

GOVERNING BOARD

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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: "The most important thing in communication is to hear what is being said."

Author: Peter F. Drucker

HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Tuesday, December 11, 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
 - B. PAC Meeting Attendance Update

- II. Consent Items**
 - A. Approval of Minutes for PAC Meeting of November 13, 2007

- III. Information Items**
 - A. Standing Information
 - Ice Breaker – Mr. Kathy Ruiz, Vice Chair
 - Introduction of Newly Seated Representatives
 - Introduction of New Staff

 - B. How to Present and Make a Motion
 - Mr. Donald Clark, Chair

IV. Action Items

- A. Election of Parent Advisory Committee Officers 2007-2008
- B. Selection of Representatives and Alternates to Attend the California Head Start Association (CHSA) Annual Parent Conference, Oakland Marriott City Center Hotel, January 21-22, 2008 (Monday-Tuesday).
- C. Selection of Parent Advisory Committee Members 2007-2008

III. Information Items (Continued)

- A. Standing Information (Cont'd.)
 - National Black Child Development Institute (NBCDI) Conference, October 21-23, 2007, Hyatt Regency Hotel, Chicago, Il. (Report attached.)
 - PC/PAC Calendar of Events – Mr. Donald Clark, Chair
 - Community Resource/Recognitions – PAC Representatives/Staff
 - Parent/Staff Recognitions
 - Child Care Center Food Menu (Attached)

V. Other Reports

- Chair's Report
- Policy Council Report(s) – Ms. Brandy Williams, Ms. Salina Davey, Ms. Erin Kimbro, Ms. Angela Porter, Ms. Hollie Costas, Ms. Carol Aronis
- Head Start Deputy Director's Report – Ms. Maureen Dermott
- Manager – Child Development and Education Services Report – Ms. Denise Lee
- Manager - Program Support Services Report – Ms. Brenda Campos-Peck
- Manager – Parent/Family Support Report – Ms. Lisa Carr

VI. Center Updates

VII. Discussion

VIII. Public Participation

IX. Adjournment

Distribution Date: Thursday, December 6, 2007

ITEM I-A – ROLL CALL

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

- ___ **Vacant**, Auberry Park Head Start
- ___ **Vacant**, Bannon Creek Head Start
- ___ Donovan Harrison, Broadway Early Learning Center
- ___ Angela Porter, Center of Praise Head Start
- ___ **Vacant**, Countrywood Head Start
- ___ Brandy Williams, Crossroads Garden Head Start
- ___ Jeanine Vandermolen, CSUS Head Start
- ___ **Vacant**, Early Head Start /Home Base
- ___ **Vacant**, Florin Meadows Head Start
- ___ **Vacant**, Franklin Head Start
- ___ **Vacant**, Freedom Park Head Start
- ___ Robert Bitango, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grace Lutheran Head Start
- ___ **Vacant**, Grant Skills Center
- ___ **Vacant**, Grizzly Hollows
- ___ **Vacant**, Hillsdale Head Start
- ___ Salina Davey, Home Base
- ___ Erin Kimbro, Home Base
- ___ **Vacant**, Hopkins Park Head Start
- ___ Monice Montes, Illa Collin Head Start
- ___ **Vacant**, Job Corps Head Start
- ___ **Vacant**, Kennedy Estates Head Start
- ___ Hollie Costas, La Riviera Head Start
- ___ **Vacant**, LaVerne Stewart Head Start
- ___ Christy Farley, Marie Cleveland's Bright Beginnings Head Start
- ___ **Vacant**, Mather Head Start
- ___ Graciela Carrillo, 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
- ___ Nicole Gordon, Phoenix Park Head Start
- ___ **Vacant**, Sharon Neese Early Learning Center
- ___ Kieston Murray, Sierra View Head Start
- ___ **Vacant**, Solid Foundation Head Start
- ___ **Vacant**, Strizek Park Head Start
- ___ Carol Aronis, Vineland Head Start
- ___ Jana Maggard, Walnut Grove Head Start
- ___ **Vacant**, Whispering Pines Head Start
- ___ **Vacant**, Foster Parent Representative
- ___ **Vacant**, Foster Parent Representative
- ___ Donald Clark, Grandparent Representative
- ___ Venelsia Fentress, Grandparent Representative
- ___ **Vacant**, Male Involvement Representative
- ___ **Vacant**, Outgoing Chair
- ___ Lynn Reynolds-Showalter, Past Parent/Community Representative
- ___ Kathy Ruiz, Past Parent/Community Representative

New Representatives to be seated:

- | | |
|--|---|
| Mariana Valdez, Bannon Creek Head Start | Katherine Arrue, Job Corps Head Start |
| Itzel Oregon, Countrywood Head Start | Willie Benjamin, New Helvetia 2 Head Start |
| Condola Hill, Early Head Start/Home Base | Nicole Gordon, Pheonix Park Head Start |
| Shelia Wells, Florin Meadows Head Start | Brandy Young, Strizek Park Head Start |
| Norma Vasquez, Grant Skill Center Head Start | LaDoris McDavid, Foster Parent Representative |
| Monique Davis, Hillsdale Head Start | |

ITEM I – B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 14, 2006

PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2006-2007

COMMITTEE MEMBER	CENTER	11/10	12/12	1/9	2/13	3/13	4/10	5/8	6/6	7/10	8/14	9/10	10/9	11/13
Vacant	AP													
Vacant	BC													
Shannon Montgomery Seated 12/06	BLC		X	X	U	X	X	X	U	X	X	X	X	U
Vacant	COP													
Vacant	CW													
Vacant	CR													
Vacant	CSUS													
Jessica Page-Delmonte Seated 06/07	EHS/HB								X	X	U	X	U	U
Kathy Ruiz Seated 11/06	F	X	X	X	X	X	X	E	X	X	X	X	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	X	X	X	E
Lisa Schubert Seated 05/07	H							X	X	X	X	X	X	U
Salina Davey Seated 03/07	HB					X	X	X	X	X	X	X	X	X
Vacant	HB													
Vacant	IC													
Sonya McLorin Seated 02/07	JC				X	E	X	U	X	X	X	X	X	U
Vacant	K													
Vacant	LAR													
Vacant	LVS													
Vacant	MCBB													
Vacant	M													
Vacant	NC													
Vanessa Valencia Seated 11/06	NJ	X	X	E	X	X	X	X	E	X	X	X	X	X
Vacant	NH1													
Vacant	NH2													
Vacant	NV													
Vacant	PA													
Vacant	PP													
Vacant	SF													
Vacant	SN													
Venelsia Fentress Seated 06/07	SP								X	X	E	X	X	X
Kieston Murray Seated 03/07	SVE					X	X	X	X	X	X	X	X	X
Carol Aronis 05/07	V							X	X	X	X	E	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	E	X	X	X
Vacant	GPR													
Ron Shanklin Seated 04/07	MIR						X	X	X	X	X	U	X	U
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.**

The PAC was seated on November 13, 2007

PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2007-2008

COMMITTEE MEMBER	CENTER	11/13	12/11	1/8	2/12	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/14	11/11
Vacant	AP													
Mariana Valdez S/B Seated 11/07	BC	AP												
Donovan Harrison Seated 11/07	BLC	X												
Angela Porter Seated 11/07	COP	X												
Itzel Oregon S/B Seated 11/07	CW	U												
Brandy Williams Seated 11/07	CR	X												
Jeanine Vandermolen Seated 11/07	CSUS	X												
Vacant	EHS/HB													
Vacant	F													
Shelia Wells S/B Seated 11/07	FM	U												
Vacant	FP													
Robert Bitango Seated 11/07	FT	X												
Vacant	G													
Vacant	GH													
Vacant	GL													
Norma Vasques S/B Seated 11/07	GSC	U												
Monique Davis S/B 11/07	H	U												
Salina Davey Seated 03/07	HB	X												
Erin Kimbro Seated 11/07	HB	X												
Monice Montes Seated 11/07	IC	X												
Vacant	JC													
Vacant	K													
Hollie Costas Seated 11/07	LAR	X												
Vacant	LVS													
Christy Farley Seated 11/07	MCBB	X												
Vacant	M													
Graciela Carrillo Seated 11/07	NC	X												
Vanessa Valencia Seated 11/07	NJ	X												
Vacant	NH1													
Willie Benjamin S/B Seated 11/07	NH2	U												
Vacant	NV													
Vacant	PA													
Nicole Gordon S/B Seated 11/07	PP	U												
Vacant	SF													
Vacant	SN													
Brandy Young S/B Seated 11/07	SP	E												
Vacant	SVE													
Carol Aronis Seated 11/07	V	X												
Jenna Maggard Seated 11/07	WG	X												
Vacant	WP													
LaDoris McDavid S/B Seated 11/07	FPR	E												
Vacant	FPR													
Venelsia Fentress Seated 11/07	GPR	X												
Vacant	GPR	X												
Vacant	MIR													
Vacant	OGC													
Lynn Reynolds- Showalter Seated 11/07	PPR	X												
Kathy Ruiz Seated 11/07	PPR	X												

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

1. First, call your Alternate to see if they can attend in your place,
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha at 263-4082, and
3. Third, please call PAC Chair, 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

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	MCB	Marie Cleveland Bright Beginnings
CW:	Countrywood	B:	Norma Johnson
EHS:	Early Head Start	NJ:	Nedra Court
FM:	Florin Meadows	NC:	New Helvetia 1
FR:	Franklin	NH1:	New Helvetia 2
FP:	Freedom Park	NH2	Northview
FT:	Fruitridge	NV:	Parker Avenue
G:	Galt	PA:	Phoenix Park
GH:	Grizzly Hollow	PP:	Solid Foundation
GL:	Grace Lutheran	SF:	Sharon Neese
GSC:	Grant Skills Center	SN:	Strizek Park
H:	Hillsdale	SP:	Sierra View
HB:	Home Based	SVE:	Vineland
HP:	Hopkins Park	V:	Walnut Grove
IC:	Illa Collin	WG:	Whispering Pines
		WP:	

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM II-A – CONSENT ITEM

APPROVAL OF MINUTES FOR PAC MEETING
NOVEMBER 13, 2007

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of November 13, 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

November 13, 2007
6:00 p.m.

I. Welcome

A. Call to Order/Roll Call

Meeting called to order at 6:03 p.m. Due to no quorum, the Chair proceeded to Information Items on page 6 of the agenda.

IV. Information Items

A. Standing Information

- PC/PAC Annual End of Year Appreciation, Saturday, October 13, 2007, Lyons Gate Hotel and Conference Center (Oral reports.) – Mr. Donald Clark, Ms. Ruiz and Ms. Davey reported. It was an enjoyable event. A lot of hard work went into it. Great attendance. Ms. Marie Desha shared it was a grand affair, Ms. Ruiz was an excellent speaker, and she thanked the committee for a job well done and for all their hard work throughout the year.
- Region IX Head Start Association Professional Development Conference, October 15-16, 2007, Holiday Inn Golden Gate Hotel, San Francisco, CA (Report attached.) – Tabled until next month.
- National Black Child Development Institute (NBCDI) Conference, October 21-23, 2007, Hyatt Regency Chicago Hotel, Chicago, Il. (Report attached.) – Tabled until next month.
- History and Philosophy of the War on Poverty Training Report, October 22-24, 2007, Sheraton Grand Hotel, Sacramento – Chair, Mr. Clark attended. Very touching conference. A lot of attendees were veterans of the war on poverty. Mr. David Bradley gave a grand presentation. He participated in writing the legislation that become the Economic Opportunity Act of 1964. The Community Service Block Grant component in the Office of Economic Opportunity and Head Start program were originally joined together; they are not now. As a result, there are structural weakness within the two. Mr. Clark thinks someone at SETA should look at bringing them together again. There would be many employment and housing benefits for Head Start parents.

I. Welcome (Continued)

A. Call to Order/Roll Call (Continued)

Members Present:

Kathy Ruiz (6:07 arrival)
Salina Davey
Vanessa Valencia
Kieston Murray (6:07 arrival)
Venelsia Fentress
Carol Aronis
Donald Clark

Members Absent:

Shannon Montgomery (U)
Jessica Page-Delmonte (U)
Esmeralda Garcia (E)
Lisa Schubert (U)
Sonya McLorin (U)
Ron Shanklin (U)

IV. Information Items (Continued)

A. Standing Information

- Recognition of Parent Advisory Committee/Staff 2006-2007 – Parents and staff were recognized by the PAC.

I. Welcome (Continued)

B. PAC Meeting Attendance Update – Deferred to the next Executive PAC committee meeting.

II. Consent Items (2006-2007 Parent Advisory Committee)

A. Approval of Minutes for PAC Meeting of October 9, 2007 – Mr. Clark expressed his support for Mr. Ron Shanklin's suggestion (page 3, V. Program Area Committee Reports) that in future SETA tries to have its annual Family Day event at Raley Stadium. Ms. Carr will provide Mr. Clark with a listing of all African American HMI grantees in California, as requested (page 5, VI. Other Reports, Daddy and Me report.) Mr. Clark shared that one-half of a million dollars was given to the Office of Youth Development, which was created for youth crime prevention. Motion by Ms. Carol Aronis to approve the minutes of October 9. Seconded by Ms. Vanessa Valencia. Ayes, 5. Nays, 0. Abstentions, 2 (Mr. Clark and Mr. Murray Kieston).

III. Action Items

A. Review of Applications and Election of Past Parent Representative – There was only one application submitted. Motion by Ms. Davey to elect the sole applicant, Ms. Kathy Ruiz. Seconded by Ms. Aronis. Ayes, 5. Nays, 0. Abstentions, 2 (Mr. Clark and Mr. Murray).

IV. Information Items (Continued)

- Fiscal Report (February, May, August, November) – Ms. Thelma Manzano provided an update on fiscal reports, last year ending July 31, 2007, and the first two months of this year ending September 30, 2007. Ms. Michelle Weaver from Region IX commented that this is the first time in many years that she's seen SETA spend most of the money (55 million dollars). Most of the centers have had improvements. All but about \$10,000 of the \$80,000 approved by the Governing Board has been spent. We are on target for our Head Start Basic Grant this year. It is projected that both Head Start and Early Head Start monies will be spent by the end of the year. (Report attached.)
- Average Daily Attendance (ADA) Report – Ms. Gale Paiva – No report. For questions, call Ms. Paiva at 263-3995.
- Program Information Report (PIR) – Ms. Maureen Dermott reported for Ms. Andrea Harvey, and explained the PIR report attached in the agenda, which shows how Head Start spends its dollars and the composition of families served. Ms. Dermott will provide an update next month on the outcome of contacting and developing a relationship between the Department of Human Resources (TANF) and SETA in an effort to assist low income African American/Hispanic grandparents who have fallen through the cracks, per Mr. Clark's request.
- Seating of New Parent Advisory Committee Representatives (2007-2008) – Ms. Marie Desha reported that the following PAC Representatives from PAC 2006-2007 have been replaced with new Representatives: Esmeralda Garcia, Grant

Skills; Lisa Schubert, Hillsdale; and Shannon Montgomery, Broadway ELC. No new Representative information has been received for Representatives Keiston Murray, Ron Shanklin, Shannon Montgomery or Jessica Page-Delmonte, so they will hold their seats. Mr. Clark, who has termed out as Grandparent Representative, will hold his seat as Chair until new officers are elected next month.

New Representatives Seated:

Donavan Harrison, Broadway; Angela Porter, Center of Praise; Jeanine Vandermolen, CSUS; Brandy Williams, Crossroads; Robert Bitanga, Fruitridge; Salina Davey, Home Base; Erin Kimbro, Home Base; Venelsia Fentress, Grandparent Representative; Monica Montes, Illa Collin; Hollie Costas, LaRiviera; Christy Farley, Marie Cleveland's Bright Beginnings; Graciela Carrillo, Nedra Court; Vanessa Valencia, Norma Johnson; Lynn Reynolds-Showalter, Past Parent; Carol Aronis, Vineland; Jenna Maggard, Walnut Grove; Nailah Murphy, (AP) for Mariana Valdez, Bannan Creek.

New Representatives Absent:

Itzel Oregon, Countrywood (U); Shelia Wells, Florin Meadows (U); LaDoris McDavid, Foster Parent (E); Monique Davis, Hillsdale (U); Norma Vasquez, Grant Skills Center (U); Willie Benjamin, New Helvetia 2 (U); Nicole Gordon, Phoenix Park (U); Brandy Young, Strizek Park (E).

- Introduction of SETA Head Start Staff – All staff present introduced themselves to the PAC.

- Program Governance Overview – Ms. Maureen Dermott, Deputy Director, Head Start Children and Families – Ms. Dermott shared that SETA is a shared governance organization that reports to the Administration for Children and Families. SETA is in Region IX, which covers California, Arizona, Nevada, Hawaii, and the Outer Pacific Islands. SETA's Governing Board consists of five members: 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; and Jimmie Yee, Board of Supervisors, County of Sacramento. SETA is funded as a Head Start, Early Head Start and State program to serve 3,366 children with a budget of \$39 million plus for Head Start and approximately \$4 million plus for Early Head Start, and over \$3 million funding through the State for providing comprehensive services. SETA has 38 Head Start centers, serving 2,778 children. SETA's Delegate Agencies are Del Paso, Elk Grove, Sac City, San Juan, WCIC/Playmate. Ms. Desha shared that SETA Operated Program (SOP) administers the Head Start program. Its two-fold mission is to oversee the Delegate Agencies and the SOP. The PAC was given to the SETA parents to give them an opportunity to be involved in decision-making issues. The PAC models after the PC and serves in the capacity of advising for SOP program, but is not the legal governing body. The legal governing is the Policy Council at the grantee level.

- Board Procedures
 - Conflict of Interest – Ms. Nancy Hogan explained the Conflict of Interest statement and requirements. All board members were asked to sign. Copies of the entire Conflict of Interest Code may be obtained from Ms. Hogan.
 - Reimbursements – Ms. Manzano, reporting for Ms. LaShaun Burke, shared on the reimbursement process. Reimbursement (for child care and transportation) is provided for PC/PAC members who attend PC/PAC meetings, Joint Committee meetings, or participate in the hiring process. The amount has increased from \$25 to \$30. In addition, if meetings exceed four hours, there is either a meal provided, or a lunch reimbursement up to \$8. Lunch receipts should be returned to Ms. Burke. Members who attend more than one meeting per day will only be reimbursed for one meeting. PAC meeting reimbursement claims are to be submitted to Ms. Burke.
 - Personnel – Mr. Jim O’Bra explained the mission of the Human Resource Department, which is to ensure that all state and federal laws are adhered to as they relate to the workplace. Personnel works closely with the Policy Council on employment recruitment. PC members assist with screening applications.

- Parent Advisory Committee (PAC) Meeting Survey Results – Ms. Desha shared that the results of the survey regarding concerns with parents attending the second Tuesday at 6:00 p.m. PAC meetings were as follows: Votes to change to 9:00 a.m. – 1. Votes to change to 4:00 p.m. to 6:00 p.m. – 2. Votes to continue meetings from 6:00 p.m. to 8:00 p.m. – 10. The PAC meeting will continue to be held at 6:00 p.m.

- Officer Elections – December 11, 2007.

III. Action Items (2007-2008 Parent Advisory Committee) (Continued)

- B. Election of Policy Council Representatives and Alternates – Ms. Brenda Campos-Peck and Ms. Desha shared on the requirements. Representatives must be a parent of a child currently in the Head Start/Early Head Start program. Representatives will attend PC meetings held the 4th Tuesday of each month at 9:00 a.m., as well as subcommittee meetings.

Nominees for Representative: **Brandy Williams, Salina Davey, Erin Kimbro, Angela Porter, Hollie Costas and Carol Aronis.** Motion by Ms. Vanessa Valencia to approve the six nominees. Seconded by Ms. Davey. Ayes, 19. Nays, 0. Abstentions, 2 (Mr. Clark and Mr. Murray). Motion carried.

Nominees for Alternate: **# 1, Donovan Harrison; #2, Jenna Maggard, #3, Jeanine Vandermolen, # 4, Christy Farley, #5, Kieston Murray, #6, Monica Montes.** Motion by Ms. Davey, Seconded by Ms. Aronis, to select the six nominees in the order given. Ayes, 19. Nays, 0. Abstentions, 2 (Mr. Clark and Mr. Murray). Motion carried.

- C. Election of Representatives and Alternates to Attend the Annual National Head Start Association Parent Training Conference – Preference should be given to parents who have not had an opportunity attend out-of-state conferences in the past, including Delegate Agencies. Although Mr. Murray, Mr. Clark and Ms. Ruiz have

traveled out of state, if elected, they would have a right to go. Ms. Desha shared conference information and explained the *Draft Schedule H Other* budget handout. The conference will be held in Indianapolis, Indiana. SETA is responsible for hotel, airfare, meals costs, as well as childcare reimbursement. Inform Ms. Desha if you cannot attend so Alternate may be arranged. A travel meeting is scheduled for December 12th at 1:00 p.m. Departure is Friday, December 14th, returning Tuesday, December 18th. A written report required.

Nominees for Representatives: #1, **Vanelsia Fentress**, #2, **Salina Davey**.

Nominees for Alternate: #1, **Kathy Ruiz**. #2, **Kieston Murray**.

Motion by Ms. Davey to elect the two Representatives and two Alternates in order listed by show of hands. Seconded by Ms. Brandy Williams. Ayes, 19. Nays, 0. Abstentions, 2 (Mr. Clark and Mr. Murray). Motion carried.

IV. Information Items (Continued)

A. Standing Information

- Parent/Family Support Unit Events and Activities – Mr. Donald Clark, Chair - Calendar attached.

- Calendar of Events (attached) – Mr. Donald Clark, Chair – Calendar attached.

V. Discussion – Ms. Aronis shared that there is still a problem with food at Vineland Head Start. Food is either under-cooked or over-cooked two out of three times. Not enough is delivered. The center has 21 children. Ms. Campos-Peck will follow up again and ask the Food Service Coordinator to attend one of the parent meetings.

VI. Public Participation – Mr. Clark shared that people from the centers can come and speak out at Public Participation.

VII. Adjournment – 8:07 p.m.

ITEM III-A – INFORMATION ITEMS

STANDING INFORMATION

BACKGROUND:

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

Information Items

A. Standing Information

- Ice Breaker – Ms. Kathy Ruiz, Vice Chair
- Introduction of Newly Seated Representatives
- Introduction of New Staff

NOTES:

ITEM III-B – INFORMATION ITEMS

HOW TO PRESENT AND MAKE A MOTION

BACKGROUND:

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

NOTES:

ITEM IV-A – ACTION ITEM

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2007-2008

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2007-2008. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

SECTION 3: Duties of Officers

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

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

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

NOTES:

Chair

Vice Chair

Secretary

Treasurer

Parliamentarian

ITEM IV-B – ACTION ITEM

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

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to select Representatives and Alternates to attend the California Head Start Association (CHSA) Annual Parent Conference. The Conference will be held at the Oakland Marriott City Center Hotel, January 21-22, 2008 (Monday-Tuesday).

Please see attached Conference Attendance Guidelines and Conference information.

RECOMMENDATION:

That the Parent Advisory Committee approves the selection of two (2) Representatives and two (2) Alternates to attend the California Head Start Association Conference.

NOTES:

ACTION: Moved _____ Secoded _____

VOTE: Aye _____ Nay _____ Abstain _____

PARENT ADVISORY COMMITTEE REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

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

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

ITEM IV-C – ACTION ITEM

SELECTION OF PARENT ADVISORY COMMITTEE MEMBERS 2007-2008

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Representatives to select Standing and Program Area Committees for Program Year 2007-2008.

- 1) Head Start Personnel/Bylaws Committee Representatives (2 Representatives)
 - a) Parliamentarian, _____ Oversight by: Marie Desha _____
 - b) _____
 - c) _____

- 2) Head Start Budget/Planning Committee Representatives (2 Representatives)
 - a) Treasurer, _____ Oversight by: Maureen Dermott _____
 - b) _____
 - c) _____

- 3) Head Start Social/Hospitality Committee (1 Representative)
 - a) Secretary, _____ Oversight by: Marie Desha _____
 - b) Treasurer, _____
 - c) _____

- 4) Program Area Committees
 - ♦ Child Development & Health Services Committee (3 Representatives)
 - a) _____ Oversight by: Denise Lee _____
 - b) _____
 - c) _____

 - ♦ Parent/Family Support Committee (3 Representatives)
 - a) _____ Oversight by: Lisa Carr _____
 - b) _____
 - c) _____

- 5) Monitoring and Evaluation, AKA Self-Assessment Committee (**Committee of the Whole**) Oversight by: Andrea Harvey _____

6) Food Services Committee (3 Representatives)

- a) _____ Oversight by: Brenda Campos-Peck
- b) _____
- c) _____

7) Early Head Start Committee (3 Representatives)

- a) _____ Oversight by: Denise Lee
- b) _____
- c) _____

8) Male Involvement Committee (3 Representatives)

- a) _____ Oversight by: Robert Silva
- b) _____
- c) _____

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-A – INFORMATION ITEMS (Continued)

STANDING INFORMATION

Information Items

A. Standing Information (cont'd.)

- National Black Child Development Institute (NBCDI) Conference, October 21-23, 2007, Hyatt Regency Hotel, Chicago, IL. (Report attached.)
- PC/PAC Calendar of Events – Mr. Donald Clark, Chair
- Community Resource/Recognitions – PAC Representatives/Staff
- Parent/Staff Recognitions
- Child Care Center Food Menu (Attached)

NOTES:

CALENDAR OF EVENTS

EVENT

DATE

PC/PAC Orientation

Friday, December 7, 2007
8:30 a.m. – 1:30 p.m.
SETA Boardroom
925 Del Paso Blvd., #100

PAC Meeting

Tuesday, December 11, 2007
6:00 p.m.
SETA Boardroom
925 Del Paso Blvd., #100

PC Executive Committee Meeting

Date and Location TBA

Special PC Meeting

Thursday, December 18, 2007
9:00 a.m.
SETA Boardroom
925 Del Paso Blvd., #100

PC/PAC and Delegate Agency Officer Training

Thursday, December 20, 2007
8:30 – 1:00 p.m.
Redwood Room
925 Del Paso Blvd., #200

Christmas Holiday

Monday, December 24, 2007 –
Tuesday, January 1, 2008
OFFICE CLOSED

California Head Start Association (CHSA)
Parent Conference

January 21-22, 2008
Oakland Marriott City Center
Hotel
Oakland, California

California Head Start Association (CHSA)
General Conference

January 23-25, 2008
Oakland Marriott City Center
Hotel
Oakland, California

ITEM V – OTHER REPORTS

BACKGROUND:

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

- Chair’s Report
- Policy Council Report(s) – Ms. Brandy Williams, Ms. Salina Davey, Ms. Erin Kimbro, Ms. Angela Porter, Ms. Hollie Costas, Ms. Carol Aronis
- Head Start Deputy Director’s Report – Ms. Maureen Dermott
- Manager – Child Development and Education Services Report – Ms. Denise Lee
- Manager - Program Support Services Report – Ms. Brenda Campos-Peck
- Manager – Parent/Family Support Report – Ms. Lisa Carr

NOTES:

ITEM VI – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VII – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VIII – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program 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 IX – ADJOURNMENT