



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

Thought for the Day: "Whatever one possesses becomes of double value when we have the opportunity to share it with others"

Author: Bouilly

**GOVERNING BOARD**

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Councilmember  
City of Sacramento

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Board of Supervisors  
County of Sacramento

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

**Date:** Tuesday, February 17, 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 Public Participation, Item IX 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.

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**MAUREEN DERMOTT**  
Deputy Director

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**Distribution Date: Thursday, February 12 2009**

**ITEM I-A – ROLL CALL**

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

- \_\_\_ **Vacant**, Auberry Park Head Start
- \_\_\_ Susan Allen, Bannan Creek Head Start
- \_\_\_ Donovan Harrison, Broadway Early Learning Center
- \_\_\_ Frank Jackson, Center of Praise Head Start
- \_\_\_ Itzel Oregon, Countrywood Head Start
- \_\_\_ Nadia Ramirez-Ochoa, Crossroads Garden Head Start
- \_\_\_ Souraphinh Panhnha, CSUS Head Start
- \_\_\_ Erika Lopez, Early Head Start /Home Base
- \_\_\_ **Vacant**, Florin Meadows Head Start
- \_\_\_ **Vacant**, Freedom Park Head Start
- \_\_\_ Crystal Guevara, Fruitridge Head Start
- \_\_\_ **Vacant**, Galt Head Start
- \_\_\_ **Vacant**, Grant Skills Center
- \_\_\_ Tracy Engebretsen, Grizzly Hollows
- \_\_\_ Paula Watts, Hillsdale Head Start
- \_\_\_ Salina Davey, Home Base
- \_\_\_ Erin Kimbro, Home Base
- \_\_\_ **Vacant**, 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
- \_\_\_ Michelle Stowe, Mather Head Start
- \_\_\_ Christian Ramirez, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia 1 Head Start
- \_\_\_ Yvette Hernandez, New Helvetia 2 Head Start
- \_\_\_ Sara Diaz, Northview Head Start
- \_\_\_ Davida Acker, Norma Johnson Head Start
- \_\_\_ Akila Dennis, Parker Avenue Head Start
- \_\_\_ Nicole Gordon, Phoenix Park Head Start
- \_\_\_ Robert Benoit, Sharon Neese Early Learning Center
- \_\_\_ Kiesha Spriggs, Solid Foundation Head Start
- \_\_\_ **Vacant**, Strizek Park Head Start
- \_\_\_ Greg Oviedo, Vineland Head Start
- \_\_\_ Nallely Figueroa, Walnut Grove Head Start
- \_\_\_ **Vacant**, Whispering Pines Head Start
- \_\_\_ LaDoris McDavid, Foster Parent Representative
- \_\_\_ Carol Aronis, Grandparent Representative
- \_\_\_ **Vacant**, Male Involvement Representative
- \_\_\_ Jeanine Vandermolen, Past Parent/Community Representative
- \_\_\_ Lynn Reynolds-Showalter, Past Parent/Community Representative

**New Representatives to be seated:**

- \_\_\_ LaShonda Tablit, Florin Meadows Head Start
- \_\_\_ Jeannette Flores, Galt 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**

COMMITTEE MEMBER	CENTER	11/13	12/12	1/20	2/17	3/17	4/21	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Vacant	AP													
Susan Allen S/B Seated 12/08	BC		X	X										
Donovan Harrison S/B Seated 11/08	BLC	E	E	X										
Frank Jackson Seated 11/08	COP	X	X	X										
Itzel Oregon Seated 3/08	CW	X	X	X										
Nadia Ramirez-Ochoa Seated 11/08	CR	X	U	E										
Souraphinh Panhnhha Seated 01/09	CSUS			X										
Erika Lopez Seated 11/08	EHS/HB	X	E	U										
Vacant	FM													
Vacant	FP													
Crystal Guevara Seated 11/08	FT	X	X	X										
Vacant	G													
Tracy Engebretsen Seated 11/08	GH	X	X	X										
Maria Calderon Seated 11/08	GSC	X	U	U										
Paula Watts Seated 11/08	H	X	X	X										
Salina Davey Seated 11/08	HB	X	X	X										
Erin Kimbro Seated 11/08	HB	X	X	X										
Vacant	IC													
Vacant	HP													
Katherine Arrue Seated 11/08	JC	X	U	U										
David Quintero Seated 11/08	K	X	X	X										
Mary Brown Seated 11/08	LAR	X	X	X										
Victor Goodwin, Jr. Seated 11/08	LVS	X	X	X										
Vacant	MCCBB													
Michelle Stowe Seated 01/09	M			X										
Christian Ramirez Seated 12/08	NC		X	X										
Davida Acker Seated 11/08	NJ	X	X	X										
Vacant	NH1													
Yvette Hernandez Seated 11/08	NH2	X	X	X										
Sarah Diaz S/B Seated 12/08	NV		X	X										
Akila Dennis S/B Seated 11/08	PA	U	X	U										
Nicole Gordon S/B Seated 11/08	PP	AP	X	X										
Kiesha Spriggs Seated 11/08	SF	X	X	X										
Robert Benoit Seated 11/08	SN	X	E	X										
Vacant	SP													
Greg Oviedo Seated 11/08	V	X	X	X										
Nallely Figueroa Seated 11/08	WG	X	U	X										
Vacant	WP	X												
LaDoris McDavid Seated 11/08	FPR	X	X	E										
Carol Aronis Seated 11/08	GPR	X	X	X										
Vacant	MIR													
Vacant	OGC													
Jeanine Vandermolen Seated 11/08	PPR	X	X	X										
Lynn Reynolds-Showalter Seated 11/08	PPR	X	X	X										

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

1. First, call your Alternate to see if they can attend in your place,
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha at 263-4082, and
3. Third, please call PAC Chair, Ms. Salina Davey, 349-6373 or the PAC Secretary, 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 SPECIAL PAC MEETING**  
**JANUARY 20, 2009**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the Special meeting held on January 20, 2009.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Secoded \_\_\_\_\_

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

# SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

## MINUTES/SYNOPSIS

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

January 20, 2009  
6:00 p.m.

### I. Welcome

- A. Call to Order/Roll Call - The meeting called to order at 6:00 p.m. Attendees recited the Pledge of Allegiance. The Thought for the Day was read by Ms. Carol Aronis. Roll was called; a quorum was confirmed.

#### **Members Present:**

Susan Allen  
Frank Jackson  
Itzel Oregon  
Crystal Guevara  
Tracy Engebretsen  
Paula Watts  
Salina Davey  
Erin Kimbro  
David Quintero  
Mary Brown  
Victor Goodwin  
Christian Ramirez (6:14 arrival)  
Yvette Hernandez  
Sara Diaz  
Davida Acker (6:11 arrival)  
Nicole Gordon (6:32 arrival)  
Robert Benoit  
Kiesha Spriggs (6:16 arrival)  
Greg Oviedo  
Nallely Figueroa (6:15 arrival)  
Carol Aronis  
Jeanine Vandermolen  
Lynn Reynolds-Showalter (6:27 arrival)

#### **Members Absent:**

Nadia Ramirez (E)  
Erika Lopez (U)  
Maria Calderon (U)  
Katherine Arrue (U)  
Akila Dennis (U)  
LaDoris McDavid (E)

- B. PAC Meeting Attendance Update – (Attached.)

**New Representatives Seated:** Donovan Harrison, Broadway; Souraphinh Panhnha, CSUS; Michelle Stowe, Mather.

### II. Consent Item

- A. Approval of Minutes for Special PAC Meeting of December 12, 2008 – Motion by Ms. Itzel Oregon to approve the minutes; seconded by Ms. Aronis. No discussion. Ayes, 20. Nays, 0. Abstentions, 1 (Ms. Davey). Motion carried.

### III. Action Items

A. Selection of Representative and Alternate to attend the Strengthening Fathers - Strengthening Families 10th Annual Fatherhood & Families Conference, Phoenix, Arizona – Ms. Marie Desha shared information on the conference. Information attached; handout provided. The recommendation is for one PC and one PAC attend. Departure date Sunday, March 1<sup>st</sup>; return date, Thursday, March 5<sup>th</sup>. Final Schedule H-Other (Head Start T/TA \$3,500 Male Involvement Conference) budget handout provided. Written report required upon return; assistance available. Travel meeting scheduled for Friday, February 27<sup>th</sup>, 1:30 p.m. Reminder letter will be mailed to those selected. Priority should be given to those who have not attended an out-of-state conference. (There is a cost savings for males to share a room.) Mr. Frank Jackson and Mr. Victor Goodwin have attended out-of-state conferences.

Mr. Bob Silva, who will attend the conference, shared conference information. In addition to the travel meeting, there will be one personal meeting with Mr. Silva prior to the meeting. Call him with questions at 263-3809.

Nominee Mr. Robert Benoit explained his interest in attending. Mr. Jackson and Mr. Goodwin would like to attend, but nominated Mr. Benoit. Mr. Goodwin would like to be an Alternate.

**Representative vote results:** Mr. Benoit, selected Representative with 24 votes. Mr. Jackson, 0. Mr. Goodwin, 0.

**Alternate vote results:** Mr. Jackson withdrew his nomination for Alternate. Mr. Goodwin was selected Alternate as sole nominee.

Motion by Ms. Itzel Oregon to select one Alternate to attend Conference. Seconded by Ms. Susan Allen. Discussion: Mr. Benoit asked if tickets are not transferable, why there is an Alternate. Ms. Desha said when she prepared the agenda packet she was not aware tickets could not be exchanged. If Mr. Benoit cannot attend, it will just be a PC Representative attending. Ayes, 24. Nays, 0. Abstentions, 1 (Ms. Davey).

B. Selection of Parent Advisory Committee Members 2008-2009 (Continued item from 12/12/08 meeting) – Ms. Desha, Ms. Maureen Dermott, Ms. Lisa Carr and Mr. Robert Silva shared information on the Committees. (Representatives may sit on a total of three committees.)

1) **Personnel/Bylaws (3)** (Oversight staff Marie Desha)  
Carol Aronis (automatic as Parliamentarian)  
Susan Allen  
Greg Oviedo

2) **Budget/Planning (3)** (Oversight staff Maureen Dermott)  
Davida Acker (automatic as Treasurer)  
Nallely Figueroa  
Susan Allen

3) **Social/Hospitality (3)** (Oversight staff Marie Desha)  
Erin Kimbro (automatic as Secretary)  
Davida Acker (automatic as Treasurer)  
Jeanine Vandermolen



- 4) **Child Development & Health Services and Parent/Family Support Committees – AKA Child Safety Committee (3)** Oversight staff Brenda Campos, Denise Lee & Lisa Carr)

Itzel Oregon  
Lynn Reynolds-Showalter  
Nicole Gordon

- 5) **Monitoring and Evaluation – AKA Self-Assessment Committee (Committee of the Whole)** (Oversight staff, Andrea Harvey) – Tabled.

- 6) **Food Services Committee (3)** (Oversight staff Brenda Campos) – Tabled.

- 7) **Early Head Start (3)** (Oversight staff Denise Lee) – Tabled.

- 8) **Male Involvement (3 Representatives requested, 4 allowed)** (Oversight staff Robert Silva)

Frank Jackson  
Victor Goodwin  
Robert Benoit  
Erin Kimbro

Motion by Ms. Kimbro to select Standing and Program Area Committee members for 2008-2009. Seconded by Ms. Vandermolen. Ayes, 25. Nays, 0. Abstentions, 1 (Ms. Davey).

- C. Selection of Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC) – Tabled.
- D. **TIMED ITEM: 6:00 p.m. AND PUBLIC HEARING:** FIRST Reading of the Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee – Modifications to the Bylaws reflects the change from the **second** to the **third** Tuesday of each month. (See Bylaws Article IV, Meetings Section 1-B attached).

Motion by Mr. Goodwin to open a public hearing, hear additional testimony, continue the item to next PAC, close the public hearing and approve the Bylaws modifications as attached. Seconded by Ms. Ackers. Ayes, 25. Nays, 0. Abstentions, 1 (Ms. Davey).

## VI. Information Items

### A. Standing Information

- Introduction of Newly Seated Representatives – previously done.
- PC/PAC Calendar of Events – Ms. Salina Davey announced the following events: Celebrating Kinship & Grandparents Raising Their Grandchildren Conference, 9:00 a.m.-2:30 p.m., Friday, January 30<sup>th</sup>, Antioch Progressive Church. Daddy and Me Fishing in the City, 9:00 a.m.-1:00 p.m, Saturday, January 24<sup>th</sup>, William Land Park. CHSA Parent Conference, January 26-27<sup>th</sup>, Marriott San Diego Mission, San Diego, CA.
- Parent/Family Support Unit Events and Activities – Ms. Salina Davey (Attached.)
- Parent/Staff Recognitions – Ms. Salina Davey (None)
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett explained the expenditure reports ending December 31, 2008 for Basic, Early

Head Start and T&TA attached in the agenda packet. The expected budget for five months into the grant is 42 percent. Some items are over that percentage. One of the functions of the budget review committee is to investigate items over budget. The budget as a whole is running on schedule at 41.3 percent. A budget explanation cross reference page (December 2008 Fluctuations) attached for review.

Discussion: SETA overspent in Employee Medical Exams/Fingerprinting due to high number of staff requiring fingerprinting, etc. Damaged playground equipment has been repaired/replaced. Precautions have been made to prevent future vandalizing. \$7,996 dollars was spent from the Parent Services Oral Language Activities fund on the purchase of Rosetta Stone software, installed on computers on the network, at Nedra Court, Walnut Grove, Northview and the Computer Lab in the Main Office. Any additional Head Start funds must come from grant opportunities. Recently two grant applications were denied.

- National Head Start Association Annual Parent Training Conference Reports (attached) - Ms. Davey commented that the attached reports were very well written.
- Child Care Center Food Menu (attached). There is no alternate meal menu because each meal is personalized for the child requiring a special diet. Alternate meal menus may be obtained at the center.

#### **V. Committee Reports**

- Executive Committee – Ms. Kimbro read the attached report.
- Early Child Development & Health Services and Parent/Family Support Committee (AKA Child Safety Committee) – Ms. Nicole Gordon attended the Friday, January 16<sup>th</sup> Child Safety Committee meeting. They talked about annual risk assessment, which looks at the effectiveness of the program and the safety of the children, and the previous grant is evaluated. They talked about screening, attendance, and support. The child staff subcommittee is writing activities for circle time, indoor/outdoor activities, and uniform implementation to assure all centers do the same activities at the same time. They are developing a mascot to represent safety and a classroom safety book. Planning for site supervisor training at the Spring Fling All Staff Training, April 7<sup>th</sup>-8<sup>th</sup>. The Parent/Staff Subcommittee will meet in February and discuss curriculum for safety at home. They will discuss changing Parent Resource Assistant to Safety Monitor, particularly at the larger centers, and expectations of the parents and FSW's at the centers. Drivers will receive training. The Facilities Subcommittee will meet next month; Angie will do another round of safety checklists (done quarterly). The next Safety meeting is in March. The Committee decided to meet every other month, rather than each month.

#### **VI. Other Reports**

- Chair's Report – Tax preparation handout provided. Ms. Davey attended her first Governing Board meeting last month. She found it very exciting and educational. She recommended Representatives attend if interested.
- Policy Council Report(s) – Mr. David Quintero, Ms. Kiesha Spriggs, Ms. Salina Davey, Ms. Mary Brown, Mr. Greg Oviedo, and Ms. LaDoris McDavid – Ms. Spriggs shared Council elected officers and selected Representatives to attend the CHSA Parent Conference. Chair tabled the committee selections and talked about Grandparents Day.

- Head Start Deputy Director's Monthly Report – Ms. Dermott distributed the Monthly Head Start Report, November 2008, which detailed SETA Program Operations, Family and Community Partnerships, and Program Support Services. She is trying to come up with one instrument that serves as the Director's report for PAC, PC and the Governing Board, with the dilemma of providing the different information that each board needs. The report distributed and future reports will contain information pertaining to all boards. This transition will result in reports running a full month behind on information presented.

An intensive training was provided to staff, which included child supervision, standards of conduct, and personal rights. Child assessments were completed; results are being tabulated. Staff attended the Early Childhood Special Education Field Meeting in November. They are drafting a monitoring tool specific to that population (currently 218 preschoolers with Individualized Education Plans (IEP) and 39 infant/toddlers with Individualized Family Services Plans (IFSP).

By March there will be a specific curriculum designed surrounding child safety. SETA has higher education requirements for teachers which mandate that all teachers must have at least an AA degree by 2011. SETA is paying for staff classes and books with grant monies received.

- SETA Operated Program Monthly Enrollment/ADA Report SETA Operated Program Monthly Enrollment/ADA Report – Ms. Dermott went over the Monthly Enrollment /ADA Report for October (attached), which shows SETA at 572 children enrolled of the 580 required. (SETA is at 100 percent as of December.) Federal government is now allowing enrollment credit for children waiting for shots, etc. Ms. Dermott stressed the importance of full enrollment and asked Representatives to encourage parents to have their child at the center every day. Attendance is very low at Kennedy Estates, Northview and Walnut Grove, but as a whole, attendance is at 96 percent. For full-day option, attendance is low at Broadway, CSUS, Norma Johnson, and Sharon Neese, with total attendance at 87 percent.
  - Ms. Itzel Oregon express concerned of Head Start appearing to take mental health as an auxiliary service and not an integrated service. Ms. Dermott answered that SETA is expanding its mental health services to provide more integrated services. The Education Specialists are putting together a training that will begin in March or April. Ms. Lee is looking into how to become more integrated in the classroom and will report more on the specific activities.
  - Mr. Jackson and Mr. Goodwin commented that Michael McGrady, (Interim Executive) Director of NHSA expressed that he is not an advocate of the mandate for teacher degrees. He believes that congress is trying to make extra loopholes to make funding difficult to receive. Ms. Dermott shared that Reauthorization comes through congress, and congress has said all research shows better trained teachers make better teachers for the children. Her concern is an unfunded mandate.
- Manager - Child Development and Education Services Monthly Report – Ms. Denise Lee
    - Cluster Monthly Reports – Tabled.
  - Manager - Program Support Services Monthly Report – Ms. Brenda Campos
    - SETA Head Start Food Service Operations Monthly Report – Tabled.
  - Manager - Parent/Family Support Monthly Report – Ms. Lisa Carr reminded parents that no question is dumb, and that they should feel good that they are already giving back to the

community by participating on the PAC. Ms. Carr referred to her unit's activities shown on the previously distributed Monthly Head Start Report, Family and Community Partnerships section. She encouraged parents to attend the Daddy and Me Fishing in the City, Saturday, January 24<sup>th</sup>, 9:00 a.m.-1:00 p.m., William Land Park. Fishing equipment/bait provided; and the Grandparent Conference, Friday, January 30<sup>th</sup>, 9:00 a.m.-2:30 p.m., Antioch Progressive Church.

Ms. Carr is looking for parents to sit on the parent portion of the Safety Committee to talk about safety at home and at the site. (Parents who sat on the committee termed out.) Ms. Lee has three curriculum activities that will begin, and Ms. Carr's committee will be writing the Parent Home Connection for those activities.

SETA has a Computer Lab at the Main Office, open Tuesdays and Thursdays 9-11 a.m. and 1-3 p.m. Among the software programs parents can learn are Microsoft Word. There is the Rosetta Stone program for those interested in learning Spanish or English.

Last year parents were told that they would receive CPR training from this year's budget. Right now SETA's priority is to have staff trained due to licensing requirements. Money was put aside for up to 50 parents; training 12 individuals at a time. Ms. Desha will inform parents when training is scheduled.

SETA has collaboration with Sac State; SETA does their orientation twice a year, and they come to work for SETA as on-call substitute teachers. As a result, SETA must fingerprint approximately 150 to 300 substitute teachers per year, which is why our cost is so high.

In California Community Care Licensing requires that you have to have a minimum of 12 units of Early Childhood Education to be in a classroom. Some states such as Arkansas don't require any units to work with children, and they are panicking now that it is a requirement.

- VII. **Center Updates** – Tabled.
- VIII. **Discussion** – Tabled.
- IX. **Public Participation** – None.
- X. **Adjournment** – 7:50 p.m.

**ITEM III-A – INFORMATION**

**STANDING INFORMATION**

**BACKGROUND:**

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

**Information Items**

A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- Program Content Area Mental Health Report – Ms. Marilyn Palmer

**NOTES:**

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**ITEM III-B – INFORMATION ITEMS**

**AB 1234 ETHICS TRAINING**  
**VICTOR BONNANO**

**BACKGROUND:**

State law (AB1234) requires that all legislative bodies, including not only the governing body of a local agency, but also a commission, committee, board or other body that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. This requirement applies to the Policy and the SETA-Operated Parent Advisory Committee.

**NOTES:**

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**ITEM IV-A – ACTION**

**SELECTION OF PARENT ADVISORY COMMITTEE MEMBERS 2008-2009**  
**CONTINUED FROM 1/20/09 MEETING**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee Representatives to select Standing and Program Area Committees for Program Year 2008-2009.

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

6) Food Services Committee (3 Representatives)  
a) \_\_\_\_\_ Oversight by: Brenda Campos  
b) \_\_\_\_\_  
c) \_\_\_\_\_

7) Early Head Start Committee (3 Representatives)  
a) \_\_\_\_\_ Oversight by: Denise Lee  
b) \_\_\_\_\_  
c) \_\_\_\_\_

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

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

**ITEM IV-B – ACTION**

**TIMED ITEM 6:00 P.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**

**BACKGROUND:**

The Parent Advisory Committee on November 13, 2008 approved to change the meeting to the third Tuesday in each month to remedy having a more current fiscal report. The count to change to morning meetings was seven (7). The vote count to remain at 6:00 p.m. was eighteen (18). The first reading of the modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start was at the Special PAC meeting on Tuesday, January 20, 2009.

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

**RECOMMENDATION:**

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

**NOTES:**

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

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



**ITEM IV-C – ACTION**

**SELECTION OF REPRESENTATIVE AND ALTERNATE TO  
SETA HEAD START HEALTH SERVICES ADVISORY COMMITTEE (HSAC)**

**BACKGROUND:**

The Parent Advisory Committee is requested to select one (1) Representative and one (1) Alternate to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. Meeting location and time to be announced. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos-Peck will be available to share information and answer questions.

Please see attached minutes of last meeting, Wednesday, November 12, 2008.

**RECOMMENDATION:**

That the PAC elects one (1) Health Services Advisory Committee Representative and one (1) Alternate to serve on the committee.

**NOTES:**

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

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

**ITEM IV-D – ACTION**

**SELECTION OF REPRESENTATIVE AND ALTERNATE TO THE SETA HEAD START  
COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC)**

**BACKGROUND:**

The Parent Advisory Committee is requesting to elect one (1) Representative and one (1) Alternate to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the Head Start Program. Each program year a PC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually; time and date will be announced when determined. Having an interest in social services collaboration would be appropriate for those wishing to serve on this committee.

Ms. Terri Carpenter will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, April 24, 2008.

**RECOMMENDATION:**

That the Parent Advisory Committee select one (1) Community Partnership Advisory Committee Representative and one (1) Alternate to serve on the committee.

**NOTES:**

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

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

**ITEM III-A – INFORMATION (CONTINUED)**

**STANDING INFORMATION**

**BACKGROUND:**

A. Standing Information (Continued)

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

- Introduction of Newly Seated Representatives
- PC/PAC Calendar of Events – Ms. Salina Davey
- Parent/Family Support Unit Events and Activities – Ms. Salina Davey
- Parent/Staff Recognitions – Ms. Salina Davey
- National Head Start Association Annual Parent Training Conference Reports (Attached)
- California Head Start Association (CHSA) Parent Conference Report (Attached)
- Celebrating Kinship and Grandparents Raising Their Grandchildren Conference Reports – Ms. Salina Davey
- Child Care Center Food Menu (Attached)
- Community Resources – PAC Representative/Staff – Ms. Salina Davey

**NOTES:**

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**CALENDAR OF EVENTS**  
**PARENT/FAMILY SUPPORT UNIT**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
Parent/Family Support Committee Meeting (AKA Child Safety Committee)	Friday February 13, 2009 9:00 – 11:00 a.m. Cypres Room 925 Del Paso Blvd., #200
Male Involvement Committee Meeting	Wednesday, February 18, 2009 2:00 p.m. Redwood Room 925 Del Paso Blvd., #200

## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Budget/Planning Committee (AKA Budget Review Committee)	Tuesday, February 10, 2009 9:00 a.m. Shasta Room 925 Del Paso Blvd., #200
Early Child Development and Health Services Committee (AKA Child Safety Committee)	February 17, 2009 1:30 p.m. Room TBA 925 Del Paso Blvd., #200
Special PAC Meeting	Tuesday, February 17, 2009 6:00 p.m. SETA Board Room 925 Del Paso Blvd., #100
Male Involvement Committee Meeting	Wednesday, February 18, 2009 2:00 p.m. Redwood Room 925 Del Paso Blvd., #200
PAC Executive Committee Meeting	Thursday, February 19, 2009 9:30 a.m. Pine Room 925 Del Paso Blvd., #200
PC/PAC Program Self Assessment (Program Governance)	Thursday, February 19, 2009 10:30 a.m., Pine Room 925 Del Paso Blvd., #200 -- <b>AND</b> -- Friday, February 20, 2009 1:00 p.m., Redwood Room 925 Del Paso Blvd., #200
PC Meeting	Tuesday, February 24, 2009 9:00 a.m. SETA Board Room 925 Del Paso Blvd., #100
PC Executive Committee Meeting	Thursday, February 26, 2009 10:00 a.m. Pine Room 925 Del Paso Blvd., #200

**PC/PAC CALENDAR OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
PC/PAC Bylaws Committee Meeting	Friday, February 27, 2009 10:00 a.m. Room TBA 925 Del Paso Blvd., #200

**ITEM III-C – INFORMATION ITEM**

**GOVERNING BOARD MINUTES**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review Governing Board minutes of January 15, 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 Special Parent Advisory Committee meeting, January 20, 2009.

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
1. Thank you to Joy Otero for reminder calls to attend PAC meeting.	1. Parents in need of child care please be here at 5:00 p.m. for dinner, and must have children ready by 5:45 p.m. for subs to walk children to childcare center.
2. Good attendance.	2. Please be punctual to the meeting.
3. Excellent written reports on NHSA Parent Training Conference by Kiesha Spriggs, Victor Goodwin and Frank Jackson	3. No side barring.
4. Good job by Nicole Gordon on Early Child Development & Health Services/Parent Family Support Committee report (AKA Child Safety Committee)	4. Cell phones off and no texting during the meeting.
5. Thank you Representatives for not eating in the Board Room.	5. Please be acknowledged by the Chair prior to speaking.
6. Great job by Chair, Ms. Salina Davey, on conducting her first PAC meeting.	6. Come prepared with agenda and pen.
	7. Please clean up your area after meeting.

**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
- Policy Council Report – Mr. David Quintero, Ms. Kiesha Spriggs, Ms. Salina Davey, Ms. Mary Brown, Mr. Greg Oviedo, and Ms. LaDoris McDavid
- 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
  - Cluster Monthly Reports
- Manager – Program Support Services Monthly Report – Ms. Brenda Campos
  - SETA Head Start Food Service Operations Monthly Report
- Manager – Parent/Family Support Monthly Report – Ms. Lisa Carr
- Monthly Program Information Report

**NOTES:**

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**ITEM VII- 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.

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**ITEM VIII - ADJOURNMENT**

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