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KATHY KOSSICK
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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: "Give to the world the best you have and the best will come back to you."

Author: Madeline Bridges

HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Tuesday, September 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.

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- Parent/Staff Recognitions – Mr. Donald Clark
- Grandparent/Foster Parent Report – Mr. Donald Clark, Chair
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Distribution Date: Thursday, September 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
- ___ 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
- ___ **Vacant**, 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
- ___ **Vacant**, Sharon Neese Early Learning Center
- ___ Kieston Murray, Sierra View Head Start
- ___ **Vacant**, Solid Foundation Head Start
- ___ Veneisia 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	X		
Shannon Montgomery Seated 12/06	BLC		X	X	U	X	X	X	U	X	X		
Charleen Culbertson Seated 05/07	COP							X	X	X	E		
Vacant	CW												
Vacant	CR												
Vacant	CSUS												
Jessica Page-Delmonte Seated 06/07	EHS/HB								X	X	U		
Kathy Ruiz Seated 11/06	F	X	X	X	X	X	X	E	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		
Lisa Schubert Seated 05/07	H							X	X	X	X		
Salina Davey Seated 03/07	HB					X	X	X	X	X	X		
Lilia Lopez-Nardozzi S/B Seated 05/07	HB							E	X	X	E		
Vacant	IC												
Sonya McLorin Seated 02/07	JC				X	E	X	U	X	X	X		
Vacant	K												
Sonia Mejia Seated 04/07	LAR						X	X	X	U	X		
Vacant	LVS												
Vacant	MCBB												
Vacant	M												
Vacant	NC												
Vanessa Valencia Seated 11/06	NJ	X	X	E	X	X	X	X	E	X	X		
Vacant	NH1												
Vacant	NH2												
Vacant	NV												
Vacant	PA												
Vacant	PP												
Vacant	SF												
Elizabeth Adams Seated 04/07	SN						X	X	X	U	U		
Venelsia Fentress Seated 06/07	SP								X	X	E		
Kieston Murray Seated 03/07	SVE					X	X	X	X	X	X		
Carol Aronis 05/07	V							X	X	X	X		
Vacant	WG												
Vacant	WP												
Vacant	FPR												
Vacant	FPR												
Donald Clark Reseated 07/07	GPR	X	X	E	X	X	X	X	X	X Re-seated	E		
Vacant	GPR												
Ron Shanklin Seated 04/07	MIR						X	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

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM II-A – CONSENT ITEM

APPROVAL OF MINUTES FOR PAC MEETING
AUGUST 14, 2007

BACKGROUND:

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

August 14, 2007
6:00 p.m.

I. Welcome

- A. Call to Order/Roll call – Meeting called to order at 6:12 p.m. Roll called by Ms. Salina Davey. Thought for the Day read by Mr. Kieston Murray.

Members Present:

Carolina Guerra
Kathy Ruiz
Esmeralda Garcia
Lisa Schubert
Salina Davey
Sonya McLorin
Sonia Mejia
Vanessa Valencia
Kieston Murray
Carol Aronis
Ron Shanklin
Shannon Montgomery (6:13 arrival)

Members Absent:

Charleen Culbertson (E)
Jessica Page-Delmonte (U)
Lilia Lopez-Nardozi (E)
Elizabeth Adams (U)
Venelsia Fentress (E)
Donald Clark (E)

- B. PAC Meeting Attendance Update – Read by Ms. Kathy Ruiz.

II. Consent Items

- B. Approval of Minutes for PAC Meeting of July 10, 2007 – Motion by Ms. Davey to approve the attached minutes by show of hands. Seconded by Ms. Vanessa Valencia. Ayes, 10. Nays, 0. Abstentions, 2: Ms. Ruiz and Mr. Murray. Motion carried.

III. Action Items

- D. Selection of Representative and Alternate to Attend the Black Child Development Conference – Ms. Marie Desha gave Conference information and referred the PAC to the Draft *Schedule H. Other* budget and Draft *Schedule C. Out of State Travel* handouts. Travel meeting tentatively scheduled for Friday, October 19th, 1:30 p.m. Selected Representative will depart October 20th and return the 23rd. Conference open to all races.

Nominees Sonya McLorin, Lisa Schubert and Ron Shanklin explained why they would like to attend the Conference. By show of hands vote, Ms. Schubert was selected Representative with 6 votes; Ms. McLorin was selected Alternate with 3 votes; Mr. Shanklin received 2 votes. Motion by Ms. Carol Aronis to approve the selection. Seconded by Ms. Carolina Guerra. Ayes, 10. Nays, 0. Abstentions, 2: Ms. Ruiz and Mr. Murray. Motion Carried.

- E. Election of Parent Advisory Committee Secretary – One of the duties of the Secretary is to take meeting minutes as a backup to the minutes of the Clerk of the Committee. Motion by Ms. McLorin to elect a PAC Secretary. Seconded by Ms. Valencia. Ayes, 10. Nays, 0. Abstentions, 2: Ms. Ruiz and Mr. Murray.

Nominees Ms. Davey and Ms. Schubert explained why they are interested in holding the position. By show of hands vote, Ms. Schubert received 1 vote; Ms. Davey was elected Secretary with 10 votes and will relinquish her position as PAC Treasurer.

IV. Information Items

A. Standing Information

- Introduction of New Staff – No new staff. Mr. Rick Pryor introduced himself and shared that SETA did well in expending the budgeted amount for the year. Ms. Thelma Manzano explained the preliminary results of the HS/EHS budget outcome (included in the agenda), and shared how monies were spent. Ms. Desha shared that the parents at the PC and PAC level had input on how the monies were spent. For budget questions, call Ms. Manzano at 263-3875. Final report completed by October 29th.
- Parent/Family Support Unit Events and Activities Report – Ms. Lisa Carr - attached.
- Calendar of Events – Mr. Donald Clark, Chair – attached.
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers – Call 263-3920 for questions.
- Special Education Report – Ms. Beverly Sanford shared that the attached Special Education Report is the last report for the Program Year; the next report will be in October.
- Program Content Area/Disabilities Services Reports – Ms. Beverly Sanford shared on her recruitment efforts with community agencies. She encouraged the PAC to refer families who have children with disabilities or special needs to the Head Start program. English and Spanish flyer/registration form distributed for Special Kids Family Picnic, Saturday, September 22, 2007, 11:00 a.m. -2:30 a.m., Fairytale Town at William Land Park. Call Ms. Sanford at 263-3056 for list of Early Head Start centers and enrollment requirements.
- Program Content Area/Mental Health Reports – Ms. Marilyn Palmer – No report.
- Seta Head Start/Early Head Start Health Policies – Ms. Brenda Campos-Peck shared on the following policies which were mailed with the agenda:
 - Tobacco Free Policy
 - Exposure Control Plan for Bloodborne Pathogens Policy
 - Tuberculosis Policy – This policy has not changed in the last two years and will be reviewed at the next Health Services Advisory Committee meeting. Ms. Campos-Peck will look into why most TB forms at some centers are only available in Spanish. Call her at 263-3881 with questions.
- Selection Criteria for Enrollment in Early Head Start Update – (Attached.) Ms. Denise Lee explained the Selection Criteria. Ms. Elsie Bowers met with staff and

parents for input on selection criteria revisions. Changes (in *italic* type) were approved by the Policy Council in July.

- Community Resources – Parent Advisory Committee Representative/Staff – Mr. Donald Clark, Chair – No report.
- Parent/Staff Recognitions – Mr. Donald Clark – None.
- National Head Start Association Scholarships and Awards – Ms. Marie Desha will clarify NHSA application deadline date with CHSA prior to giving information.
- Grandparent/Foster Parent Report – Mr. Donald Clark, Chair – No report.
- Fiscal Report (Provided in the months of February, May, August, and November) – Mr. Rick Pryor (Previously provided.)
- Child Care Center Food Menu (Attached.) – Mr. Donald Clark, Chair – Ms. Aronis shared that Vineland has experienced food shortages. Ms. Campos-Peck shared that enough food is sent for 20 children. There should also be extra snack food on hand at the centers. In terms of required serving portions, double the amount is usually delivered. If shortages continue, please report on Quality Assurance forms; inform the site supervisor; or call Connie (263-3901) or Brenda (263-3881); or invite Brenda and Connie to attend a parent meeting to discuss serving portions.

C. SETA Workforce Services to Customers Transitioning from the Criminal Justice System – Mr. William Walker, Workforce Development Manager, and Mr. Warren Murphy, Employment Services Specialist explained how SETA assists ex-offenders in Sacramento County. Services include assistance with record expungement, academic and vocational training, employment services, various support services and substance abuse and referral services. Through the “Hire” Hope program, on a case by case basis inmates are assessed, provided services and transitioned back into the community. For more information, contact Mr. Murphy, South County Career Center, at 525-4717. Information attached.

PAC Representatives were asked to turn in the Workforce Development parent surveys previously mailed to them.

D. Governing Board Meeting Minutes of June 7, 2007 – Minutes attached.

V. **Committee Reports**

- Personnel/Bylaws Committee – Mr. Murray shared that there were few Bylaws revisions. Committee will meet again August 29th, 9:00 a.m.
- Budget/Planning Committee – No report.
- Social/Hospitality/Fundraising – Ms. Davey shared that the theme colors selected for the End of Year Appreciation celebration are burgundy and crème. The PC/PAC Parent Activity will be at the Discovery Museum Science and Space Center, Thursday, August 16th. (Flyer attached.) Lunch at Home Town Buffet provided afterward. No children allowed. One guest 16 years of age and over allowed. Guest transportation and lunch cost not provided by SETA.

- Program Area Committee Reports:
 - ✓ Community Advocating Male Participation (C.A.M.P.) – Mr. Ron Shanklin shared on the Daddy and Me fishing activity, Hagen Park, Rancho Cordova, July 1st, 9:00 a.m. – 1:00 p.m., and the Hot August Movie Night (featuring *Finding Nemo*), August 24th, 7:00 – 10:00 p.m., Hagen Park, children/family activities and dinner provided. Mr. Shanklin requested that SETA assures child-appropriate music is provided prior to movie and during intermission, and not rock music, as was played at the last Movie Night. Flyer provided for Hot August Movie Night, August 10th 7:00 – 10:00 p.m., Howe Park.
 - ✓ Food Services Committee – No report.
 - ✓ Early Head Start Committee – Next meeting September 20th, 10:00 a.m.
 - ✓ Community Partnerships Advisory Committee (CPAC) – Ms. Esmeralda Garcia – No report.
 - ✓ Health Services Advisory Committee (HSAC) – Ms. Lisa Schubert No report.

VI. Other Reports

- Chair's Report – Mr. Donald Clark – No report.
- Policy Council Report(s) – Ms. Carol Aronis, Ms. Carolina Guerra, Ms. Kathy Ruiz, Ms. Salina Davey, Ms. Esmeralda Garcia, and Mr. Kieston Murray – Ms. Davey shared that Mr. Warren Murphy presented the *Workforce Services to Customers Transitioning from the Criminal Justice System* information to the PC.
- Head Start Deputy Director's Report – Ms. Maureen Dermott – No report.
- Manager, Program Support Services Report – Ms. Brenda Campos-Peck – No report.
- Manager, Child Development and Education Services Report – Ms. Denise Lee shared that renovations are currently in progress at site facilities, as well as deliveries of new supplies and materials for the upcoming year. Ms. Lee explained the petty cash/field trip category in the site budget (attached). SETA can no longer transport children by bus, so money that was allocated for transportation has to be reallocated. Due to potential fire hazard, laminators in centers have been avoided until SETA can find one that automatically shuts off. If a solution is found, Ms. Lee would not oppose them.
- Manager, Parent/Family Support – Ms. Lisa Carr will follow up with Mr. Shanklin's concern of rock music at children's activities. GED books available at sites in English and Spanish. Parent/Family Support has been recruiting for full enrollment. Please refer friends and family. Family Day is October 5th. No hot lunches will be provided this at Family Day; due to reduced manpower in the kitchen, cheese sandwiches will be served this year. Everyone will get T-shirts with SETA Head Start logo; Ms. Desha will have a tie-dying day for PC/PAC Representatives.
- Manager, Fiscal – Ms. Thelma Manzano – Previously given.

Ms. Ruiz shared that Mr. Clark had planned to attend the PAC, but was delayed out of town.

Former PC/PAC Chair, Ms. Margie Mitchell, was acknowledged in the audience.

Congratulations to Ms. Sonia Mejia who just had a baby.

X. Center Updates

No reports.

XI. Discussion

No reports.

XII. Public Participation

No participation.

XIII. Adjournment

7:55 p.m.

ITEM III-A – ACTION ITEM

TIMED ITEM 6:00 P.M. AND PUBLIC HEARING:
First Reading of the Modification to the Bylaws of the
SETA Operated Head Start/Early Head Start Parent Advisory Committee

BACKGROUND:

The Personnel/Bylaws Committee 2006-2007 met six (6) times to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by *italic type*, deletions are indicated by ~~strikethrough~~.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee meeting where the action of the Committee will be to close the public hearing and approve the amendments to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

Additions are indicated in Italics
Deletions are indicated with ~~Strikethroughs~~

PAC First Reading: ~~08/08/06~~ *09/11/07*
PAC Final Approval: ~~09/12/06~~

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**BYLAWS
FOR THE SETA HEAD START/EARLY HEAD START PARENT ADVISORY
COMMITTEE**

Article I

Name

This committee shall be named Parent Advisory Committee, hereinafter referred to as the PAC.

SECTION 1: Definition of Parents

Parents

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1306.3(h)]. All future reference of parents will be defined as such.

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

The purpose of the PAC shall be to promote the objectives of the Head Start Child Development Program of the SETA Grantee Operated Head Start Program (referred to as SOP), State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PAC shall include, but not necessarily be limited to:

- A. Serve as a link between public and private organizations, the Grantee Policy Council, and the community it serves.
- B. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency with regard to its recommendations.
- C. Plan, coordinate, and organize activities for parents involved in the SOP with the assistance of staff, and ensure funds that are set aside from program budgets are used to support parent activities.

- D. Assist in communicating with parents and encourage their participation in the SOP to ensure that they understand their rights, responsibilities and opportunities in Early Head Start *hereinafter referred to as* (EHS) and Head Start.
- E. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Activity funds for the SOP.

SECTION 2: Powers, Duties, and Functions

The PAC shall exercise all such powers, duties, and functions as granted to it, by the Policy Council.

- A. Individual members, shall not engage in any activities or assume any such powers, duties or functions that are contrary to or in conflict with state and federal law or applicable administrative regulations specifically including, but not limited to, the guidelines, regulations, or policies established by the Federal Department of Health and Human Services (DHHS), and the Administration for Children, and Families (ACF), SETA and the goals and objectives of the Head Start Program.
- B. The functions of the PAC, in partnership with staff and all other persons responsible, are as follows:
 - 1. Development and operation of all program content areas, including curriculum in the SOP.
 - 2. Assisting in carrying out SOP classroom activities.
 - 3. Planning, conducting, and participating in all programs and activities for SOP parents and staff.
 - 4. Participating in recruitment and screening of SOP employees. (This function is contingent upon annual delegation from the Policy Council.)
 - 5. Planning, developing, and ratifying the SOP Budget prior to final approval by the Policy Council (in reference to the Policy Council Bylaws).
 - 6. PAC reimbursements for reasonable expenses incurred by members conducting PAC business.

Article III

Membership

SECTION 1: Members

The membership of the PAC shall consist of:

A. Parent Representatives

Parent Representatives must be a parent of a child/children currently enrolled in the Head Start program.

1. One (1) voting Representative elected per Head Start/Early Head Start SOP center.
2. Two (2) voting Representatives elected from the SOP Home Base Program.
3. One (1) voting Representative elected from the SOP Early Head Start/Home Base Program.

B. Community Representatives

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. *Representative may be elected by the current PAC if the outgoing PAC has been dissolved.* The Past Parent elected to the PAC may not have a child/children currently enrolled in the Head Start program. Community members desiring to be reappointed must reapply for membership on a yearly basis. ~~Applications must be submitted in writing fourteen (14) calendar days prior to members voting.~~ There will be two Alternates for Past Parents.
2. **One (1) voting seat shall be specifically reserved for the Outgoing Chair. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.**
3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from Community Advocating Male Participation (C.A.M.P.) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs.

4. ~~One (1) Two (2)~~-voting Foster Parent Representatives selected by the outgoing PAC. *Representative may be elected by the current PAC if the outgoing PAC has been dissolved.* The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the Head Start Program. *A Foster Parents* desiring to be reappointed must reapply for membership on a yearly basis. ~~Applications must be submitted in writing fourteen (14) calendar days prior to members voting.~~ There will be ~~one two~~ Alternates for the Foster Parent Representative position.
5. ~~One (1) Two (2)~~-voting Grandparent Representatives elected by the Outgoing PAC. *Representative may be elected by the current PAC if the outgoing PAC has been dissolved.* The Grandparents elected to the PAC must have a child/children currently or previously enrolled in the SOP Head Start program. *A Grandparents* desiring to be reappointed must reapply for membership on a yearly basis. ~~Applications must be submitted in writing fourteen (14) calendar days prior to members voting.~~ There will be ~~one two~~ Alternates for the Grandparent Representative position.
6. **By a two-third's (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC. However, at least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.**
7. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
8. No SETA Head Start staff shall serve on the PAC except parents who occasionally substitute for regular Early Head Start or Head Start staff.

SECTION 2: Alternates

Each SETA Head Start center holding membership on the PAC shall have a minimum of one Alternate. The Alternate(s) shall be elected in the same manner as the center Representative.

- A. Upon recognition of his/her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom s/he serves as an Alternate. However, an Alternate may not hold an office.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members.
- C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.

- D. *Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region Head Start Association Annual Conference, the National Head Start Association (NHSA) Annual Conference, the California Head Start Association (CHSA) Conference, the National Black Child Development Institute (NBCDI) Conference and the National Hispanic Conference.*

SECTION 3: Policy Council Members

Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the Head Start program.

SECTION 4: California Head Start Association (CHSA) Representative/Alternate

If requested by CHSA, one Representative and one Alternate shall be elected by the PAC to serve as the Parent Representative to the California Head Start Association. Representative/Alternate must be a current parent. This is a two (2) year term limit.

SECTION 5: Term of Office

- A. The term of each member shall be for one (1) program year, and said person may not serve more than three (3) program years. During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent.

SECTION 6: Attendance

It is each center Representative's responsibility to attend all PAC meetings and parent center meetings on a regular basis. If a member is unable to attend any PAC meeting, that member must notify: the Alternate and the Social Services/Parent Involvement (SS/PI) Coordinator, PAC Chair or Clerk of the Committee.

- A. **Absences:**
Any member (or Alternate/Alternates replacement) missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or Clerk of the Committee.
- B. **Reinstatement:**
The Representative or agency/group may request that a member who has been

removed due to absences be reinstated by submitting a letter to reinstate to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

C. **PAC Business:**

Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

D. **Punctuality:**

Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Committee accordingly.

E. **Quorum:**

For purposes of transacting the business of the PAC at any annual, regular or special meeting, a quorum of the PAC shall be 51% of the current membership. A majority of the quorum must be current parents.

SECTION 7: Removal

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting whenever, in the judgement of the committee, the best interest would be served. Action to remove a member must be on the agenda.

Article IV

Meetings

SECTION 1: Meetings

The PAC shall hold annual, regular, and special meetings.

A. **Annual Meeting**

The annual meeting of the PAC shall be held in November of each year.

B. **Regular Meetings**

Regular meetings of the PAC shall be held on the second Tuesday of each month at 6:00 P.M. at the Administrative Office Board Room, unless notice is otherwise provided.

C. Special Meetings

Special meetings of the PAC may be called at anytime by the SETA Governing Board, SETA Policy Council, SETA Executive Director, SETA Head Start Deputy Director, PAC Chair, or upon petition by at least a majority of the members of the PAC.

SECTION 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting and PAC members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. Annual and Regular Meetings

Notice of annual and regular meeting of the PAC shall be in writing and provided to all members of the PAC and posted at least seventy-two (72) hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings

Members of the PAC must be notified in writing of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least seventy-two (72) hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at a special meeting of the PAC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings

The PAC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section 2A or Section 2B of this Article IV, provided that the PAC determines that an emergency situation as defined by the Ralph M. Brown Act exists.

D. Committee Meetings

Members of the PAC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with section 2A and 2B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

E. Mailing Address

1. Notices to all meetings of the PAC shall be in writing and delivered personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.
2. Updated contact information should be submitted to the SS/PI Coordinator or Clerk of Committee within seven (7) calendar days of change.

F. Child Care/Transportation Reimbursement

Each PAC member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of ~~\$25.00.~~ *\$30.00.*

Please reference Article III, Section 6-D.

1. Members will receive reimbursement for child care and transportation for attendance to the meetings/functions listed below:
 - a. PAC (regular, annual, emergency and special meetings)
 - b. Interview/screening/exam panels
 - c. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 - d. PRISM Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee)
 - e. Program Area Committees
 - f. Community Partnerships Advisory Committee (CPAC)
 - g. Health Services Advisory Committee (HSAC)
 - h. Ad Hoc (special) Committee Meetings
 - i. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
 - j. Food Services Committee
 - k. *Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)*
2. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if meetings exceed four (4) hours and/or you attend more than one meeting.

SECTION 3: Rules of Procedures

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. Seq.
- B. Except as specifically provided herein, Roberts Rules of Order¹ shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special-meetings have been met.

¹Robert's Rules of Order: *Simplified and Applied*, 2nd ed., Copyright 2001.

SECTION 4: Nominations/Elections

PAC members or candidates must be present to be nominated or elected.

SECTION 5: Voting

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

Article V

Officers

SECTION 1: Officers

The officers of the PAC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

SECTION 2: Selection and Term of Office

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. All PAC members are eligible to run for an Office/Officer position. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the Head Start/Early Head Start, Home Base Option.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP shall serve as an officer.

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 adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality/~~Fundraising~~ Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite PAC's business, work with staff/PAC Secretary and will oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/~~Fundraising~~ Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PAC (Bylaws, Brown Act, Robert's Rules), or failure to act in the best interest of the committee; the PAC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment must be made from among the membership.

Article VI

Committees

The quorum of any committee shall be 51% of the committee membership. Membership is determined by the selection of the PAC. A majority (51%) of the quorum must be current parents. No committee meeting shall have a majority of PAC members present without proper public notice. All absentee policies apply to all committees.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, SS/PI Coordinator or Clerk of the Committee and request an excused absence prior to the meeting.

SECTION 1: Standing Committees

There is, hereby, created standing committees of the PAC. The following are standing committees: Executive, Budget/Planning, Personnel/Bylaws, and Social/Hospitality/~~Fundraising~~.

A. **Executive Committee**

The Executive Committee shall be comprised of all elected officers (per Article V of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and

functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the Head Start Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee shall report to the full PAC, in writing, all actions for ratification at the next meeting.

B. **Budget/Planning Committee**

Budget/Planning Committee shall be comprised of the Treasurer and a minimum of two (2) other members who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all Head Start budgets for the Head Start funding year and submit their review to the full PAC for approval. A periodic report shall be provided to the full PAC on the fiscal status of the Head Start budget. It shall be the duty of this committee to oversee the expenditures of all funds raised by the PAC and to report the acquired and expended amount of money to the full PAC.

C. **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be comprised of the Parliamentarian and a minimum of two (2) members. They shall be selected by the PAC promptly

after each annual meeting. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws to the full PAC.

D. **Social/Hospitality/~~Fundraising~~ Committee**

The Social/Hospitality/~~Fundraising~~ Committee shall be comprised of the Secretary and Treasurer and a minimum of two (2) members selected by the PAC promptly after each annual meeting. The primary duty of this committee shall be to report to the full PAC all social activities, ~~and to oversee fundraising activities.~~

SECTION 2: Program Area Committees

There is hereby created Program Area Committees of the PAC. The following are Program Areas: Early Childhood Development and Health Services, *Parent/Family Support* ~~Family and Community Partnerships, Training~~ and Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** *shall be comprised* ~~is composed~~ of one (1) staff and a minimum of three (3) Representatives who shall plan and review the Early Childhood Development and Health Services program content area.
- **Parent/Family Support ~~Family and Community Partnerships~~ Committee** shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan and review the *Parent/Family Support* ~~Family and Community Partnerships~~ program ~~content~~ area.
- **The Male Involvement Committee** *shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan and review the Male Involvement program.*
- ~~**The Training Committee** shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan and review the program trainings.~~
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan, review and oversee program.
- **The Early Head Start Committee** shall be comprised of one (1) staff and a minimum of two (2) Representatives who shall plan and review the Early Head Start Program.
- **The Food Services Committee** shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan, review and oversee program food service.

PAC Representatives shall select two (2) Program Area committees to serve on as described above. Under no circumstances shall a representative select more than three (3) *committees*. The Executive Committee shall be counted as a committee. All PAC

Representatives must be on a Program Area Committee. Special circumstances may be excused by the Chair.

SECTION 3: Special Committees

When necessary to carry on the work of the PAC, other committees, such as Ad Hoc (special committees), shall be appointed by the Chair. Such committee must have a purpose and time frame for committee appointment. All elected committee meeting members attending approved special committee meetings will receive the standard reimbursement.

A report will be provided to the full PAC.

Article VII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PAC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

Current as of ~~07/27/06~~
08/29/07

ITEM III-B – ACTION ITEM

**SELECTION OF REPRESENTATIVE AND ALTERNATE TO ATTEND THE
REGION IX HEAD START ASSOCIATION PROFESSIONAL
LEADERSHIP TRAINING**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to select (1) representative and one (1) alternate to attend the Region IX Head Start Association Professional Leadership Training, in San Francisco, CA, October 15-16, 2007.

The Training will be held at the Holiday Inn Golden Gateway Hotel. Please see the attached Conference Attendance Guidelines. Additional information will be provided when received.

RECOMMENDATION:

That the Parent Advisory Committee selects one (1) representative and (1) alternate to attend the Region IX Head Start Association Professional Leadership Training in San Francisco, CA, October 15-16, 1007.

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-C – ACTION ITEM

ELECTION OF PARENT ADVISORY COMMITTEE TREASURER

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to elect a Treasurer. 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 follows:

Section 3: Duties of Officers

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

- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PAC’s business, work with the Staff/PAC Secretary and will oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.

Staff will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee elects a Treasurer.

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 – Mr. Donald Clark, Chair
- Calendar of Events (Attached) – Mr. Donald Clark, Chair
- Average Daily Attendance (ADA) Report – Ms. Gale Paiva
- Community Resources – Parent Advisory Committee Representative/Staff – Mr. Donald Clark, Chair
- Parent/Staff Recognitions – Mr. Donald Clark
- 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, September 12, 2007 1:30 a.m. Redwood Room
Early Head Start Committee Meeting	Thursday, September 20, 2007 10:00 a.m. Willow Room
Special Kids Family Picnic	Saturday, September 22, 2007 11:00 a.m. – 2:30 p.m. Fairytale Town William Land Park 1501 Sutterville Rd.
Family & Community Partnerships/Training Committee (AKA Parent/Family Support) Meeting	Wednesday, September 26, 2007 9:30 a.m. Redwood Room
Community Partnerships Advisory Committee (CPAC) Meeting	Thursday, September 27, 2007 11:30 a.m. – 1:30 p.m. Shasta Room
PC Executive Committee Meeting	Thursday, September 27, 2007 9:00 a.m. Redwood Room
Family Day	Friday, October 5, 2007 10:00 – 2:00 p.m. William Land Park
PC/PAC Annual End-of-Year Appreciation	Saturday, October 13, 2007 12:00 p.m. – 3:00 p.m. Lions Gate 3410 Westover Street Sacramento, (McClellan) CA (See attached flyer.)

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY/SUPPORT UNIT

EVENT

DATE

Grandparent's Day

Sunday, September 9, 2007
10:00 a.m. – 2:00 p.m.
Fairytale Town
3901 Land Park Drive
Lunch will be served 11:30 –
1:00

Grandparent and Foster Parent Support Group Meeting

Wednesday, September 12,
2007
9:00 a.m. – 12:00 p.m.
Redwood Room

Family Day

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

Grandparent & Foster Parent Support Group Meeting

Tuesday, October 23, 2007
5:00 p.m. – 8:00 p.m.
5665 Hillsdale Blvd., #4
Sacramento, CA 95842
(see attached flyer)

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 VIII – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Parent Advisory Committee is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES:

ITEM X – ADJOURNMENT