

**GOVERNING BOARD**

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Thought for the Day: "I want to be all I'm capable of becoming."

Author: Katherine Mansfield

**HEAD START/EARLY HEAD START**

**REGULAR MEETING OF THE PARENT ADVISORY COMMITTEE**

**Date:** Tuesday, October 20, 2009

**Time:** 6:00 p.m.

**Location:** SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

While the Head Start Parent Advisory Committee (PAC) welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Head Start Parent Advisory Committee and not on the posted agenda may be addressed by the general public under the Public Participation item of this agenda. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

**AGENDA**

- I. Welcome**
  - A. Call to Order/Roll Call/Introduction of Newly Seated Representatives ..... 1
  - B. PAC Meeting Attendance Update ..... 2-4
- II. Consent Item**
  - A. Approval of Minutes for PAC Regular Meeting September 15, 2009 .....5
- III. Action Items**
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  - B. Timed Item 6:00 p.m. and Public Hearing  
First Reading of the Modification to the Bylaws of the SETA  
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  - C. Review of Applications and Election of Past Parent  
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Representative and Alternate .....9
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	➤ Account – Mr. Roger Bartlett	
	➤ PC/PAC Calendar of Events – Ms. Salina Davey	
	➤ Parent/Staff Recognitions – Ms. Salina Davey	
	➤ Child Care Center Food Menu (Attached)	
	➤ Community Resources – PAC Representative/Staff – Ms. Salina Davey	
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	➤ Budget/Planning Committee	
	➤ Personnel/Bylaws Committee	
	➤ Social/Hospitality Committee	
	➤ Early Childhood Development and Health Services Committee and Parent/Family Support	
	Committee (AKA Child Safety Committee)	
	➤ Monitoring and Evaluation Committee (AKA Self-Assessment Committee)	
	➤ Male Involvement Committee	
	➤ Community Partnerships Advisory Committee (CPAC)	
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<b>VI.</b>	<b><u>Other Reports</u></b> .....	14
	➤ Chair’s Report – Ms. Salina Davey	
	➤ Policy Council Report – Mr. David Quintero, Ms. Salina Davey, Ms. Mary Brown,	
	and Ms. Itzel Oregon	
	➤ Head Start Deputy Director’s Monthly Report – Ms. Maureen Dermott	
	• SETA Operated Program Monthly Enrollment/ADA Report	
	➤ Manager – Child Development and Education Services Monthly Report – Ms. Denise Lee	
	• Region Monthly Reports (to be provided at meeting)	
	➤ Manager – Program Support Services Monthly Report – Ms. Brenda Campos	
	➤ Manager – Parent/Family Support Monthly Report – Ms. Lisa Carr	
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**Distribution Date: Thursday, October 15, 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

**New Representatives to be seated:**

None.

**ITEM I- B – PAC MEETING ATTENDANCE UPDATE – 1 of 2**

The PAC was seated on November 13, 2008  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2008-2009

COMMITTEE MEMBER	CENTER	11/13	12/12	1/20	2/17	3/17 No Mtg.	4/24	5/8
<b>Vacant</b>	AP							
<b>Vacant</b>	BC							
<b>Vacant</b>	BLC							
Ana Melara Seated 04/09	COP						X	X
Itzel Oregon Re-seated 04/09	CW						X	E
<b>Vacant</b>	CR							
<b>Vacant</b>	CSUS							
<b>Vacant</b>	EHS/HB							
<b>Vacant</b>	FM							
<b>Vacant</b>	FP							
<b>Vacant</b>	FT							
<b>Vacant</b>	G							
Tracy Engebretsen Seated 11/08	GH	X	X	X	X		X	X
<b>Vacant</b>	GSC							
<b>Vacant</b>	H							
Salina Davey Seated 11/08	HB	X	X	X	X		X	X
Erin Kimbro Seated 11/08	HB	X	X	X	X		AP	X
<b>Vacant</b>	IC							
Kelly Martin Seated 04/09	HP						X	X
<b>Vacant</b>	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
<b>Vacant</b>	MCBB							
Kathy Moneybrake Seated 04/09	M						X	X
<b>Vacant</b>	NC							
<b>Vacant</b>	NJ							
<b>Vacant</b>	NH1							
Yvette Hernandez Seated 11/08	NH2	X	X	X	X		X	E
<b>Vacant</b>	NV							
<b>Vacant</b>	PA							
<b>Vacant</b>	PP							
<b>Vacant</b>	SF							
Lola Benavidez Seated 05/09	SN							
<b>Vacant</b>	SP							
<b>Vacant</b>	V							
Heather Beringer Seated 07/09	WG							
<b>Vacant</b>	WP	X						
<b>Vacant</b>	FPR							
Carol Aronis Seated 11/08	GPR	X	X	X	X		X	X
Frank Jackson Seated 04/09	MIR						X	X
<b>Vacant</b>	OGC							
Jeanine Vandermolen Seated 11/08	PPR	X	X	X	X		X	X
<b>Vacant</b>	PPR							

**ITEM I- B – PAC MEETING ATTENDANCE UPDATE – 2 of 2**

The PAC was seated on November 13, 2008  
 PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2008-2009

COMMITTEE MEMBER	CENTER	5/19	6/18	7/21	8/18	9/15	10/20	11/17
Vacant	AP							
Vacant	BC							
Vacant	BLC							
Ana Melara Seated 04/09	COP	X	X	X	X	X		
Itzel Oregon Re-seated 04/09	CW	E	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		
Vacant	GSC							
Vacant	H							
Salina Davey Seated 11/08	HB	X	X	X	X	X		
Erin Kimbro Seated 11/08	HB	X	X	X	E	E		
Vacant	IC							
Kelly Martin Seated 04/09	HP	U	X	X	E	X		
Vacant	JC							
David Quintero Seated 11/08	K	X	X	X	X	X		
Mary Brown Seated 11/08	LAR	X	X	X	X	X		
Victor Goodwin, Jr. Seated 11/08	LVS	X	X	E	X	X		
Vacant	MCBB							
Kathy Moneybrake Seated 04/09	M	X	X	U	E	U		
Vacant	NC							
Vacant	NJ							
Vacant	NH1							
Yvette Hernandez Seated 11/08	NH2	E	X	X	X	E		
Vacant	NV							
Vacant	PA							
Vacant	PP							
Vacant	SF							
Lola Benavidez Seated 06/09/08	SN	X	X	X	X	E		
Vacant	SP							
Vacant	V							
Heather Beringer Seated 07/09	WG			X	U	U		
Vacant	WP							
Vacant	FPR				U			
Carol Aronis Seated 11/08	GPR	X	X	E	X			
Frank Jackson Seated 04/09	MIR	X	X	X	E	X		
Vacant	OGC							
Jeanine Vandermolen Seated 11/08	PPR	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.

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

**Head Start Center Abbreviations**

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

**Representative Abbreviations**

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

**Attendance Record Abbreviations**

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

**ITEM II-A – CONSENT**

**APPROVAL OF MINUTES FOR PAC REGULAR MEETING SEPTEMBER 15, 2009  
AND CORRECTED MINUTES OF AUGUST 18, 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 September 15, 2009 and August 18, 2009.

**NOTES:**

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

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

**ITEM III-A – ACTION**

**APPROVAL OF REVISED PC/PAC REIMBURSEMENT POLICIES AND PROCEDURES**

**BACKGROUND**

Effective December 12, 2007, HR 1429, the Head Start Reauthorization Act, states “Members of the Policy Council shall not receive compensation for serving on the Policy Council or for providing services to the Head Start Agency.” Head Start Programs may reimburse members of the Policy Council for ordinary, necessary and reasonable out-of-pocket costs related to their service.

The Policy Council is requested to approve the PC/PAC Reimbursement Policies and Procedures (attached) to show SETA Head Start is in compliance with the Head Start Reauthorization Act.

Mr. Roger Bartlett will be available to answer questions. Please see attached memorandum.

**RECOMMENDATION:**

That the Policy Council approves the Revised PC/PAC Reimbursement Policies and Procedures.

**NOTES:**

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

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



**ITEM III-B – ACTION ITEMS**

**TIMED ITEM 6:00 P.M. PUBLIC HEARING**

**First 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 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:**

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

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

**ITEM III-C – ACTION ITEM**

**REVIEW OF APPLICATIONS AND ELECTION OF  
PAST PARENT REPRESENTATIVE AND ALTERNATE**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee Past Parent Applications to be reviewed and candidates elected for Program Year 2009-2010.

**RECOMMENDATION:**

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

**NOTES:**

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

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

**ITEM III-D – ACTION ITEM**

**REVIEW OF APPLICATIONS AND ELECTION OF GRANDPARENT REPRESENTATIVE AND ALTERNATE**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee Grandparent Applications to be reviewed and candidates elected for Program Year 2009-2010.

**RECOMMENDATION:**

That the Parent Advisory Committee elects one (1) Grandparent Representatives and one (1) Alternate.

**NOTES:**

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

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

**ITEM III-E – ACTION ITEM**

**REVIEW OF APPLICATIONS AND ELECTION OF  
FOSTER PARENT REPRESENTATIVE AND ALTERNATE**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee Foster Parent Applications to be reviewed and candidates elected for Program Year 2009-2010.

**RECOMMENDATION:**

That the Parent Advisory Committee elects one (1) Foster Parent Representatives and one (1) Alternate.

**NOTES:**

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

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

**ITEM IV-A – INFORMATION**

**STANDING INFORMATION**

**BACKGROUND:**

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

A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- Parent/Family Support Unit Events and Activities – Ms. Salina Davey
- PC/PAC Calendar of Events – Ms. Salina Davey
- Parent/Staff Recognitions – Ms. Salina Davey
- Child Care Center Food Menu (Attached)
- Community Resources – PAC Representative/Staff – Ms. Salina Davey

**NOTES:**

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## PC/PAC CALENDAR OF EVENTS

### EVENT

### DATE

Social/Hospitality Committee Meeting	Friday, October 2, 2009 1:00 p.m. 925 Del Paso Blvd. Olympus Room
Personnel/Bylaws Committee Meeting	Friday, October 9, 2009 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Budget/Planning Committee Meeting (AKA Budget Review Committee)	Thursday, October 13, 2009 9:30 a.m. 925 Del Paso Blvd. Shasta Room
Male Involvement Committee Meeting	Wednesday, October 21, 2009 2:00 p.m. Redwood Room
Health Services Advisory Committee (HSAC)	Wednesday, October 21, 2009 5:30 p.m. Sequoia Room
PAC Executive Committee Meeting	Thursday, October 22, 2009 9:30 a.m. Redwood Room Note meeting location change
PC Executive Committee Meeting	Thursday, October 29, 2009 9:00 a.m. Redwood Room
PC/PAC End of Year Appreciation	Saturday, November 7, 2009 12:00 p.m. – 3:00 p.m. Lyons Gate Hotel and Conference Center. Club Room B, 3410 Westover Street Sacramento (McClellan), CA (flyer attached)

The Head Start/Early Head Start  
Policy Council and Parent Advisory Committee  
Cordially invite you to attend the 2008-2009  
SETA Head Start Annual End of the Year Parent Appreciation

“We Are Family”

Lyons Gate Hotel and Conference Center

Club Room B

3410 Westover Street

Sacramento (McClellan), CA

Saturday, November 7, 2009, 12:00 p.m.-3:00 p.m.

Attire: Semi-formal  
Colors: Gold and Blue

LUNCHEON ENTRÉE SELECTION:

\*Herb Roasted Chicken Breast with Parmesan Risotto,

Fresh Vegetables, Natural Jus

\*Or

\*White Lasagna with Local Spinach, Three Cheeses,

Seared Mushrooms, Tofu Ricotta, Sweet Roasted Garlic

Rolls and Butter

House Salad

DESSERT: Chocolate Mousse Tart with Whipped Cream

BEVERAGES: Coffee, Tea, Decaffeinated Coffee, and Iced Tea

**Keynote Speaker: Ms. Roneca Provost**

Guests (two per invitee) are responsible for their luncheon fee  
(non-refundable, advance payment required) – Cash or money order only.

Luncheon cost is \$29.00 (includes local sales tax and service charge).

Guest luncheon fees are due by Monday, November 2, 2009, 12:00 p.m. (No Exceptions).

RSVP by Monday, November 2, 2009.

Call Marie Desha at 263-4082 or Ronald Jones at 263-0609



**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 September 3, 2009, attached.

**NOTES:**

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## ITEM V – 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, August 18, 2009.

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
1. Thank you Nancy Hogan for clerking the PAC Meeting.	1. Attendance.
2. Thank you Ron Jones for assistance with PAC Agenda.	2. Board members are to have mileage and childcare reimbursement forms completed to submit prior to start time of meeting.
3. Thank you Board members for no side barring.	3.
4. Thank you Board members for no cell phones going off.	4.

- Executive Committee
- Budget/Planning Committee
- Personnel/Bylaws Committee
- Social/Hospitality Committee
- Early Childhood Development and Health Services Committee and Parent/Family Support Committee (AKA Child Safety Committee)
- Monitoring and Evaluation Committee (AKA Self-Assessment Committee)
- Male Involvement Committee
- Community Partnerships Advisory Committee (CPAC)
- Health Services Advisory Committee (HSAC)

### **NOTES:**

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**ITEM VI – OTHER REPORTS**

**BACKGROUND:**

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

- Chair’s Report – Ms. Salina Davey
- Policy Council Report – Mr. David Quintero, Ms. Salina Davey, Ms. Mary Brown, and Ms. Itzel Oregon
- Head Start Deputy Director’s Monthly Report – Ms. Maureen Dermott
  - SETA Operated Program Monthly Enrollment/ADA Report – (Attached)
- Manager – Child Development and Education Services Monthly Report – Ms. Denise Lee
  - Region Monthly Reports (to be provided at meeting)
- Manager – Program Support Services Monthly Report – Ms. Brenda Campos
- Manager – Parent/Family Support Monthly Report – Ms. Lisa Carr
- Monthly Head Start Report

**NOTES:**

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**ITEM VII – CENTER UPDATES**

**BACKGROUND:**

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

**NOTES:**

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**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:**

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**ITEM IX - 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:**

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**ITEM X - ADJOURNMENT**

**NOTES:**

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