

**Thought for the Day: "How far you go in life depends on you being tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and the strong. Because someday in life you will have been all of these."**

**Author: George Washington Carver,  
1864-1943 Afro-American Scientist**

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

**Date: Tuesday, April 27, 2004 (Note: meeting date)**

**Time: 6:00 p.m. (Note: meeting time)**

**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 following completion of the regular Committee for consideration. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

**AGENDA**

- I. Welcome**
  - A. Call to Order/Roll Call
  - B. PAC Meeting Attendance Update
- II. Consent Items**
  - A. Approval of Minutes for PAC Meeting of April 13, 2004
- III. Action Items**
  - A. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Training/ Technical Assistance Grant Application (Continued from April 13, 2004 meeting.)
  - B. Approval of Fiscal Year 2004-2005 Head Start Program Options and Tracks (Continued from April 13, 2004 meeting.)
  - C. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Basic Grant Application

**IV. Information Items**

A. Standing Information Items

- ◆ Introduction of Staff
- ◆ Upcoming Meetings/Trainings/Conferences/Events
  - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists
- ◆ Average Daily Attendance (ADA) Report - Ms. Elsie Bowers
- ◆ Monthly Special Education Report - Ms. Beverly Sanford
- ◆ California Head Start Association Conference Reports
- ◆ NHSA Annual Training Conference - April 21-24, 2004, Anaheim, CA
- ◆ Public Policy Symposium Reports - Wednesday, April 21, 2004, Sacramento Convention Center and Capitol Building
- ◆ Annual Parent Leadership Institute, May 12-14, Hilton Hotel, Concord, CA
- ◆ California Head Start Association (CHSA) Report - Ms. Aisha Money
- ◆ Fiscal Report (January, April, July, October) Mr. Kim Peck
- ◆ Parent/Staff Recognitions
- ◆ Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Denise Nelson
- ◆ Child Care Center Food Menu (Attached)

B. Governing Board Minutes

**V. Committee Reports**

- ◆ Executive Committee
  - Critique of the Parent Advisory Committee, April 13, 2004
- ◆ Personnel/Bylaws Committee
- ◆ Budget/Planning Committee
- ◆ Social/Hospitality/Fundraising
- ◆ Program Area Committee Reports:
  - Early Childhood Development and Health Service Committee
  - Family and Community Partnerships/Training Committee
  - Monitoring/Evaluation Committee (Self-Assessment)
- ◆ Community Advocating Male Participation (C.A.M.P.) - Gary Rauscher
- ◆ Food Services Committee
- ◆ Early Head Start Committee

**VI. Other Reports**

- ◆ Chair's Report - Mr. Hasan McWhorter
- ◆ Policy Council's Report(s) - Ms. Kama Meredith, Ms. Betty Walker, Ms. Jennifer Lozano, Ms. LaRisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson
- ◆ Head Start Deputy Director's Report - Ms. Norma Johnson
- ◆ Manager - Grantee Program Operations Report - Ms. Sharon Neese
- ◆ Manager - Administration Operations Report - Ms. Buffie Engstrom
- ◆ Manager - Program Support Services Report - Ms. Brenda Flores
- ◆ Manager - EHS, Special Projects and Community Partnerships Report – Ms. Catherine Goins

**VII. Center Updates**

**VIII. Discussion**

**IX. Public Participation**

**X. Adjournment**

**Distribution Date: Thursday, April 20, 2004**

**ITEM I-A – ROLL CALL**

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

- \_\_\_ Georgia Work, Auberry Park Head Start
- \_\_\_ **Vacant**, Bannon Creek Head Start
- \_\_\_ **Vacant**, Broadway Early Learning Center
- \_\_\_ Vera Holland, Center of Praise Head Start
- \_\_\_ Silvia Sarmienta, Countrywood Head Start
- \_\_\_ **Vacant**, Crossroads Garden Head Start
- \_\_\_ Christina Canada, CSUS Head Start
- \_\_\_ **Vacant**, Dos Rios Head Start
- \_\_\_ Sherry Hall Gangloff, Early Head Start
- \_\_\_ Hasan McWhorter, Franklin Head Start
- \_\_\_ Crystal Guevara, Fruitridge Head Start
- \_\_\_ **Vacant**, Galt Head Start
- \_\_\_ **Vacant**, Grace Lutheran Head Start
- \_\_\_ **Vacant**, Grant Skills Center
- \_\_\_ **Vacant**, Hillsdale Head Start
- \_\_\_ Neikeia Campbell, Home Base/CCCP Head Start
- \_\_\_ Patricia Rodriguez, Home Base/CCCP Head Start
- \_\_\_ **Vacant**, Job Corp Head Start
- \_\_\_ Minerva Gillette, Kennedy Estates Head Start
- \_\_\_ Jackie Russell-Saini, La Riviera Head Start
- \_\_\_ **Vacant**, LaVerne Stewart Head Start
- \_\_\_ Nancy Flores, Los Niños Head Start
- \_\_\_ Arlene Mendez, Marie Cleveland’s Bright Beginnings Head Start
- \_\_\_ Suzy Root, Mather Head Start
- \_\_\_ Kama Meredith, Mulberry Commons Head Start
- \_\_\_ **Vacant**, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia Head Start
- \_\_\_ Betty Walker, Northview Head Start
- \_\_\_ **Vacant**, Norwood Head Start
- \_\_\_ **Vacant**, Parker Avenue Head Start
- \_\_\_ LaRisa Yarbrough, Strizek Head Start
- \_\_\_ Jennifer Lozano, Vineland Head Start
- \_\_\_ **Vacant**, Walnut Grove Head Start
- \_\_\_ Joi Tikoi, Watt and “E” Head Start
- \_\_\_ Urshala Baines, Whispering Pines Head Start
- \_\_\_ Denise Nelson, Foster Parent Representative
- \_\_\_ Penny Campbell-Mays, Grandparent Representative
- \_\_\_ Gary Rauscher, Male Involvement Representative
- \_\_\_ Margie Mitchell, Out Going Chair
- \_\_\_ Aisha Money, Past Parent/Community Representative
- \_\_\_ Beverly Shah, Past Parent/Community Representative

**New Representatives to be seated:**

- \_\_\_ Sonja Montana, Norwood Head Start

## ITEM I-B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2003  
PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE PROGRAM YEAR 2003-2004

BOARD MEMBER	CENTER	11/13	12/16	1/13	2/17	3/9	4/13						
Georgia Work S/B Seated 11/03	AP	U	X	U	X	X	X						
Christina Matson	BC			E	X	U	U						
<b>Vacant</b>													
Vera Holland S/B Seated 02/04	COP				X	E	X						
Silvia Sarmienta S/B Seated 12/03	CW		AP	U	X	X	X						
<b>Vacant</b>	CR												
Christina Canada Seated 3/04	CSUS					X	U						
<b>Vacant</b>	DR												
Sherry Hall Gangloff Seated 12/03	EHS		X	U	E	X	X						
Hasan McWhorter Seated 11/03	FR	X	X	X	X	X	X						
Crystal Guevara Seated 11/03	FT	X	X	E	X	X	X						
<b>Vacant</b>	G												
<b>Vacant</b>	GL												
<b>Vacant</b>	GSC												
<b>Vacant</b>	H												
Neikeia Campbell S/B Seated 02/04	HB/CCCP				E	X	X						
Patricia Rodriguez S/B Seated 02/04	HB/CCCP				U	X	E						
<b>Vacant</b>	JC												
Minerva Gillette Seated 02/04	K				X	X	X						
Jackie Russell Saini Seated 04/04	LAR						X						
<b>Vacant</b>	LVS												
Nancy Flores Seated 03/04	LN					X	X						
Arlene Mendez Seated 11/03	MCBB	X	X	X	X	X	X						
Suzy Root Seated 11/03	M	X	E	X	X	X	X						
Kama Meredith Seated 11/03	MULBC	X	U	X	X	X	X						
<b>Vacant</b>	NC												
<b>Vacant</b>	NH												
Betty Walker Seated 11/03	NV	X	E	X	X	X	X						
Sonja Montana S/B Seated 03/04	N					AP	A/E						
<b>Vacant</b>	PA												
LaRisa Yarbrough Seated 11/03	S	X	X	X	X	X	X						
Jennifer Lozano Seated 11/03	V	X	E	X	X	X	U						
Joi Tikoi Seated 11/03	WE	X	E	U	X	X	E						
<b>Vacant</b>	WG												
Urshala Baines S/B Seated 02/04	WP				E	X	U						
Denise Nelson Seated 11/03	FPR	X	X	U	X	X	X						
Penny Campbell-Mays Seated 11/03	GPR	X	X	X	X	X	X						
Gary Rauscher Seated 04/03	MIR	X	E	X	E	X	E						
Margie Mitchell Seated 11/03	OGC	X	X	X	X	X	X						
Aisha Money S/B Seated 11/03	PPR	U	E	X	X	PAC	X						

Beverly Shah Seated 11/03	PPR	X	X	X	X	X	X						
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**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, Marie Desha at 263-4082, and
3. Third, please call PAC Chair, Mr. Hasan McWhorter at 429-7847 or the PAC Secretary, Lori Black at 263-4068.

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE  
PROGRAM YEAR 2003-2004  
(Continued)

**Center Abbreviations**

<b>AP:</b>	Auberry Park	<b>LAR:</b>	La Riveria
<b>BC:</b>	Bannon Creek	<b>LN:</b>	Los Ninos
<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>MULBC:</b>	Mulberry Commons
<b>CW:</b>	Countrywood	<b>N:</b>	Norwood
<b>DR:</b>	Dos Rios	<b>NC:</b>	Nedra Court
<b>EHS:</b>	Early Head Start	<b>NH:</b>	New Helvetia
<b>FR:</b>	Franklin	<b>NV:</b>	Northview
<b>FT:</b>	Fruitridge	<b>PA:</b>	Parker Avenue
<b>G:</b>	Galt	<b>S:</b>	Strizek
<b>GL:</b>	Grace Lutheran	<b>V:</b>	Vineland
<b>GSC:</b>	Grant Skills Center	<b>WE:</b>	Watt and E
<b>H:</b>	Hillsdale	<b>WG:</b>	Walnut Grove
<b>HB/CCCP:</b>	Home Based/Child Care Collaboration Program	<b>WP:</b>	Whispering Pines
<b>JC:</b>	Job Corp		
<b>K:</b>	Kennedy Estates		

**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>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee

**ITEM II-A – CONSENT ITEM**

**APPROVAL OF MINUTES FOR PAC MEETING**  
**APRIL 13, 2004**

**BACKGROUND:**

The minutes of the Parent Advisory Committee meeting April 13, 2004, will be provided in next month's agenda.

**NOTES:**

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

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

**ITEM III-A – ACTION**

**APPROVAL OF FISCAL YEAR 2004-2005 HEAD START/EARLY HEAD START  
TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION  
(Continued Item from April 13, 2004 Meeting)**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start fiscal Year 2004-2005 Training/Technical Assistance Grant Application in the amount of \$369,068 Head Start, and \$114,584 Early Head Start. The Parent Advisory Committee/Policy Council Training Committee met three times with staff to provide input on the budget.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the Head Start/Early Head Start Fiscal Year 2004-2005 Training/Technical Assistance Grant Application.

**NOTES:**

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

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



**ITEM III-B – ACTION**

**APPROVAL OF FISCAL YEAR 2004-2004 HEAD START  
PROGRAM OPTIONS AND TRACKS  
(Continued Item from April 13, 2004 Meeting)**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Options and Tracks for Fiscal Year 2004-2005.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the Fiscal Year 2004-2005 Head Start Program Options and Tracks.

**NOTES:**

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

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

**ITEM III-C – ACTION**

**APPROVAL OF FISCAL YEAR 2004-2005 HEAD START/EARLY HEAD START  
BASIC GRANT APPLICATION**

**BACKGROUND:**

Attached please find the Head Start/Earl Head Start grant application for Fiscal Year 2004-2005. The budget is under separate cover. The application for Head Start and Early head Start totals are as follows:

**Head Start**

Basic Grant	\$ 38,193,974
Cost of Living Adjustment (COLA)/Quality	\$ 0
NRS	\$ 0
Training/Technical Assistance	\$ 369,068
	<u>\$ 38,563,042</u>

**Early Head Start**

Basic Grant	\$ 4,583,348
Cost of Living Adjustment (COLA)/Quality	\$ 0
NRS	\$ 0
Training/Technical Assistance	\$ 114,584
Quality	\$ 0
	<u>\$ 4,697,932</u>

Ms. Norma Johnson, Deputy Director, will be available to answer any questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the Head Start Fiscal Year 2004-2005 Basic Grant Application for both Head Start and Early Head Start.

**NOTES:**

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

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

## **ITEM IV-A – INFORMATION ITEMS**

### **STANDING INFORMATION ITEMS**

#### **BACKGROUND:**

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

- ◆ Introduction of Staff
- ◆ Upcoming Meetings/Trainings/Conferences/Events
  - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists
- ◆ Average Daily Attendance (ADA) Report - Ms. Elsie Bowers (No report.)
- ◆ Monthly Special Education Report - Ms. Beverly Sanford
- ◆ California Head Start Association Conference Reports
- ◆ NHSA Annual Training Conference - April 21-24, 2004 Anaheim, CA
- ◆ Public Policy Symposium Reports - Wednesday, April 21, 2004, Sacramento Convention Center and Capitol Building
- ◆ Annual Parent Leadership Institute, May 12-14, Hilton Hotel, Concord, CA
- ◆ California Head Start Association (CHSA) Report - Ms. Aisha Money
- ◆ Fiscal Report (January, April, July, October) Mr. Kim Peck
- ◆ Parent/Staff Recognitions
- ◆ Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Denise Nelson
- ◆ Child Care Center Food Menu (Attached)

#### **NOTES:**

**ITEM IV-B – INFORMATION ITEMS**

**GOVERNING BOARD MINUTES**

**BACKGROUND:**

The Governing Board minutes are attached for your review.

**NOTES:**

## **ITEM -V – COMMITTEE REPORT**

### **BACKGROUND:**

This agenda item provides an opportunity for the PAC Executive Committees to present a report.

- ◆ Executive Committee
  - Critique of the Parent Advisory Committee, April 13, 2004
- ◆ Personnel/Bylaws Committee
- ◆ Budget/Planning Committee
- ◆ Social/Hospitality/Fundraising
- ◆ Program Area Committee Reports:
  - Early Childhood Development and Health Services Committee
  - Family and Community Partnerships/Training Committee
  - Monitoring/Evaluation Committee (Self-Assessment)
- ◆ Community Advocating Male Participation (C.A.M.P.) - Mr. Gary Rauscher
- ◆ Food Services Committee
- ◆ Early Head Start Committee

### **NOTES:**

**PAC EXECUTIVE COMMITTEE CRITIQUE**  
**OF THE APRIL 13, 2004 MEETING**

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
1. Participation and responses by Representatives to Parent Focus Group Interview questions	1. Meeting interruption by cell phones
2. Attendance	2. Representatives speaking into the microphones
3. Center updates	3. No food/drinks in the Board Room
4. Chair - great job in moving meeting (timely)	

**NOTES:**

## **ITEM VI – OTHER REPORTS**

### **BACKGROUND:**

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

- ◆ Chair's Report - Mr. Hasan McWhorter
- ◆ Policy Council's Report(s) - Ms. Kama Meredith, Ms. Betty Walker, Ms. Jennifer Lozano, Ms. Larisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson
- ◆ Head Start Deputy Director's Report - Ms. Norma Johnson
- ◆ Manager - Grantee Program Operations Report - Ms. Sharon Neese
- ◆ Manager - Administration Operations Report - Ms. Buffie Engstrom
- ◆ Manager - Program Support Services Report - Ms. Brenda Flores
- ◆ Manager - EHS, Special Projects and Community Partnerships Report – Ms. Catherine Goins

### **NOTES:**

## **ITEM VII – CENTER UPDATES**

### **BACKGROUND:**

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

### **NOTES:**

## **ITEM VII – DISCUSSION**

### **BACKGROUND:**

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

### **NOTES:**

## **ITEM IX – PUBLIC PARTICIPATION**

### **BACKGROUND:**

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

### **NOTES:**