

**GOVERNING BOARD**

BONNIE PANNELL  
Council Member  
City of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

ILLA COLLIN  
Board of Supervisors  
County of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Council Member  
City of Sacramento

*Thought for the Day: "It is better to be prepared and NOT have an opportunity than NOT be prepared!"*

*Author: Betsy Haas*

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

**Date:** Tuesday, June 8, 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.

**ADMINISTRATION**

925 Del Paso Blvd., Suite 200  
Sacramento, CA 95815  
Tel: (916) 263-3804  
Fax: (916) 263-3779  
Website:  
[www.headstart.seta.net](http://www.headstart.seta.net)

KATHY KOSSICK  
Executive Director

NORMA JOHNSON  
Deputy Director

**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 and 27, 2004
  
- III. Action Items**
  - A. Election of Policy Council Alternates
  - B. Approval of the National Head Start Institute on Father Involvement Representative

#### **IV. Information Items**

##### **A. Standing Information Items**

- ◆ Introduction of New 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 (Written Reports) - April 21-24, 2004 (Wednesday - Saturday), Anaheim, CA
- ◆ Public Policy Symposium Reports - Wednesday, April 21, 2004, Sacramento  
Convention Center and Capitol Building
- ◆ Annual Parent Leadership Institute (Reports), May 12-14, (Wednesday - Friday), 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 27, 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. Penny Campbell-Mays, Ms. LaRisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson
- ◆ Head Start Deputy Director's Report - Ms. Norma Johnson
- ◆ Manager - Administration Operations Report - Ms. Buffie Engstrom
- ◆ Manager - Program Support Services Report - Ms. Brenda Campos
- ◆ Manager - EHS, Special Projects and Community Partnerships Report - Ms. Catherine Goins

VII. Center Updates

VIII. Discussion

IX. Public Participation

X. Adjournment

DISTRIBUTION DATE: THURSDAY, JUNE 3, 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
- \_\_\_ **Vacant**, Home Base/CCCP Head Start
- \_\_\_ **Vacant**, 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
- \_\_\_ **Vacant**, 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:**

- |   |   |
|---|---|
| ___ Rebecca Navarrette, Bannon Creek Head Start     | ___ Rosa Maria Cabrera, Grant Skills Head Start |
| ___ Jennifer DeBarros, Crossroads Garden Head Start | ___ Nekisha Woods, 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	4/27				
Georgia Work S/B Seated 11/03	AP	U	X	U	X	X	X	X				
<b>Vacant</b>	BC											
Vera Holland S/B Seated 02/04	COP				X	E	X	U				
Silvia Sarmienta S/B Seated 12/03	CW		AP	U	X	X	X	X				
<b>Vacant</b>	CR											
Christina Canada Seated 03/04	CSUS					X	U	X				
<b>Vacant</b>	DR											
Sherry Hall Gangloff Seated 12/03	EHS		X	U	E	X	X	X				
Hasan McWhorter Seated 11/03	FR	X	X	X	X	X	X	X				
Crystal Guevara Seated 11/03	FT	X	X	E	X	X	X	U				
<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	U				
Patricia Rodriguez S/B Seated 02/04	HB/CCCP				U	X	E	U				
<b>Vacant</b>	JC											
Minerva Gillette Seated 02/04	K				X	X	X	X				
Jackie Russell Saini Seated 04/04	LAR						X	U				
<b>Vacant</b>	LVS											
Nancy Flores Seated 03/04	LN					X	X	X				
Arlene Mendez Seated 11/03	MABB	X	X	X	X	X	X	X				
Suzy Root Seated 11/03	M	X	E	X	X	X	X	X				
Kama Meredith Seated 11/03	MULBC	X	U	X	X	X	X	X				
<b>Vacant</b>	NC											
<b>Vacant</b>	NH											
Betty Walker Seated 11/03	NV	X	E	X	X	X	X	X				
<b>Vacant</b>	N											
<b>Vacant</b>	PA											
LaRisa Yarbrough Seated 11/03	S	X	X	X	X	X	X	X				
Jennifer Lozano Seated 11/03	V	X	E	X	X	X	U	U				
Joi Tikoi Reinstated 04/15/04	WE							X				
<b>Vacant</b>	WG											
Urshala Baines S/B Seated 02/04	WP				E	X	U	X				
Denise Nelson Seated 11/03	FPR	X	X	U	X	X	X	X				
Penny Campbell-Mays Seated 11/03	GPR	X	X	X	X	X	X	X				
Gary Rauscher Reinstated 04/15/04	MIR							X				
Margie Mitchell Seated 11/03	OGC	X	X	X	X	X	X	X				
Aisha Money S/B Seated 11/03	PPR	U	E	X	X	PAC	X	X				
<b>Beverly Shah</b> Seated 11/03	PPR	X	X	X	X	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, Mr. Hasan McWhorter at 429-7847 or the PAC Secretary, Ms. 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>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee

**ITEM II-A – CONSENT ITEM**

**APPROVAL OF MINUTES FOR PAC MEETING**  
**APRIL 13, 2004 and April 27, 2004**

**BACKGROUND:**

The minutes of the Parent Advisory Committee meeting April 13, 2004 and April 27, 2004 are provided for your review.

**NOTES:**

---

---

---

---

---

---

---

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

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



**REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**  
**MINUTES/SYNOPSIS**

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

April 13, 2004  
6:00 p.m.

**AGENDA**

**I. WELCOME**

Thought for the day read by Ms. Kama Meredith.

**A. Call To Order/Roll Call**

The meeting was called to order at 6:17 p.m. Roll was called by Ms. Beverly Shah.

**Members Present:**

Georgia Work (6:33 arrival)  
Vera Holland  
Silvia Sarmienta  
Christina Canada  
Sherry Hall Gangloff  
Hasan McWhorter  
Crystal Guevara  
Neikeia Campbell  
Minerva Gillette  
Nancy Flores  
Arlene Mendez  
Suzy Root  
Kama Meredith  
Betty Walker  
LaRisa Yarbrough  
Denise Nelson  
Penny Campbell-Mays  
Margie Mitchell  
Aisha Money  
Beverly Shah

**Members Absent:**

Christina Matson (U)  
Christina Canada (U)  
Patricia Rodriguez (E)  
Jennifer Lozano (U)  
Joi Tikoi (E)  
Urshala Baines (U)  
Gary Rauscher (E)  
Marjorie Fredrick (U)

**Alternate Absent:**

Nekisha Woods (AE)

**New Representative:**

Ms. Jackie Russell Saini, La Riviera

Quorum confirmed.

**B. PAC Meeting Attendance Update**

No discussion.

**II. CONSENT ITEMS**

**A. Approval of Minutes for PAC Meetings of February 17, 2004 and March 9, 2004**

There were no corrections. The minutes stood approved.

**IV. INFORMATION ITEMS (Out of order)**

**B. Parent Focus Group Interview**

Ms. Denise Lee explained that the federal government will pick 10 to 12 families to focus on the week they come out to review SETA Head Start. With the assistance of the Deputy Director and center staff, they will select those families in advance so they can know from the prospective of the parent how things are going. They will be looking to see if parents are kept well informed; if parents are involved in child's education; if parents are involved in health and prevention; the relationship parents have with center staff; and how parents stay involved in program governance. When viewing files and when looking into the services Head Start provides, they will ask a series of questions during the interview and will focus on the same families at the centers.

The Parent Advisory Committee answered a series of self-assessment questions presented by Ms. Lee.

Ms. Jackie Russell Saini, La Riviera, was seated at 6:30 p.m.

(Ms. Vera Holland excused at 7:25 p.m.)

(10-minute break at 7:43 p.m.)

**III. ACTION ITEMS**

**A. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Training/Technical Assistance Grant Application**

To be continued at the April 27, 2004 meeting.

**B. Approval of Fiscal Year 2004-2005 Head Start Tracks and Program Options**

To be continued at the April 27, 2004 meeting.

**C. Approval of Fiscal Year 2004-2005 Head Start Center Locations**

(Background given by Mr. McWhorter.)

Motion by Ms. Denise Nelson to approve the Head Start center locations for Fiscal Year 2004-2005. Seconded by Ms. Betty Walker. No discussion.

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

**D. Approval of Fiscal Year 2004-2005 Early Head Start Center Locations**

(Background by Mr. Hasan McWhorter.)

Motion by Ms. Beverly Shah that the Parent Advisory Committee approves the Early Head Start center locations for Fiscal Year 2004-2005 by verbal vote. Seconded by Ms. LaRisa Yarbrough. No discussion. Abstention by Ms. Christina Canada.

**Ayes: 14                      Nays: 0                      Abstain: 1                      Motion: Carried.**

**E. Election of Treasurer for the Parent Advisory Committee**

No discussion.

Motion by Ms. Margie Mitchell that the Parent Advisory Committee elects a Treasurer by ballot, and that the person with the highest votes becomes Treasurer. Seconded by Ms. Denise Nelson.

Discussion: Ms. Marie Desha reminded Committee to look at the current composition of the Executive Committee. The Committee must consist of 51 percent of parents who currently have a child (children) enrolled in the program.

**Ayes: 19                      Nays: 0                      Abstain: 0                      Motion: Carried.**

Mr. Hasan McWhorter shared that the last Treasurer had to resign due to family issues. The Treasurer will be required to chair the Budget/Planning Committee, the Social/Hospitality/Fundraising Committee, and they would also need to be at the Executive Committee meetings.

Nominees were Ms. Denise Nelson, Ms. Betty Walker, and Ms. LaRisa Yarbrough. Nominees explained their qualifications and reasons for running for the position.

Ms. Betty Walker was elected Treasurer.

#### **IV. INFORMATION ITEMS (Continued)**

##### **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 C.A.M.P. – Robert Silva thanked parents for staying involved. He handed out flyers for Food Service Training, April 19, 2004, 9:00-9:30 a.m.; the Fatherhood Conference, April 23, 2004, 5:00-9:00 p.m.; and the Parent Resource Assistance, April 30, 2004, 1-4:00 p.m. Still need more PRA's (Parent Resource Assistants).
- ♦ Average Daily Attendance (ADA) Report - Ms. Elsie Bowers – Report attached. For questions call 263-3920.
- ♦ Monthly Special Education Report - Ms. Beverly Sandford – No report.
- ♦ California Head Start Association Conference Reports – Attached.
- ♦ NHSA Annual Training Conference - The conference will be held April 21-24, 2004 (Wednesday -Saturday), Anaheim, CA. For questions call 263-4082.
- ♦ Public Policy Symposium - Wednesday, April 21, 2004, Sacramento Convention Center and Capitol Building. Representatives are to arrive at the SETA Head Start Central Office, 925 Del Paso Blvd., 7:30 a.m. Donuts will be served. Catch light rail across the street. Passes will be provided).

- ♦ Annual Parent Leadership Institute, May 12-14, Wednesday - Friday) Hilton Hotel, Concord, CA - Sign-up list provided.
- ♦ NHTSA/Region IX Head Start Education Awards and Scholarships Application Process Training was yesterday, April 12, 2004, 1:00-3:00 p.m. For questions, call 263-4082.
- ♦ California Head Start Association (CHSA) Report - Ms. Aisha Money – Report attached.
- ♦ Fiscal Report (January, April, July, October) Mr. Kim Peck – For questions call 263-3804. Ms. Engstrom pointed out that every amount of money spent at the centers is listed in the report attached to the agenda.
- ♦ Parent/Staff Recognitions – No report.
- ♦ Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Ms. Denise Nelson – Tabled. The next Grandparent Support Group is May 3, 2004. Flyer attached.
- ♦ Child Care Center Food Menu attached.

**C. Governing Board Minutes:** Minutes attached for review.

**V. COMMITTEE REPORTS Tabled**

- ♦ Executive Committee – Tabled.
- ♦ Critique of the Parent Advisory Committee, March 9, 2004, read by Ms. Aisha Money.
- ♦ Personnel/Bylaws Committee – Tabled.
- ♦ Budget/Planning Committee – Tabled.
- ♦ Social/Hospitality/Fundraising – Tabled.
- ♦ Program Area Committee Reports: – Tabled.
  - 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.) - Gary Rauscher – Tabled.
- ♦ Food Services Committee – Tabled.
- ♦ Early Head Start Committee – Tabled.

**VI. OTHER REPORTS (Tabled)**

- ♦ Chairperson's Report - Mr. Hasan McWhorter – Tabled.
- ♦ Policy Council's Report(s) - Ms. Kama Meredith, Ms. Betty Walker, Ms. Jennifer Lozano, Ms. LaRisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson – Tabled.
- ♦ Head Start Deputy Director's Report – Tabled.
- ♦ Manager - Grantee Program Operations Report - Ms. Sharon Neese – No report.
- ♦ Manager - Administration Operations Report - Ms. Buffie Engstrom – Tabled.
- ♦ Manager - Program Support Services Report - Ms. Brenda Campos – Tabled.
- ♦ Manager - EHS, Special Projects and Community Partnerships Report - Ms. Catherine Goins – Tabled.

**VII. CENTER UPDATES**

Ms. Minerva Gillette shared that everyday after school at Kennedy Estates, other children jump the fences and play on the Head Start playground, dirtying and destroying

it. She asked that security measures be taken, other than putting up a lock, because the lock has been broken in the past.

Ms. Beverly Shah asked if Watt & E had been successful in changing the name of their facility as requested by the parents last month. Ms. Desha stated she had not been informed.

Ms. LaRisa Yarbrough shared that the children at Strizek must get a Dixie Cup and fill it in the bathroom for drinking water. Parents are concerned about this and are considering creating a petition to have another source of drinking water made available to the children. Ms. Betty Walker shared that Job Corp has water coolers outside.

Ms. Silvia Sarmienta (as interpreted by Ms. Gillette) stated that it is not fair that Countrywood is being vandalized. She lives across the street and has witnessed tricycles and other equipment being stolen. She asked who to contact if she witnesses it again. Ms. Brenda Campos will meet with Ms. Buffie Engstrom, figure out a plan, and report back.

Ms. Meredith stated that there is never enough food at Mulberry Commons, especially chicken. The teriyaki chicken served today ran out and they had to make peanut butter and jelly sandwiches. There was no quality control sheet today. Ms. Mitchell shared that there is never enough teriyaki chicken brought to the central office either.

The next Budget/Planning Committee meeting will be Tuesday, April 20, at 9:00 a.m.

(Ms. Jackie Russell Saini) excused at 8:24 p.m.)

(Ms. Kama Meredith excused at 8:29 p.m.)

#### **VIII. DISCUSSION**

Ms. Money attended the California Head Start Association (CHSA) meeting. Universal Preschool will be one of the initiatives on November's ballot. Information is attached. CHSA has conference calls on reauthorization that parents may participate in. CHSA's web site, [www.ca-headstart.org](http://www.ca-headstart.org), is frequently updated. Parents may send letters to their representatives through links provided.

Marie Desha stated that directly after the meeting she needed to meet with meet with Ms. Mitchell, Mr. McWhorter, Ms. Walker, Ms. Nelson and Ms. Shah.

IX. **PUBLIC PARTICIPATION** - None.

#### **X. ADJOURNMENT**

Meeting adjourned at 8:33 p.m.

**SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**  
**MINUTES/SYNOPSIS**

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

April 27, 2004  
6:00 p.m.

**AGENDA**

**I. WELCOME**

**A. Call To Order/Roll Call**

The meeting was called to order at 6:17 p.m. Thought for the Day read by Mr. Hasan McWhorter. Roll was called.

**Members Present:**

Georgia Work  
Silvia Sarmienta  
Christina Canada (Present at 6:32)  
Sherry Hall Gangloff  
Hasan McWhorter  
Minerva Gillette  
Nancy Flores  
Arlene Mendez  
Suzy Root  
Kama Meredith  
Betty Walker  
LaRisa Yarbrough  
Joi Tikoi  
Urshala Baines  
Denise Nelson  
Penny Campbell-Mays  
Gary Rauscher  
Margie Mitchell  
Aisha Money  
Beverly Shah

**Members Absent:**

Vera Holland (U)  
Crystal Guevara (U)  
Patricia Rodriguez (U)  
Jackie Russell-Saini (U)  
Jennifer Lozano (U)  
Neikeia Campbell (U)

**Alternate Absent:**

Nekisha Woods (AE)

Quorum confirmed.

**New Representatives:**

There were no new Representatives to be seated.

**B. PAC Meeting Attendance Update**

Mr. McWhorter reviewed Representatives' responsibilities when absent.

**II. CONSENT ITEMS**

**A. Approval of Minutes for PAC Meetings of April 13, 2004**

The minutes will be provided in the next agenda.

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)**

(Background given by Mr. Hasan McWhorter.)

Motion by Ms. Denise Nelson that the Parent Advisory Committee approves the Head Start/Early Head Start Fiscal Year 2004-2005 Training/Technical Assistance Grant Application. Seconded by Ms. Aisha Money.

**Discussion:** Ms. Beverly Shah stated that on the third page, Item # 23 - NHSA Training, there should have been an "s," with open/close parenthesis added to the word Conference(s). Ms. Norma Johnson clarified that there are two large conferences: the Training Conference for parents; and the National Conference for parents, staff, directors, etc. Last year it was suggested to just list the National Training Conference. After much discussion in the Budget/Planning meeting, it was decided to add an "s" to cover both conferences.

(Ms. Christina Canada arrived at 6:32 p.m.)

Ms. Mitchell stated that some of the monies that are not listed in the Narrative that are in the Summary for T/TA (Training/Technical Assistance.) So the Early Head Start figures will be added into the final T/TA Narrative so that it will show both Head Start and Early Head Start figures.

Ms. Canada did not vote.

**Ayes: 19                      Nays: 0                      Abstain: 1                      Motion: Carried.**

III. **Approval of Fiscal Year 2004-2005 Head Start Program Options and Tracks (Continued from April 13, 2004)** (Background by Mr. Hasan McWhorter)

Motion by Ms. Shah that the Parent Advisory Committee approves, by show of hands, the Fiscal Year 2004-2005 Head Start Program Options and Tracks. Seconded by Ms. Betty Walker.

**Ayes: 20                      Nays: 0                      Abstain: 0                      Motion: Carried.**

C. **Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Basic Grant Application** (Background given by Mr. McWhorter.)

Parents were mailed under separate cover the remainder of the budget which was not included in the agenda packet. Copies of the budget were made for those parents who stated they had not received it in the mail. Ms. Johnson explained the budget information. This year (Year Three) SETA Head Start only has to mail out the Supplemental Application to Year One.

(10-minute break at 6:55 p.m.)

Motion by Ms. Walker to approve the Fiscal Year 2004/2005 Head Start/Early Head Start Basic Grant Application. Seconded by Ms. LaRisa Yarbrough.

Ms. Johnson will talk to Mr. Kim Peck to see if SETA can afford to keep CSUS Head Start open since there is a need. Ms. Brenda Campos said SETA has a new lease through 2005. Ms. Johnson said SETA will renegotiate if necessary. Ms. Campos said CSUS has never wanted to lease to SETA during the summer. Ms. Aisha Money shared that during the summer months the child care facility had been operating illegally without a license. They now have a new director and cannot use the facility during the summer. It is now available for the summer months. Ms. Johnson stated that high attendance is crucial to centers remaining open during summer months. Ms. Canada will do an assessment of the parent need for a 7-hour preschool program at CSUS.

**Ayes: 19**

**Nays: 0**

**Abstain: 0**

**Motion: Carried.**

(Ms. Denise Nelson not present during vote.)

#### **IV. INFORMATION ITEMS**

##### **A. Standing Information Items**

- ♦ Introduction of Staff – No new staff.
- ♦ Upcoming Meetings/Trainings/Conferences/Events
  - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists – Ms. Alma Walton thanked the parents for attending the Fatherhood Conference. Flyers were handed out on the Grandparent/Foster Parent Conference, Friday June 4, 2004, Family Life Center, Antioch Progressive Baptist Church. There will be no transportation.
- ♦ Average Daily Attendance (ADA) Report - Ms. Elsie Bowers – No report.
- ♦ Monthly Special Education Report - Ms. Beverly Sanford – Report included in the agenda. For questions, call Ms. Sanford at 263-3056.
- ♦ California Head Start Association Conference Reports – No report.
- ♦ NHSA Annual Training Conference - April 21-24, 2004 (Wednesday - Saturday), Anaheim, CA – Reports are due May 11, 2004, before 5:00 p.m. Ms. Mitchell, Mr. McWhorter and Ms. Shah gave reports. The food was expensive; \$8. for pancakes. Had a fantastic time. General session was “right on.” Gospel concert was great. The choir did an excellent job. Andre Crouch was there. Choir has pictures. Mr. Lyle LeTourneau sang. There were a lot of success stories from past Head Start parents; one works for the FBI, and some went on to get PhD's. Ms. Shah attended the "How to start your own Alumni Association" workshop, presented by NHSA (focus was on reauthorization); and "Grass Roots Advocacy." Both workshops were outstanding. Next year's conference will be in Orlando, Florida. Written reports forthcoming.
- ♦ Public Policy Symposium Reports - Wednesday, April 21, 2004, Sacramento Convention Center and Capitol Building – Mr. McWhorter asked those who attended to report at the next meeting.
- ♦ Annual Parent Leadership Institute, May 12-14, 2004, (Wednesday - Friday) Hilton Hotel, Concord, CA - Those who want to participate in the scrap booking project, please bring family photos.
- ♦ California Head Start Association (CHSA) Report - Ms. Aisha Money – Ms. Money's report was received on April 13<sup>th</sup>.
- ♦ Fiscal Report (January, April, July, October) Mr. Kim Peck – Mr. Peck's report as received on April 13<sup>th</sup>.
- ♦ Parent/Staff Recognitions – None.



- ♦ Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Denise Nelson – No report.
- ♦ Child Care Center Food Menu - Provided in the agenda on the 13<sup>th</sup>.

**B. Governing Board Minutes**

Minutes included in the agenda.

**V. COMMITTEE REPORT**

- ♦ Executive Committee
  - Critique of the Parent Advisory Committee, April 13, 2004 – Read by Mr. McWhorter.
- ♦ Personnel/Bylaws Committee – Next meeting Thursday, 9:00 a.m. Mr. McWhorter read the memo that went out. Representatives were asked to bring any suggestions for modifications to the meeting. Next Special Policy Council meeting will be Tuesday May 4, 2004, 9:00 a.m.
- ♦ Budget/Planning Committee - No report. (No more meetings.)
- ♦ Social/Hospitality/Fundraising - No report.
- ♦ Program Area Committee Reports:
  - Early Childhood Development and Health Service Committee – No report.

(Ms. Kama Meredith excused at 7:59 p.m.)

- Family and Community Partnerships/Training Committee – Buffie Engstrom  
..... - (Inaudible - not at microphone; couldn't hear tape.)
- Monitoring/Evaluation Committee (Self-Assessment) Margie – Mr. McWhorter stated that those who have the Assessment booklets would be reimbursed at this meeting. Deadline to turn in booklets is April 30, 2004.
- ♦ Community Advocating Male Participation (C.A.M.P.) - Gary Rauscher – The Fatherhood Conference last Friday was a great success. All workshops were great and very well presented. There were approximately 130 people. Mr. Rauscher presented a short video, which was set up by Mr. Francisco Navarro. Ms. Shah shared that one of the activities put together in Anaheim, was having a man teach the fathers how to braid their daughter's hair. The (Fatherhood) program is open to mothers and grandmothers – anyone who wants to come. Doesn't have to be the child's biological father; it could be a neighbor, grandfather, stepfather, or anyone who is involved in the child's life.
- ♦ Food Services Committee – No report.
- ♦ Early Head Start Committee - Ms. Mitchell attended the March 16 meeting. Ms. Betsy Uda, Ms. Lisa Carr, and Ms. Amber Stevens did a workshop, covering the Creative Curriculum Plus Project Approach. They covered visiting experts, word banks, and how to create buy-ins, question cards and how to have parent participation.

**VI. OTHER REPORTS**

- ♦ Chair's Report - Mr. Hasan McWhorter – No report.
- ♦ Policy Council's Report(s) - Ms. Kama Meredith, Ms. Betty Walker, Ms. Jennifer Lozano, Ms. LaRisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson – No meeting to report on.
- ♦ Head Start Deputy Director's Report - Ms. Norma Johnson – No report.
- ♦ Manager - Grantee Program Operations Report - Ms. Sharon Neese – No report.
- ♦ Manager - Administration Operations Report - Ms. Buffie Engstrom – No report.

- ♦ Manager - Program Support Services Report - Ms. Brenda Campos – It is the ultimate responsibility of the FSW (Family Services Worker) to recruit babysitters. Must be at least 16 years of age and be able to participate in the children's activities. SETA expects staff to assist if we have more children than sitters. Babysitters are paid \$5 per hour. The FSW needs to recruit babysitters at least 2 weeks before the meeting, and a request for advance petty cash must be made so it can be there at the time sitters provide the service. Children's safety comes first. SETA is addressing the issue of being low on babysitting. If there is a concern, Brenda is the manager over the FSW's. Take concerns to Head Teacher, the Program Officer, then to herself (Ms. Campos) in that order. Ms. Campos' number is 263-3881. Please identify that you are a parent and at what center. There is always staff who is trained in CPR with the children. Raising the age requirement from 16 will be discussed at the next Early Childhood and Development meeting.
- ♦ Manager - EHS, Special Projects and Community Partnerships Report - Ms. Catherine Goins – No report.

II. **CENTER UPDATES** - Ms. Urshala Baines shared that parents are not having their children in car seats when they arrive at the centers. She requested information on car seat safety or community resources that can be given to parents. Mr. McWhorter shared that SETA just had a safety workshop, and that the Highway Patrol was just at Albertson's testing existing car seats, and giving away and installing free car seats. Ms. Shah asked if mandated reporting staff should report seeing a child riding without proper car seat safety measures. Ms. Engstrom will find out and report back. Parents also leave their children in the car while it is running. Ms. Campos stated that should be reported to the police.

It was requested that a farther advanced notice be given when centers will be closed for training, etc. Notice is sometimes posted the day of or the day before closing. Franklin cancels class when there is a funeral. Ms. Campos will check into this.

Ms. Gillette shared that Kennedy Estates is not getting information because there is no FSW there. Amy, the afternoon teacher, assisted with filling out the Assessment booklet. Ms. Nancy Flores stated that parents need to check to see what's posted. Ms. Mitchell asked what happened to the PRA'S (Parent Resource Assistants). Ms. Engstrom stated it is staff's responsibility, not the PRA's, to assure information is posted and handed out.

III. **DISCUSSION** - Ms. Desha shared that a Maternal and Child Health (MCH) Focus Group meeting will take place Tuesday, May 4, 10:00 a.m. to noon in the Magnolia Room. Ms. Faye Kennedy with the Center for Collaborative Planning (CCCP) is asking for parent volunteers to attend. Four questions will be asked: 1.) What are the biggest health problems that you see in pregnant women, mothers, babies, children and teenagers in Sacramento County? 2.) What are some of the reasons that you know of that people can't get the health care they need? 3.) What do you think should be done so that people can get the health care they need? 4.) Where do you and your friends go to get help now? Can you think of any programs that work well? Lunch will be provided afterward. Ms. Sherry Hall-Gangloff volunteered to attend.

IV. **PUBLIC PARTICIPATION** – None.

V. **ADJOURNMENT** - Meeting adjourned at 8:38 p.m.

**ITEM III-A – ACTION**

**ELECTION OF POLICY COUNCIL ALTERNATES**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to elect two (2) Alternates to the Sacramento County Head Start/Early Head Start Policy Council.

The Duties of these Alternates include:

- Attend monthly Policy Council meeting held at the SETA Board Room on the fourth Tuesday of each month at 9:00 a.m.
- Attend Committee meeting as needed.
- Report to PAC Representatives information received and decisions made by the Policy Council.
- Alternates must have a child(ren) currently enrolled in program.

**RECOMMENDATION:**

That the Parent Advisory Committee elects two (2) Alternates to the Policy Council.

**NOTES:**

---

---

---

---

---

---

---

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

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

**ITEM III-B – ACTION**

**APPROVAL OF THE NATIONAL HEAD START INSTITUTE ON  
FATHER INVOLVEMENT REPRESENTATIVE**

**BACKGROUND:**

There will be a National Head Start Institute on Father Involvement June 15-17, 2004, in Dallas, Texas. The goal is to ensure that local program leadership has the knowledge and skills needed to strengthen families and support the ongoing involvement of fathers in Head Start and in the lives of their children.

The Head Start Bureau has requested that if we have a Male Committee Council Chair he be invited to attend the Institute.

**RECOMMENDATION:**

That the Parent Advisory Committee approves Mr. Hasan McWhorter as the National Head Start Institute on Father Involvement Representative. Funds for this travel are paid by the National Head Start office and do not come out of SETA Head Start's approved budget.

**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 New 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 (Written Reports) - April 21-24, 2004 (Wednesday - Saturday), Anaheim, CA
  - Public Policy Symposium Reports - Wednesday, April 21, 2004, Sacramento Convention Center and Capitol Building
  - Annual Parent Leadership Institute (Reports), May 12-14, (Wednesday - Friday) 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 27, 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 27, 2004 MEETING**

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
1. Attendance	1. Speak into microphones (Representatives and Staff)
2. Center updates - excellent	

**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. Penny Campbell-Mays, Ms. LaRisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson
- Head Start Deputy Director's Report - Ms. Norma Johnson
- Manager - Administration Operations Report - Ms. Buffie Engstrom
- Manager - Program Support Services Report - Ms. Brenda Campos
- 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:**