a youth development perspective – the youth and the YDCP team focus on the young person's assets and strengths to proactively transition into adulthood. Services are provided at the Franklin and Hillsdale Career Centers.

**Program Goal & Design Elements:** The overarching goal of YDCP is to decrease youth involvement in the criminal justice system. Coordinating the delivery of mental health and substance abuse counseling coupled with employment and education opportunities is challenging and rewarding. To meet this goal, YDCP's design elements include:

- Providing employment opportunities and education resources
- Promoting leadership development and civic responsibility through Youth Action Teams
- Providing substance abuse and mental health counseling
- Promoting community service and youth-led activities through art, murals and videography projects
- Mentoring and peer support.

Working in Youth Action teams promotes youth leadership and community responsibility. As a team youth decide on a community project or issue and develop an action plan to address the issue. Previous Youth Action team projects included creating a mural for an elementary school, producing an Anti-smoking poster, and participating in a neighborhood cleanup project.

Demographics: During the first three years of operation, 150 youth were served (73% male and 27% female). Of the youth served, 93% had prior involvement with the criminal justice system. Of that number, less than 11% re-offended. The Sacramento County Probation Department directly referred youth to YDCP as a condition of completing their probation. Because 45% of the YDCP youth were high school dropouts, the YDCP team incorporated academic completion activities into the program design.

**Return on Investment:** In Sacramento, the Probation Division maintains a monthly caseload average exceeding 5,000 juvenile offenders. As a condition of probation, many youth are required to seek employment or counseling services, yet do not know how to access those available resources. YDCP meets this need for the youth and the Sacramento community. YDCP has been funded with WIA Discretionary and formula youth funds and U.S. Department of Justice Earmark funds. It costs over \$52,000 to house a Youth Authority ward for one year.

The average cost for YDCP is \$4,320 per youth. Providing these youth with positive tools to transition into adulthood is money well spent.

### **Sacramento Works Career Center – Hillsdale, Broadway and Franklin**

**Sacramento Works for Youth Challenge Grant** – In June 2007 SETA was awarded a Juvenile Justice Challenge grant from the Office of Juvenile Justice/Dept. of Corrections and Rehabilitation. Partners will provide employment and academic services coupled with substance abuse and mental health counseling. The Challenge grant was patterned after the lessons learned from the very successful YDCP grant that served at-risk probation youth for the past five years.

The Challenge program will serve 120 youthful offenders ages 16 to 24 who are on parole or probation. SETA was one of five organizations statewide to receive the Challenge Grant funding. SETA will be partnering with:

- Sacramento Chinese Community Service Center
- Asian Resources
- The Effort
- Istakar Hollins Economic Development Corporation and,
- SCUSD

Leveraged partnerships include:

- Sacramento Works Career Centers
- Northern California Construction and Training
- Workforce Investment Act formula and discretionary funds
- Sacramento Sierra Building and Construction Trades Council
- American River College

Youth will be referred to the Sacramento Works for Youth Challenge grant by their parole and/or probation officers. As youth often access SETA programs and the Sacramento Works Career Centers, youth may also self-refer. Services will be provided throughout the community at Sacramento Works Career Centers. Program staff will also be co-located at the parole and probation offices.

**WIA At-Risk Youth Discretionary Grant** – In June 2007 SETA was also awarded WIA Governor's Discretionary 15% funding for the Sacramento Works for Youth Navigator program. The Youth Navigator program will provide assistance to youth with disabilities in "navigating" the road to successful adulthood. Target group are youth with disabilities with a special focus on foster and probation youth with disabilities. The Sacramento County Probation Department reports there over 5,000 youth on probation in Sacramento County. Additionally, there are over 1,900 foster youth in Sacramento County and over 8,000 youth that are considered disabled in the Sacramento school district system. SETA is planning

### **Sacramento Works Career Center – Greater Sacramento Urban League Department of Labor and National Urban League partnership**

The Greater Sacramento Urban League is a partner in the Department of Labor and National Urban League initiative to serve adjudicated youth ages 18 to 24. Life skills, academic and employment services will be provided at the Sacramento Works Career Center at Urban League.

**Construction Pre-Apprenticeship Programs** – For several years, SETA has partnered with construction pre-apprenticeship training programs operated by Cosumnes River College and the Northern California Construction and Training, Inc. This training has been supported by Federal Highway Administration and Workforce Investment Act funds. Since August 2005, 120 participants have been enrolled in SETA's WIA 15% construction pre-apprenticeship training and placement services. Of those enrolled into WIA, thirty were on probation or parole. As of a recent graduation in June 2007, thirteen of the thirty parolees/probationers had attained employment. Positions included electricians, drywall/lather, carpenters, laborers, and plumbers with an average starting wage of \$16.03. Of the employed ex-offender participants, 10 of 13 were indentured into apprenticeship programs. Case management and placement services are provided by SETA staff at the Sacramento Works Career Centers – Franklin, Hillsdale and Rancho.



**ITEM IV-C – INFORMATION ITEM**

**GOVERNING BOARD MINUTES**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes for June 7, 2007.

**NOTES:**

---

---

---

---

**ITEM V – COMMITTEE REPORTS**

**BACKGROUND:**

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

- Personnel/Bylaws Committee
- Budget/Planning Committee
- Social/Hospitality/Fundraising
- Program Area Committee Reports:
  - Community Advocating Male Participation (C.A.M.P.) – Mr. Ron Shanklin
  - Food Services Committee
  - Early Head Start Committee
  - Community Partnerships Advisory Committee (CPAC) – Ms. Esmeralda Garcia
  - Health Services Advisory Committee (HSAC) – Ms. Lisa Schubert

**NOTES:**

---

---

---

---

**ITEM VI – OTHER REPORTS**

**BACKGROUND:**

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

- Chair’s Report – Mr. Donald Clark
- Policy Council Report(s) – Ms. Carol Aronis, Ms. Carolina Guerra, Ms. Kathy Ruiz, Ms. Salina Davey, Ms. Esmeralda Garcia, and Mr. Kieston Murray
- Head Start Deputy Director’s Report – Ms. Maureen Dermott
- Manager, Program Support Services Report – Ms. Brenda Campos-Peck
- Manager, Child Development and Education Services Report – Ms. Denise Lee
- Manager, Parent/Family Support – Ms. Lisa Carr
- Manager, Fiscal – Ms. Thelma Manzano

**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 V – DISCUSSION**

**BACKGROUND:**

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

**NOTES:**

---

---

---

---

---

---

---

**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.

**NOTES:**

---

---

---

---

---

---

---

**ITEM VII – ADJOURNMENT**