

Thought for the Day: "Success is the maximum utilization of the ability that you have."

Author: Zig Ziglar

HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Tuesday, January 13, 2004

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 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 December 16, 2003

III. Action Items

- A. Selection of Parent Advisory Committee Members
 - 1) Personnel/Bylaws Committee
 - 2) Budget/Planning Committee
 - 3) Social/Hospitality/Fundraiser Committee
 - 4) Program Area Committees
 - ♦ Child Development & Health Services Committee
 - ♦ Family & Community Partnerships/Training Committee
 - 5) Monitoring/Evaluation (Self-assessment) Committee
 - 6) Food Services Committee
 - 7) Early Head Start Committee
- B. Selection of Representative and Alternate to the SETA Head Start Community Partnerships Advisory Committee (CPAC)

C. Selection of Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC)

D. Election of Policy Council Alternate

IV. Information Items

A. Standing Information Items

- Introduction of Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - ♦ Ms. Alma Walton, Ms. Belinda Malone and Mr. Robert Silva, Social Services/Parent Involvement Specialists
 - ♦ PC/PAC Orientation, Friday, January 16, 2004 (8:00 a.m. - 3:30 p.m.)
 - ♦ PC/PAC and Delegate Officer Training - Thursday, January 29, 2004 (8:00 a.m. - 12 noon)
 - ♦ 6th Annual California Head Start Association Conference - January 21-24, 2004 (Wednesday - Saturday) at the Argent Hotel in San Francisco
- California Head Start Association (CHSA) Report - Aisha Money
- Fiscal Report (January, April, July, October) Mr. Kim Peck
- Community Resource/Recognitions - Ms. Catherine Goins/PAC Representatives
- Community Advocating Male Participation (CAMP) Report - Mr. Gary Rauscher
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Ms. Denise Nelson
- Child Care Center Food Menu (attached)

B. SETA Governing Board Minutes

V. Committee Report

- Executive Committee
 - Critique of the Parent Advisory Committee, December 16, 2003

VI. Other Reports

- Chairperson'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. Elizabeth Gomez
- 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, January 8, 2004

ITEM I-A – CALL TO ORDER/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
- ___ Michael Vernon, Center of Praise Head Start
- ___ **Vacant**, Countrywood Head Start
- ___ **Vacant**, Crossroads Garden Head Start
- ___ **Vacant**, CSUS Head Start
- ___ **Vacant**, Dos Rios Head Start
- ___ Sherry Hall Gangloff, Early Head Start
- ___ Hasan McWhorter, Franklin Head Start
- ___ Crystal Guevara, Fruitridge Head Start
- ___ Elizabeth Gomez, Galt Head Start
- ___ **Vacant**, Grace Lutheran Head Start
- ___ **Vacant**, Grant Skills Center
- ___ Jamie Thongsonthae, Hillsdale Head Start
- ___ **Vacant**, Home Base/CCCP Head Start
- ___ **Vacant**, Home Base/CCCP Head Start
- ___ **Vacant**, Job Corp Head Start
- ___ **Vacant**, Kennedy Estates Head Start
- ___ Keely Miller, La Riveria Head Start
- ___ **Vacant**, LaVerne Stewart Head Start
- ___ Ariel Clark, 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
- ___ **Vacant**, Whispering Pines Head Start
- ___ Denise Nelson, Foster Parent Representative
- ___ Penny Campbell-Mays, Grandparent Representative
- ___ Gary Rauscher, Male Involvement Representative
- ___ Margie Mitchell, Out Going Chair
- ___ **Vacant**, Past Parent/Community Representative
- ___ Beverly Shah, Past Parent/Community Representative

New Representatives:

- | | |
|--|---|
| ___ Christina Matson, Bannon Creek | ___ Sandra Cabrea, Grace Lutheran |
| ___ Datisha Tarvin, Broadway Early Learning Center | ___ Belinda Davenport, Kennedy Estates |
| ___ Silvia Sarmienta, Countrywood | ___ Aisha Money, Past Parent/Community Representative |
| ___ Phonvilay Kham-Avone, Crossroads Garden | |

| | | | | | | | | | | | |
|---------------------------------|-----|---|---|--|--|--|--|--|--|--|--|
| Margie Mitchell Seated 11/03 | OGC | X | X | | | | | | | | |
| Aisha Money S/B Seated 11/03 | PPR | U | E | | | | | | | | |
| Beverly Shah Seated 11/03 | PPR | 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, 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

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

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 |
| U: | Unexcused |
| PAC: | Parent Advisory Committee |

ITEM II-A – CONSENT ITEM

APPROVAL OF MINUTES FOR PAC MEETING
December 16, 2003

BACKGROUND:

The minutes of the Parent Advisory Committee are provided for your review.

RECOMMENDATION:

That the Parent Advisory Committee approves the minutes of December 16, 2003.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE
Minutes/Synopsis

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

December 16, 2003
9:00 a.m.

AGENDA

I. WELCOME

Ms. Denise Nelson read the thought for the day.

A. CALL TO ORDER/ROLL CALL

The meeting was called to order at 9:15 a.m. Ms. Beverly Shah as called to act as Secretary.

Members Present:

Hasan McWhorter
Crystal Guevara
Jamie Thongsonthae
Keely Miller
Arlene Mendez
LaRisa Yarbrough
Denise Nelson
Penny Campbell-Mays
Margie Mitchell
Beverly Shah

Members Absent:

Elizabeth Gomez (U)
Arial Clark (U)
Suzy Root (E)
Kama Meredith (U)
Betty Walker (E)
Jennifer Lozano (E)
Joi Tikoi (U)
Gary Rauscher (U)

Quorum confirmed.

Seating of new Representatives:

Ms. Georgia Work, Auberry Park; Ms. Silvia Sarmienta, Courtyardwood (AP- Ms. Laura Cox); Ms. Sherry Hall Gangloff, Early Head Start; Ms. Rebecca Fender, CSUS; and Mr. Michael Vernon, Center of Praise.

Excused absence: Ms. Phonvilay Kham-Avone, Crossroads Garden.

Unexcused absences: Ms. Angelina Bustamante, Grant Skills; Ms. Belinda Davenport, Kennedy Estates; Ms. Bonnie Parker, Parker Avenue; Ms. Aisha Money, Past Parent/Community Representative; and Ms. Detisha Tarvin, Broadway Early Learning Center.

B. PAC MEETING ATTENDANCE UPDATE

Ms. Beverly Shah was present at the meeting of November 18, 2003, and should have had an "X," rather than a "U" mark beside her name.

II. CONSENT ITEM

A. Approval Of Minutes For Meeting Of November 13, 2003

(Background information read by Ms. Mitchell.)

The following corrections were made to the minutes: Page 3, fourth paragraph, add "Ms. Mitchell assisted with PC/PAC recruitment." Page 4, sixth paragraph, second line, change "Davison" to "Davidson," and insert "Past" in front of Male Involvement Representative.

Aye: 15

Nay: 0

Abstain:

Motion: Carried

The minutes stood approved as corrected.

III. INFORMATION ITEMS

A. Information (Background information read by Ms. Mitchell.)

- Ice Breaker – Representatives were divided into two groups and played a "famous people" game.
- Head Start and Program Governance Overview – Norma Johnson, Deputy Director, Head Start Children and Family Services.

Ms. Johnson outlined a diagram of SETA Head Start's organizational flow and funding source.

Ms. Johnson gave the history of Head Start, beginning in 1965, explained Region IX, the Delegate Agencies' Policy Committees, and the roles of the Policy Council and the Parent Advisory Committee.

- Introduction of Newly Seated Representatives – Mr. Michael Vernon, Center of Praise; Ms. Sherry Gangloff, Early Head Start; Ms. Laura Cox (Alternate for Ms. Silvia Sarmienta), Countrywood; Ms. Rebecca Fender, CSUS; and Ms. Georgia Work, Auberry Park, introduced themselves to the Parent Advisory Committee and staff.
- Conflict of Interest – Ms. Nancy Hogan, Clerk of the Boards, introduced herself and explained conflict of interest as it relates to SETA Head Start.

- Personnel – Ms. Tameka Usher, Senior Personnel Analyst, introduced herself and explained parents' roles in the hiring process of SETA Head Start.

III. INFORMATION ITEMS

- B. How to Present and Make a Motion** - Ms. Mitchell read the How to Present and Make a Motion handout. She instructed the Committee to acknowledge the Chair with a "Point of Personal Privilege" before leaving the room, and to turn off all cell phones during meetings.

Break: 10:32 – 10:45 a.m.

IV. ACTION ITEMS

- A. Ratification of Recommendation of Committee of the Whole to Approve TIMED ITEM - 9:00 a.m. and Public Hearing: Final Reading of the Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee**

(Background information read by Ms. Mitchell.)

Motion by Ms. Shah that the Parent Advisory Committee ratifies the recommendation of the Committee of the Whole to approve the modifications to the Bylaws of the SETA Operated Program Parent Advisory Committee for Program Year '03-'04. Seconded by Ms. Denise Nelson.

Ms. Mitchell noted that the Bylaws Table of Contents will appear in the final revised copy.

Corrections: On page 9, second paragraph, strikethrough the entire paragraph. On page 14, Section 3: Special Committees, line three; insert "(special *committees*)." On page 14, Article VII-B, insert *or special* behind the word "regular" in first sentence.

Ayes: 15 Nays: 0 Abstain: 0 Motion: Carried.

Final modifications to the Bylaws were approved.

- B. ELECTION OF POLICY COUNCIL ALTERNATE**

(Background information read by Ms. Margie Mitchell.)

Motion by Ms. Shah for Parent Advisory Committee to elect one (1) Alternate to the Policy Council by ballot, and that the person receiving the most votes be elected. Seconded by Ms. LaRisa Yarbrough.

The floor was closed with only one nominee. Mr. Michael Vernon was elected Policy Council Representative.

C. ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2003-2004
(Background information read by Ms. Margie Mitchell)

Ms. Mitchell read Bylaws Article V, Section 3, A-E, Duties of Officers, on page 9 of the Agenda, as well Article V, Section 2-B, Selection and Term of Office, on page 10 of the Bylaws.

Motion by Ms. Jaime Thongsonthae to elect all Officers for the 2003-2004 Parent Advisory Committee by ballot. Seconded by Ms. Keely Miller.

Ayes: 15 Nays: 0 Abstain: 0 Motion: Carried.

Ms. Mitchell did not vote.

Chair:

Nominees for Chair were: Ms. Margie Mitchell; Ms. Keely Miller; Mr. Hasan McWhorter and Ms. Beverly Shah. Ms. Shah declined.

Each candidate explained his and her reasons for wanting to hold the position of Chair.

The Chair went off the agenda. An appreciation gift from Ms. Norma Johnson and Ms. Marie Desha was presented to Ms. Mitchell for a job well done serving as Chair for Program Year '02-'03.

Mr. Hasan McWhorter was elected Chair for Program Year '03-'04. Mr. McWhorter was seated and took office immediately.

Vice Chair:

Nominees were Mr. Michael Vernon, Ms. Margie Mitchell and Ms. Penny Campbell-Mays.

Each candidate explained his and her reasons why they would like to hold the position of Vice Chair.

Representatives were asked to vote by ballot. The Chair did not vote.

Penny Campbell-Mays excused at 11:35 a.m.

Ms. Margie Mitchell was elected Vice Chair.

Secretary:

Nominees were Ms. Arlene Mendez, Ms. Beverly Shah, Mr. Michael Vernon and Ms. Crystal Guevara.

Each nominee explained why they wanted to hold the position of Secretary. Members voted by ballot. The Chair did not vote.

D. SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE CALIFORNIA HEAD START ASSOCIATION CONFERENCE (CHSA)

Ms. Marie Desha gave information on lodging, transportation and child care reimbursement. There will be a travel meeting one week before departure. Information on schedule to follow. Members were encouraged to take a phone card. A reminder was given of possible cell phone roaming charges. There is a charge for all stocked items in the in-room refrigerators. Members must have a zero balance at check-out. The Schedule at a Glance was read from the agenda. Members were advised to select at least two or three Conference workshops the night before; and to be 15 or 20 minutes early to assure seating.

Ms. Sherry Hall Gangloff—excused 11:40 a.m.

C. ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2003-2004 (Continued)

Secretary:

Ms. Beverly Shah was elected Secretary.

Treasurer:

Nominees were Ms. LaRisa Yarbrough, Ms. Keely Miller, Mr. Michael Vernon and Ms. Denise Nelson. Mr. Vernon and Ms. Nelson declined. Each nominee explained why they would like to hold the position of Treasurer.

Members voted by ballot.

III. INFORMATION ITEMS (Continued)

C. INFORMATION (Continued)

- Introduction of Staff – Ms. Angela Rameriz, Education Specialist, Transition; school readiness for children; Ms. Belinda Malone, Family and Community Partnerships; parent training, GED, ESL; Ms. Julita Bentz, Family and Community Partnerships, education portion of parent involvement (workshops).

IV. ACTION ITEMS (Continued)

C. ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2003-2004 (Continued)

Treasurer:

Ms. Keely Miller was elected Treasurer.

Parliamentarian:

The only nominee for Parliamentarian was Mr. Michael Vernon. Mr. Vernon was elected Parliamentarian.

D. SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE CALIFORNIA HEAD START ASSOCIATION CONFERENCE (CHSA) (Continued)

Ms. Desha asked members to read the PAC Representative Conference Attendance Guidelines in the agenda.

Motion by Ms. Rebecca Fender to approve the selection of six (6) Representatives and six (6) Alternates to attend the CHSA.

Ms. Fender amended the motion and restated it to approve six (6) Representatives and six (6) Alternates by ballot to attend the CHSA Conference in San Francisco, January 21-24, 2004, with the highest vote-getters becoming the Representatives, and next highest becoming the Alternates. Seconded by Mr. Vernon.

Ayes: 13 Nays: 0 Abstain: 0 Motion: Carried.

The nominees were Mr. Michael Vernon, Ms. Beverly Shah, Ms. Arlene Mendez, Ms. Rebecca Fender, Mr. Hasan McWhorter, Ms. Georgia Work, Ms. LaRisa Yarbrough, Ms. Denise Nelson, Ms. Margie Mitchell, Ms. Keely Miller, Ms. Crystal Guevara and Ms. Jaime Thongsontae. Ms. Thongsontae declined.

Each person stated his and her reasons for desiring to attend the conference.

Mr. Michael Vernon excused at 12:18 p.m.

The Chair did not vote in this election.

III. INFORMATION ITEMS (Continued)

C. INFORMATION (Continued)

- Upcoming Meetings/Trainings/Conferences/Events – Ms. Desha stated she had to cancel both the PC/PAC Orientation and the PC/PAC Officer Training. By show of hands, the majority of Representatives can attend the Orientation on Friday, January 16, 2004. A meeting with the Officers is required prior to rescheduling Officer Training.
- CHSA Report – Tabled.
- Fiscal Report – Next month.
- Community Resource Recognitions – Ms. Mitchell announced a free Christmas dinner served at St. Paul Baptist Church, 3996 14th Avenue, Oak Park, Thursday, December 18, 1:00 p.m., 737-7070.
- Parent/Staff Recognitions (Previously recognized.) – Ms. Margie Mitchell (Chair).
- Grandparent/Foster Parent Report – Ms. Malone announced the Grandparent Support Group, Picture Scrapbook Activity, Monday, January 12, 2004, Redwood Room, 9:00 a.m. - 12 noon. Flyer handed out.

Ms. Malone announced the Daddy and Me Winter Fest Celebration/Activity, Tuesday, December 16, 6:00 - 8:00 p.m. Flyer in agenda.

- Child Care Center Food Menu – In agenda.

IV. **ACTION ITEMS (Continued)**

D. **SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE CALIFORNIA HEAD START ASSOCIATION CONFERENCE (CHSA) (Continued)**

The Representatives and Alternates elected (in order) to attend the CHSA Conference are as follows:

Representatives: #1, Mr. Michael Vernon; #2, Ms. Beverly Shah; #3, Ms. Margie Mitchell; #4, Ms. Rebecca Fender; #5, Ms. Georgia Work; and #6, Mr. Hasan McWhorter.

Alternates: #1, Ms. Denise Nelson; #2, Ms. Keely Miller; #3, Ms. Arlene Mendez; #4, Ms. Crystal Guevara; #5, Ms. LaRisa Yarbrough.

V. **COMMITTEE REPORTS**

- Executive Committee
Critique of the Parent Advisory Committee, November 13, 2003 – Ms. Margie Mitchell read the critique from the agenda.

VI. **OTHER REPORTS**

- Chair Report – Tabled.

- Policy Council's Report
- Head Start Deputy Director's Report – Tabled.
- Manager - Grantee Program Operations Report - Ms. Sharon Neese – Tabled.
- Manager - Administration Operations Report - Ms. Buffie Engstrom – Tabled.
- Manager - Program Support Services Report - Ms. Brenda Flores – Tabled.
- Manager - EHS, Special Projects and Community Partnerships Report - Ms. Catherine Goins – Tabled.

VII. **CENTER UPDATES** – Tabled.

VIII. **DISCUSSION** – Tabled.

IX. **PUBLIC PARTICIPATION** – Ms. Rochella Garrett, PC Chair and Out-going PAC Chair, expressed her gratitude for being a part of the Parent Advisory Committee. Her advice to the PAC was to be open, honest, trustworthy, and to put forth best effort to represent the center. Ms. Shah and Ms. Mitchell are experts and can assist new Representatives.

X. **ADJOURNMENT** – Meeting adjourned at 12:46 p.m.

ITEM III - A - ACTION ITEM

SELECTION OF PARENT ADVISORY COMMITTEE MEMBERS

1) Head Start Personnel/Bylaws Committee Representatives (3 Representatives)

- a) _____
- b) _____
- c) _____

2) Head Start Budget/Planning Committee Representatives (3 Representatives)

- a) _____
- b) _____
- c) _____

3) Head Start Social/Hospitality/Fundraiser Committee (3 Representatives)

- a) _____
- b) _____
- c) _____

4) Program Area Committees

The Performance Standards are structured around comprehensive program content areas of Early Childhood Development and Health Services, Family and Community Partnerships, and Program Design and Management. The new program areas provide additional support to quality services and family and community partnerships. Each program area will be composed of one staff, and a minimum of three parents shall be selected by the Parent Advisory Committee to plan and review each program area, as well as participate in the writing of program plans and narratives.

♦ Child Development & Health Services Committee (3 Representatives)

- a) _____
- b) _____
- c) _____

♦ Family & Community Partnerships/Training Committee (3 Representatives)

- a) _____
- b) _____
- c) _____

Monitoring/Evaluation (Self-assessment) Committee (3 Representatives)

- a) _____
- b) _____
- c) _____

5) Food Services Committee (3 Representatives)

- a) _____
- b) _____
- c) _____

6) Early Head Start Committee (3 Representatives)

- a) _____
- b) _____
- c) _____

RECOMMENDATION:

After each committee is reviewed, interested PAC Representatives will be added to that committee. After all committee slots are filled, it is recommended that Parent Advisory Committee ratify the membership.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III - B – ACTION ITEM

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

BACKGROUND:

The Parent Advisory Committee is requesting to select 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 PAC 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 service collaboration would be appropriate for those wishing to serve on this committee.

Staff will be available to share additional information and answer questions.

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION ITEM

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

BACKGROUND:

The PAC is requested to select one (1) Representative and one 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 luncheon or dinner. Meeting location and time to be announced. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Flores will be available to share information and answer questions.

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION ITEM

ELECTION OF POLICY COUNCIL ALTERNATE

BACKGROUND:

There are currently two (2) vacant Alternate positions to the Sacramento County Head Start/Early Head Start Policy Council.

The duties of an Alternate, if Representative is not available, include:

1. Attend monthly Policy Council meeting held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
2. Attend Committee meeting as needed.
3. Report to PAC Representatives information received and decisions made by the Policy Council.
4. Must be a parent who currently has a child/children enrolled in Head Start/Early Head Start.

RECOMMENDATION:

That the PAC elects two (2) Alternate to the Policy Council.

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:

Standing Information Items

- Introduction of Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - ◆ Ms. Alma Walton, Ms. Belinda Malone and Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists
 - ◆ PC/PAC Orientation, Friday, January 16, 2004 (8:00 a.m. - 3:30 p.m.)
 - ◆ PC/PAC and Delegate Officer Training - Thursday, January 29, 2004 (8:00 a.m. - 12 noon)
 - ◆ 6th Annual California Head Start Association Conference - January 21-24, 2004 (Wednesday - Saturday) at the Argent Hotel in San Francisco
- California Head Start Association (CHSA) Report - Aisha Money
- Fiscal Report (January, April, July, October) Mr. Kim Peck
- Community Resource/Recognitions - Ms. Catherine Goins/PAC Representatives
- Community Advocating Male Participation (CAMP) Report - Mr. Gary Rauscher
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Ms. 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 review.

NOTES:

ITEM -V – COMMITTEE REPORT

EXECUTIVE COMMITTEE REPORT

BACKGROUND:

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

- Executive Committee
 - Critique of the Parent Advisory Committee, December 16, 2003.

NOTES:

PAC EXECUTIVE COMMITTEE CRITIQUE
OF THE December 16, 2003 MEETING

| GOOD | NEEDS IMPROVEMENT |
|--|--|
| 1. Attendance | 1. More involvement by Representatives in voting process |
| 2. Representatives' input | 2. Representatives asking Chair for point of privilege prior to leaving meeting. |
| 3. Deputy Director (Ms. Norma Johnson) presentation of Governance overview | 3. Timeliness of meeting |
| 4. Staff assistance | |
| 5. Ice breaker | |

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chairperson'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. Elizabeth Gomez
- 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 provides an opportunity for Head Start (SOP) centers to give an update on their activities.

NOTES:

ITEM VIII – DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee 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 chairperson if they wish to speak.

NOTES: