

Thought for the Day: "The self is not something ready-made, but something in continuous formation through choice of action"

Author: John

Dewey

HEAD START/EARLY HEAD START

SPECIAL MEETING OF THE PARENT ADVISORY COMMITTEE

Date: Tuesday, November 30, 2009

Time: 9:00 a.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..... 1-2
 - B. PAC Meeting Attendance Update..... 3-6
- II. Consent Item (2008-2009 Parent Advisory Committee)**
 - A. Approval of Minutes for PAC Regular Meeting October 20, 2009..... 7
- III. Action Items (2008-2009 Parent Advisory Committee)**
 - A. Timed Item 9:00 a.m. and Public Hearing: Second and Final Reading of the Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee 8
- IV. Information Items**
 - A. Standing Information..... 9

GOVERNING BOARD

KEVIN MCCARTY
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City of Sacramento

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Board of Supervisors
County of Sacramento

BONNIE PANNELL
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City of Sacramento

SOPHIA SCHERMAN
Public Representative

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Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT MORRISON
Deputy Director

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Sacramento, CA 95815

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Website:

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

- PC/PAC Annual End of Year Appreciation, Saturday, November 7, 2009, Lyons Gate Hotel and Conference Center (oral reports)
 - Recognition of Parent Advisory Committee/Staff 2008-2009
- Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett (Report attached)
- SETA Operated Program Monthly Enrollment ADA Report for August 2009 – Ms. Elsie Bowers
- Seating of New Parent Advisory Committee Representatives (2009-2010)
- Introduction of PAC Representatives (2009-2010)
- Introduction of SETA Head Start Staff
- Board Procedures
 - Conflict of Interest – Ms. Nancy Hogan
 - Reimbursements and Budget/Planning – Mr. Roger Bartlett
 - Personnel – Mr. Jim O’Bra
- Officer Elections – December 18, 2009 (Tentative Board Meeting Date) – Ms. Salina Davey

III. Action Items (Continued)

- B. Election of Policy Council Representatives and Alternates..... 10
- C. Election of Representatives and Alternates to Attend the National Head Start Association (NHSA) Annual Parent Training Conference, Saturday, December 5 – Tuesday, December 8, 2009, San Jose, California 11

IV. Information Items (Continued)

- A. Standing Information 12
 - PC/PAC Calendar of Events (Attached)
 - Parent Recognitions – Ms. Marie Desha
- B. Governing Board Minutes of October 1, 2009 (Attached) 13

V. Other Reports 14

- Head Start Deputy Director’s Monthly Report – Ms. Maureen Dermott-Morrison
- Managers’ Reports
 - Program Support Services Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr
 - Child Development and Education Services Report – Ms. Denise Lee
 - Monthly Head Start Report (Attached)

VI. Committee Reports 15

- Executive Committee

VII. Discussion 16

VIII. Public Participation 17

IX. Adjournment 17

Distribution Date: Tuesday, November 24, 2009

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
- ___ **Vacant**, Broadway Early Learning Center
- ___ Ana Melara, Center of Praise Head Start
- ___ Itzel Oregon, Countrywood Head Start
- ___ **Vacant**, Crossroads Garden Head Start
- ___ **Vacant**, CSUS Head Start
- ___ **Vacant**, Early Head Start /Home Base
- ___ **Vacant**, Florin Meadows Head Start
- ___ **Vacant**, Freedom Park Head Start
- ___ **Vacant**, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grant Skills Center
- ___ Tracy Engebretsen, Grizzly Hollows
- ___ **Vacant**, Hillsdale Head Start
- ___ Salina Davey, Home Base
- ___ **Vacant**, Home Base
- ___ Kelly Martin, Hopkins Park Head Start
- ___ **Vacant**, Illa Collin Head Start
- ___ **Vacant**, Job Corps Head Start
- ___ David Quintero, Kennedy Estates Head Start
- ___ Mary Brown, La Riviera Head Start
- ___ Victor Goodwin, Jr., 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
- ___ **Vacant**, Norma Johnson Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ **Vacant**, Phoenix Park Head Start
- ___ Lola Benavidez, Sharon Neese Early Learning Center
- ___ **Vacant**, Solid Foundation Head Start
- ___ **Vacant**, Strizek Park Head Start
- ___ **Vacant**, Vineland Head Start
- ___ **Vacant**, Walnut Grove Head Start
- ___ **Vacant**, Whispering Pines Head Start
- ___ **Vacant**, Foster Parent Representative
- ___ Carol Aronis, Grandparent Representative
- ___ Frank Jackson, Male Involvement Representative
- ___ Jeanine Vandermolen, Past Parent/Community Representative
- ___ **Vacant**, Past Parent/Community Representative

ITEM I-A – ROLL CALL
(Continued)

New Representatives to be seated:

- | | |
|---|---|
| ___ Zenobia Prothro, Bannon Creek Head Start | ___ Mary Brown, LaRiviera Head Start |
| ___ Antionette Walker, Broadway ELC Head Start | ___ Yvette Hernandez, New Helvetia II Head Start |
| ___ Eva Borja, Center of Praise Head Start | ___ Maria Castellanos, Norma Johnson Head Start |
| ___ Mayra Cervantes, Crossroad Gardens Head Start | ___ Jeanine Vandermolen, Past Parent Representative |
| ___ Devon McCracken, Early Head Start/Home Base | ___ Keisha Spriggs, Past Parent Representative |
| ___ Phoua Lee, Fruitridge Head Start | ___ Katherine Arrue, Phoenix Park Head Start |
| ___ Juana Rodriguez, Grizzly Hollow Head Start | ___ Lola Benavidez, Sharon Neese Head Start |
| ___ Robin Adams, Hillsdale Head Start | ___ Dina Patterson, Strizek Park Head Start |
| ___ Tamara Knox, Home Base Head Start | ___ Kara Mann, Vineland Head Start |
| ___ Maybeth Plancart, Illa Collin Head Start | |

ITEM I- B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2008
 PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2008-2009 – Pg. 1 of 2

COMMITTEE MEMBER	CENTER	11/13	12/12	1/20	2/17	3/17 No Mtg.	4/24	5/8
Vacant	AP							
Vacant	BC							
Vacant	BLC							
Ana Melara Seated 04/09	COP						X	X
Itzel Oregon Re-seated 04/09	CW						X	E
Vacant	CR							
Vacant	CSUS							
Vacant	EHS/HB							
Vacant	FM							
Vacant	FP							
Vacant	FT							
Vacant	G							
Tracy Engebretsen Seated 11/08	GH	X	X	X	X		X	X
Vacant	GSC							
Vacant	H							
Salina Davey Seated 11/08	HB	X	X	X	X		X	X
Vacant	HB							
Vacant	IC							
Kelly Martin Seated 04/09	HP						X	X
Vacant	JC							
David Quintero Seated 11/08	K	X	X	X	X		X	U
Mary Brown Seated 11/08	LAR	X	X	X	X		X	X
Victor Goodwin, Jr. Seated 11/08	LVS	X	X	X	X		X	X
Vacant	MCCBB							
Vacant	M							
Vacant	NC							
Vacant	NJ							
Vacant	NH1							
Vacant	NH2							
Vacant	NV							
Vacant	PA							
Vacant	PP							
Vacant	SF							
Lola Benavidez Seated 05/09	SN							
Vacant	SP							
Vacant	V							
Vacant	WG							
Vacant	WP							
Vacant	FPR							
Carol Aronis Seated 11/08	GPR	X	X	X	X		X	X
Frank Jackson Seated 04/09	MIR						X	X
Vacant	OGC							
Jeanine Vandermolen Seated 11/08	PPR	X	X	X	X		X	X
Vacant	PPR							

ITEM I- B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2008
 PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2008-2009 – Pg. 2 of 2

COMMITTEE MEMBER	CENTER	5/19	6/18	7/21	8/18	9/15	10/20	11/30
Vacant	AP							
Vacant	BC							
Vacant	BLC							
Ana Melara Seated 04/09	COP	X	X	X	X	X	U	
Itzel Oregon Re-seated 04/09	CW	E	X	X	X	X	X	
Vacant	CR							
Vacant	CSUS							
Vacant	EHS/HB							
Vacant	FM							
Vacant	FP							
Vacant	FT							
Vacant	G							
Tracy Engebretsen Seated 11/08	GH	X	X	E	X	X	X	
Vacant	GSC							
Vacant	H							
Salina Davey Seated 11/08	HB	X	X	X	X	X	X	
Vacant	HB							
Vacant	IC							
Kelly Martin Seated 04/09	HP	U	X	X	E	X	X	
Vacant	JC							
David Quintero Seated 11/08	K	X	X	X	X	X	X	
Mary Brown Seated 11/08	LAR	X	X	X	X	X	X	
Victor Goodwin, Jr. Seated 11/08	LVS	X	X	E	X	X	X	
Vacant	MCBB							
Vacant	M							
Vacant	NC							
Vacant	NJ							
Vacant	NH1							
Vacant	NH2							
Vacant	NV							
Vacant	PA							
Vacant	PP							
Vacant	SF							
Lola Benavidez Seated 06/09/08	SN	X	X	X	X	E	X	
Vacant	SP							
Vacant	V							
Vacant	WG							
Vacant	WP							
Vacant	FPR							
Carol Aronis Seated 11/08	GPR	X	X	E	X	X	X	
Frank Jackson Seated 04/09	MIR	X	X	X	E	X	X	
Vacant	OGC							
Jeanine Vandermolen Seated 11/08	PPR	X	X	X	X	X	X	
Vacant	PPR							

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

- 1. First, call your Alternate(s) 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 the PAC Chair, Ms. Salina Davey, at 476-6766, or the PAC Clerk, Ms. Lori Black, at 263-4068.**

**ITEM I- B – PAC MEETING
ATTENDANCE UPDATE**

**The PAC was seated on November 30, 2009
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2009-2010**

COMMITTEE MEMBER	CENTER	11/30	12/18	01/26	02/23	03/30	04/27	05/25	06/22	07/27	08/24	09/28	10/26	11/23
Vacant	AP													
Zenobia Prothro S/B Seated 11/09	BC													
Antionette Walter S/B Seated 11/09	BLC													
Eva Borja S/B Seated 11/09	COP													
Vacant	CW													
Mayra Cervantes S/B Seated 11/09	CR													
Vacant	CSUS													
Devon McCracken S/B Seated 11/09	EHS/HB													
Vacant	FM													
Vacant	FP													
Phoua Lee S/B Seated 11/09	FT													
Vacant	G													
Juana Rodriguez S/B Seated 11/09	GH													
Vacant	GSC													
Robin Adams S/B Seated 11/09	H													
Tamara Knox S/B Seated 11/09	HB													
Vacant	HB													
Maybeth Plancart S/B Seated 11/09	IC													
Vacant	HP													
Vacant	JC													
Vacant	K													
Mary Brown S/B Seated 11/09	LAR													
Vacant	LVS													
Vacant	MCBB													
Vacant	M													
Vacant	NC													
María Castellanos S/B Seated 11/09	NJ													
Vacant	NH1													
Yvette Hernandez S/B Seated 11/09	NH2													
Vacant	NV													
Vacant	PA													
Katherine Arrue S/B Seated 11/09	PP													
Vacant	SF													
Lola Benavidez S/B Seated 11/09	SN													
Dina Patterson S/B Seated 11/09	SP													
Kara Mann S/B Seated 11/09	V													
Vacant	WG													
Vacant	WP													
Vacant	FPR													
Vacant	GPR													
Vacant	MIR													
Vacant	OGC													
Kiesha Spriggs S/B Seated 11/09	PPR													
Jeanine Vandermolen S/B Seated 11/09	PPR													

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

1. First, call your Alternate(s) 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 the PAC Chair, Ms. Salina Davey, at 476-6766, or the PAC Clerk, Ms. Lori Black, at 263-4068

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2008-2009
(Continued)

Head Start Center Abbreviations

AP:	Auberry Park	K:	Kennedy Estates
BC:	Bannon Creek	LAR:	La Riviera
BLC:	Broadway Early Learning Center	LVS:	LaVerne Stewart
COP:	Center of Praise	M:	Mather
CR:	Crossroads Garden	MCBB:	Marie Cleveland Bright Beginnings
CSUS:	CA State University, Sacramento	NJ:	Norma Johnson
CW:	Countrywood	NC:	Nedra Court
EHS:	Early Head Start	NH1:	New Helvetia 1
FM:	Florin Meadows	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
GSC:	Grant Skills Center	SN:	Sharon Neese
H:	Hillsdale	SP:	Strizek Park
HB:	Home Based	V:	Vineland
HP:	Hopkins Park	WG:	Walnut Grove
IC:	Illa Collin	WP:	Whispering Pines
JC:	Job Corps		

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

APPROVAL OF MINUTES FOR PAC REGULAR MEETING, OCTOBER 20, 2009

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the PAC Regular Meeting of October 20, 2009.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

Tuesday, October 20, 2009
6:00 p.m.

I. Welcome

Ms. Salina Davey called the meeting to order at 6:12 p.m. Attendees recited the Pledge of Allegiance. Ms. Jeanine Vandermolen read the thought of the day. Ms. Mary Brown will be serving as Acting Secretary. Ms. Brown called the roll; a quorum was confirmed.

Members Present:

Jeanine Vandermolen
Mary Brown
Carol Aronis
Salina Davey
Lola Benavidez
David Quintero
Frank Jackson
Itzel Oregon
Kelly Martin
Victor Goodwin
Tracy Engebretsen (present at 6:25 p.m.)

Members Absent:

Ana Melara

II. Consent Item

- A. Approval of Minutes for PAC Regular Meeting September 15, 2009 and corrected minutes of the August 18, 2009 meeting

Moved/Aronis, second/Goodwin, to approve the minutes of the September 15, 2009 meeting, and the corrected minutes of the August 18, 2009 meeting.
Show of hands votes: Aye: 9, Nay: 0, Abstentions: 1 (Davey)

III. Action Items

- A. Approval of Revised PC/PAC Reimbursement Policies and Procedures

Mr. Roger Bartlett reviewed the changes to the policies and procedures. Questions were raised regarding the maximum of three hours for child care. Changes are being made in order for SETA/Head Start to be in compliance with the Head Start Reauthorization Act. After a number of comments, a portion of the policy, under child care, was modified.

Moved/Jackson, second/Aronis, to approve the revised PC/PAC Reimbursement Policies and Procedures, with the noted changes.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Davey)

- B. **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

Ms. Davey reviewed the modifications to the bylaws. The updated meeting reimbursement changes will be made to the bylaws. Ms. Davey also explained that the bylaws modification (Article VIII, Bylaws Amendment: B) will be modified to read: Proposals to amend these bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.

Moved/Oregon, second/Vandermolen, to open a public hearing, hear additional testimony, and continue this item to the November 30 meeting.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Davey)

- C. Review of Applications and Election of Past Parent Representative and Alternate

Four applications were submitted for Past Parent Representative: Arnitha Hill, Jeanine Vandermolen, Tanya Goode, and Keisha Spriggs.

Speakers before the Committee: Jeanine Vandermolen and Tanya Goode.

Ms. Arnitha Hill and Ms. Kiesha Spriggs were unable to attend this evening's meeting.

Vote for Past Parent Representative:

Jeanine Vandermolen: 8

Tanya Goode: 1

Kiesha Spriggs: 1

Arnitha Hill: 0

A run-off vote was taken between Tanya and Kiesha for the second Representative:

Kiesha Spriggs: 6

Tanya Goode: 4

Past Parent Representatives will be Jeanine Vandermolen and Kiesha Spriggs. Past Parent Alternate will be Tanya Goode.

Moved/Aronis, second/Engbretsen, to confirm Jeanine Vandermolen and Kiesha Spriggs as Past Parent Representatives, and Tanya Goode as Past Parent Alternate.

Show of hands Vote: Aye: 10, Nay: 0, Abstentions: 1 (Davey)

- D. Review of Application and Election of Grandparent Representative and Alternate: No applications were received; this item will be continued.

Moved/Oregon, second/Quintero, to continue this item.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Davey)

- E. Review of Application and Election of Foster Parent Representative: No applications were received; this item will be continued.

Moved/Goodwin, second/Aronis, to continue this item.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Davey)

IV. **Information Item**

- A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that salaries and expenses are over budget, partially due to the CDE fiscal year. There was one additional month included in the budget. The Agency is at 15% of the Head Start basic grant. A copy of the 2008/2009 budget was distributed. The entire budget was spent last fiscal year; no money was sent back to ACF. Ms. Morrison explained that although it seems like the delegates sent money back, SETA is able to apply the dollars elsewhere. This allow us to spend our entire budget.
- PC/PAC Calendar of Events: Ms. Davey spoke of a workshop entitled “10 Ways to Raise a Successful Child” which will be presented tomorrow. This is a very fun workshop. Board members were reminded of the End-of Year Parent Celebration.
- Parent/Staff Recognitions: Ms. Davey acknowledged Ms. Margie Mitchell, former PC and PAC chair.
- Child Care Center Food Menu: No questions.
- Community Resources – PAC Representative/Staff: No comments.

- B. Governing Board Minutes of September 3, 2009: No questions or comments.

V. **Committee Reports**

- Executive Committee: Ms. Davey reviewed the critique.
- Budget/Planning Committee: Ms. Brown stated that Mr. Bartlett’s report pretty much sums up what happened in the meeting.
- Personnel/Bylaws Committee: No more meetings for the year.
- Social/Hospitality Committee: The next meeting will be this-coming Friday to work on the certificates of appreciation and parent gift bags.

- Early Childhood Development and Health Services Committee and Parent/Family Support Committee: No report.
- Monitoring and Evaluation Committee: No report.
- Male Involvement Committee: Mr. Frank Jackson stated that the meeting will be tomorrow; there will be no meeting in November. Hillsdale and Northridge centers are hosting a Male Involvement pumpkin carving contest. Mr. Bob Silva is in the process of hosting a Male Involvement orientation. Contact Bob at 263-3809 for more information.
- Community Partnerships Advisory Committee (CPAC): Scheduled for 10/12.
- Health Services Advisory Committee (HSAC): To be held tomorrow.

Ms. Engebretsen asked whether this is her last meeting since her son is no longer in the program; Ms. Desha stated that she will serve until 11/30.

VI. Other Reports

- Chair's Report – Ms. Salina Davey: No report.
- Policy Council Report: Ms. Itzel Oregon reported that the PC reviewed the PIR for Head Start and Early Head Start. Board members were also notified of a workshop entitled “10 Ways to Raise a Successful Child”.
- Head Start Deputy Director's Monthly Report: Ms. Maureen Morrison stated that Ms. Carr is out ill tonight. Ms. Morrison announced that there will be a Head Start county-wide Citizenship Fair on November 13; copies of the flyer are available to be posted at the sites. Ms. Morrison stated that this is a very friendly, yet private, environment to help people needing information on citizenship. Ms. Morrison thanked the Bylaws Committee for their hard work. The delegate kickoff was held last week. Ms. Vandermolen was in attendance with her art pieces.

Ms. Morrison has been touring all of our sites and our staff and parents are very happy about the renovation work; lots of good things are happening. SETA received funding for an additional 190 Head Start slots county-wide; we are also recipients for 196 EHS slots. Staff is waiting for the confirmation from ACF. The COLA increase was implemented and other grants were funded. Collectively almost \$8 million is being infused into our program. Ms. Morrison stated that she is delighted to have a balanced budget.

- SETA Operated Program Monthly Enrollment/ADA Report
- Manager – Child Development and Education Services Monthly Report: Ms. Denise Lee stated there are some very exciting projects in her unit. Staff is hoping the Early Head Start expansion will be approved later this year which will expand our program by an additional 36 slots. The Agency has agreed on a partnership with River Oaks, an organization that works with mentally challenged children. River Oaks has agreed to do home based models for the home based kids; the County Office of Education also will be working in this partnership. The home base program will be expanded quite a bit; the homeless shelters including

the Sacramento Food Bank, Sienna Vista, and St. John's Shelter will be targeted. Home visitors will go into these homeless shelters to work with the families. As the families transition out of the homeless shelters, staff will follow them. Staff will be reporting back on this partnership.

All of the center-based staff have been coming into the main office for group training to remind them of the degree requirements that are coming up very quickly. By 2011, teaching staff are required to have at least an AA degree; some are working toward their degree. If staff are not able to secure their degree, they may be demoted or lose their jobs. It is a requirement of the federal government. Staff is currently looking through oral language curricula to see which would be the best for our children. Teaching staff has been testing out the various curricula in the classrooms. It has been very interesting to see what is successful and what is not. The Agency is moving to an automated system where the parents sign their children in and out. The Agency now has funding and staff is in the process of testing systems. The systems have touch screens and very user friendly. The data is backed up every day and will be available and stored on the SETA main frame computer.

- Region Monthly Reports
- Manager – Program Support Services Monthly Report: Ms. Brenda Campos asked parents when they go to the centers, tell the Head Start Facilities staff thank you for their hard work. With the money that is being received, the facilities staff are starting at 4:30 a.m. and working weekends. The Country Wood gate issue was handled. The Elks Club is out doing vision screenings on children. A dental consultant is also visiting the centers. Smile Keepers will be visiting the centers and they are doing varnishes on children's teeth. Informational flyers on the H1N1 virus were sent out to inform parents of how to deal with a child with the flu. Ms. Aronis asked about TB screenings; Ms. Campos stated that there will be a clinic at Hillside and there will be other clinics. There will be screenings every other month. Ms. Aronis asked why our TB is required for two years and Twin Rivers is for four years. Ms. Campos explained that it is because Twin Rivers is a school district. Ms. Brown spoke about the 'lake' at La Riviera. The entire playground was under water. Ms. Campos stated that it is occasionally a challenge to work with some landlords with their access for funds to repair things. Oftentimes, there are issues of timely repairs and who pays for the repairs. Typically the centers on churches are more challenged.
- Manager – Parent/Family Support Monthly Report: Already done.
- Monthly Head Start Report: Attached

VII. **Center Updates:** Tabled.

VIII. **Discussion:** None.

IX. **Public Participation:** None.

X. **Adjournment:** Meeting adjourned at 8:01 p.m.

ITEM III-A – ACTION ITEMS

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING

SECOND AND FINAL READING OF THE MODIFICATION TO THE BYLAWS OF THE SETA OPERATED HEAD START/EARLY START PARENT ADVISORY COMMITTEE

BACKGROUND:

The Personnel/Bylaws Committee 2008-2009 met seven (7) 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 green *italic type*, deletions are indicated by red ~~strikerough~~.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the modifications to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION ITEMS

STANDING INFORMATION

BACKGROUND:

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

A. Standing Information

- PC/PAC Annual End of Year Appreciation, Saturday, November 7, 2009, Lyons Gate Hotel and Conference Center (oral reports)
 - Recognition of Parent Advisory Committee/Staff 2008-2009
- Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett (Report attached)
- SETA Operated Program Monthly Enrollment ADA Report for August 2009 – Ms. Elsie Bowers
- Seating of New Parent Advisory Committee Representatives (2009-2010)
- Introduction of PAC Representatives (2009-2010)
- Introduction of SETA Head Start Staff
- Board Procedures
 - Conflict of Interest – Ms. Nancy Hogan
 - Reimbursements and Budget/Planning – Mr. Roger Bartlett
 - Personnel – Mr. Jim O’Bra
- Officer Elections – December 18, 2009 (Tentative Board Meeting Date) – Ms. Salina Davey

NOTES:

ITEM III-B – ACTION ITEMS (CONTINUED)

ELECTION OF POLICY COUNCIL REPRESENTATIVES AND ALTERNATES

BACKGROUND:

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

The duties of these Representatives and Alternates include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 10:45 a.m., following the Parent Advisory Committee meetings
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

RECOMMENDATION:

That the Parent Advisory Committee elects six (6) Representatives and six (6) Alternates to the Policy Council.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION ITEM

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

BACKGROUND:

This agenda item provides an opportunity for Parent Advisory Committee to select three (3) Parent Advisory Committee Representatives to attend the National Head Start Association (NHSA) 26th Annual Parent Training Conference, Saturday, December 5 – Tuesday, December 8, 2009, San Jose, California.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Parent Advisory Committee elects four (4) Representatives and four (4) Alternates to attend the NHSA Annual Parent Training Conference.

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 IV-A – INFORMATION ITEMS (CONTINUED)

STANDING INFORMATION

BACKGROUND:

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

Standing Information

- PC/PAC Calendar of Events (Attached)
- Parent Recognitions – Ms. Marie Desha

NOTES:

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

PAC Executive Committee Meeting	Thursday, December 3, 2009 9:30 a.m. 925 Del Paso Blvd. Room to be announced. (Chair only - all other officer positions null and void.)
PC Executive Committee Meeting	Friday, December 4, 2009 9:00 a.m. 925 Del Paso Blvd. Room to be announced. (Chair only – all other officer positions null and void.)
PC/PAC Budget/Planning Committee Meeting (AKA Budget Review Committee)	Tuesday, December 8, 2009 9:00 a.m. 925 Del Paso Blvd. Shasta Room
PAC Special Meeting	Friday, December 18, 2009 9:00 a.m. 925 Del Paso Blvd. SETA Boardroom (Tentative date.)
PC Special Meeting	Friday, December 18, 2009 10:45 a.m. 925 Del Paso Blvd. SETA Boardroom (Tentative date.)

ITEM IV-B – INFORMATION ITEM

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of October 1, 2009 attached.

NOTES:

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Thursday, October 1, 2009
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Jimmie Yee called the meeting to order at 10:10 a.m.

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors (arrived at 10:16 a.m.)
Sophia Scherman, Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Kevin McCarty, Councilmember, City of Sacramento

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the September 3, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

Moved/Scherman, second/Pannell, to approve the consent calendar as follows:

- A. Approve the September 3, 2009 minutes.
- B. Approve the claims for the period 8/27/09 – 9/24/09.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Retiree Health and Dental Subsidy

Ms. Kossick reviewed this item. There are 63 active retirees affected by this decision. Historically, SETA has followed the county subsidy rates. Option A would continue the current subsidy. The county has approved option B. If the board approves Option B, it would be a savings of \$65,484 per year. At this point, staff is recommending following the county action and go with Option B.

Speaker before the Board:

- ➔ Mr. Gary Miller: Retired employee.

Mr. Don Nottoli arrived at 10:16 a.m.

Mr. Yee stated that the retiree health and dental subsidy is not a vested benefit and has to be approved each and every year.

Mr. Nottoli supports maintaining benefits for retirees. He asked how the money is paid and Ms. Kossick stated that it comes out of our grants. Ms. Kossick stated that there is an error in the board packet and the total for Option B would be \$70,200. Mr. Nottoli stated that he thinks we have some obligation to continue the benefit. Ms. Scherman thinks Option B should be approved now and if things change, go back to revisit this item.

Moved/Panel, second/Scherman, to approve Option B.
Voice Vote: Aye: 3, Nay: 1 (Nottoli), Abstentions: 0

2. Approval of Retiree Medical and Dental Insurance Program Participation Agreement and Administrative Policy

Ms. Kossick stated that this administrative policy is provided annually from the Sacramento County Retirement System. A signed copy of the agreement must be approved every year. Ms. Kossick read the correct subsidy amounts into the record based upon the board action from the previous item.

Moved/Scherman, second/Pannell, to approve the execution of the Retiree Medical and Dental Insurance Program Participation Agreement and Administrative Policy with the County of Sacramento for 2010 and adopt the related resolution.
Voice Vote: Unanimous approval.

3. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2010

Ms. Kossick stated that this is a routine, annual report.

Moved/Pannell, second/Scherman, to receive, adopt, and file the Investment Policy for the Pooled Investment Fund for the calendar year 2010.
Voice Vote: Unanimous approval.

4. Approval of Staff Recommendations for the Adult Vendor Services (VS) List and Child Development and Family VS List

Ms. Espie Lindsey reviewed this item; no questions or comments.

Moved/Pannell, second/Nottoli, to add Yes 2 Kollege Education Resources, Inc. to the Adult VS List and the Child Development and Family VS List.
Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. to Approve Funding Recommendations for the American Recovery and Reinvestment Act of 2009 (Recovery Act)/Workforce Investment Act (WIA) Youth Employment Services for Year-Round Services for 2009-2010

Ms. Christine Welsch reported that 960 young people got jobs this summer and \$1.4 million was earned. Staff identified \$500,000 for a year-round program. Staff is recommending funding 30 slots each to serve an additional 120 youth:

- California Human Development Corporation
- Crossroads Diversified Services
- Lao Family Community Development
- Mutual Assistance Network

Moved/Pannell, second/Scherman, to approve the staff recommendation funding for the Recovery Act/WIA, Year-round Youth Services 2009 in the amount of \$481,295 for the four providers.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

2. Approval of Augmentation for Crossroad Diversified Services

Ms. Robin Purdy stated that this is a correction to the extension recommendations made at the last meeting. In June 2008, Crossroads was allocated funds through a one-stop services contract. They moved and purchased a computer lab; SETA purchased the computers. The approval of this board item will replace \$15,000 into their budget.

Moved/Scherman, second/Yee, to approve an augmentation of the WIA One Stop Services Subgrant Agreement with Crossroads Diversified Services in the amount of \$15,000, bringing the total award to \$302,954.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

3. Augmentation of Workforce Investment Act, Title I, Adult One-Stop Services Programs

Ms. Purdy stated that staff is requesting approval to use \$550,000 to augment scholarships for 11 of the 12 one stop centers and use \$244,000 to fund other customer services and support and improvements to software and Workkeys skills certification. No additional funds will be provided to Mather since this center works closely with the Rancho Cordova Career Center.

Moved/Pannell, second/Nottoli, to approve the staff funding recommendations reflected in the narrative and on the charts included in the board packet.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

4. Approval to Modify WIA/ARRA Workplace Training Agreements with Temporary Assistance to Needy Families Emergency Contingency Fund (TANF ECF) Recovery Act funds

Ms. Purdy stated that staff is finalizing the contract with the Department of Human Assistance for \$2 million in Recovery Act funds. DHA will be the administrator; most of the funds will go to short term non-recurring services to people on TANF support. This item will be blending WIA funds with TANF funds to pay for staffing associated with running the OJT and other programs.

Moved/Pannell, second/Nottoli, to approve the modification of the WIA/Recovery Act Phase 1 Workplace Training providers with TANF ECF funds.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. HEAD START

1. Approval to Release a Request for Qualifications to Procure Professional Architectural Services

Ms. Brenda Campos reported that staff is excited to receive funds for two new classroom modulars. One of the centers (Bannon Creek) was forced to move but the move provides SETA with more space and parking. The school districts are excited with the new modulars as well.

Mr. Nottoli asked if there was any way to piggyback the use of architectural services for the modulars. Can we partner with the school districts to get this done rather than SETA securing a separate architect?

Mr. Larsen stated that legal counsel could meet with the school districts to see if we could work together. Mr. Larsen stated that the RFQ could be designed to be broad in nature in order to work with the school districts. The RFQ was designed to be broad in nature. Ms. Kossick stated that the architect will be used on an hourly basis.

Moved/Nottoli, second/Scherman, to approve the release of a Request for Qualifications for Professional Architectural Services.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Consider a Waiver of the Mandatory Attendance Requirement of the Community Services Block Grant Offeror's Conference

Ms. Cindy Sherwood-Green reviewed this item. If the waiver is approved, two organizations would be allowed to submit proposals.

Speaker before the board:

- Ms. Elnor Tillson, Executive Director, Travelers Aid

Moved/Pannell, second/Scherman, to cancel the provisions of the CSBG RFP that required mandatory attendance at the CSBG Offeror's Conference held on September 14, 2009.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Head Start Fiscal Report: No comments.

C. Unemployment Statistics: No comments.

D. Dislocated Worker Update: Mr. William Walker stated that SETA assisted with the Kohl's employee recruitment but did not go on-site to provide services.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick thanked staff and program operators for the hard work over the last 6-8 months since ARRA funds became available.

C. Deputy Directors

- ➔ Monthly Head Start Report: Ms. Maureen Morrison reported that the current 09/10 budget is still extremely tight and will continue to be. Fiscal Year 08/09 was closed out and balanced; no funds were returned to ACF. All of the Head Start sites are fully enrolled. Staff was notified that the Agency received Training/Technical Assistance funds in the amount of \$152,000 for tuition and books for teachers. Also, \$1.7 million was received under Program Improvement funds for 32 projects including Bannon Creek and Bright Beginnings modulars. ARRA funds were received to allow some staff to be retained and \$350,000 was received to do physical site improvements. Funds were received to continue the Whispering Pines center for two years. Staff received unofficial notification that we were granted EHS expansion grant funds for 196 slots; staff is waiting for the award letter.

D. Counsel: No report.

E. Members of the Board: None.

F. Public: None.

V. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:

One potential case

Board recessed into closed session at 11:19 a.m. and reconvened to take some public testimony.

- Ron Rowland, Owner/General Manager, New Horizons Computer Learning Center

Mr. Rowland requested consideration to be added to the local training provider list to provide information technology training for people looking for new jobs.

Ms. Kossick stated that we have a board policy that no new schools could be added. Mr. Rowland is asking for an exception to the policy.

Mr. Larsen provided some background regarding a private post secondary program that expired in 2007. It will be known by the November meeting whether Mr. Rowland's program will be affected by the new legislation.

Mr. Nottoli asked for a report back on this item in November.

Board recessed into closed session at 11:33 a.m.

- VII. Adjournment:** The meeting was adjourned at 12:05 p.m. with no report out of closed session.

ITEM V – OTHER REPORTS

BACKGROUND:

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

- Head Start Deputy Director's Monthly Report – Ms. Maureen Dermott-Morrison
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr
 - Child Development and Education Services Report – Ms. Denise Lee
 - Monthly Head Start Report (Attached)

NOTES:

ITEM VI – COMMITTEE REPORTS

BACKGROUND:

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

- Executive Committee
 - Critique of the Parent Advisory Committee regular meeting, October 20, 2009.

GOOD	NEEDS IMPROVEMENT
1. Thank you Ms. Nancy Hogan for clerking the PAC meeting.	1. Board members are to have mileage and child care reimbursement forms completed to submit prior to start time of meeting.
2. Thank you Mr. Ronald Jones, Ms. Consuelo Lopez, and Mr. Donald Schmidt for assistance with the PAC agenda.	2. No side barring.
3. Attendance.	3. Cell phones need to be turned off.
4. Good job on clean boardroom.	

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

NOTES:
