

Thought for the Day: "Everyone can be great because everyone can serve."

Author: Dr. Martin Luther King, Jr.

GOVERNING BOARD

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City of Sacramento

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

Date: Tuesday, November 9, 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

KATHY KOSSICK
Executive Director

NORMA JOHNSON
Deputy Director

AGENDA

I. Welcome

- A. Call to Order/Roll Call
- B. PAC Meeting Attendance Update

II. Consent Item (2003-2004 Parent Advisory Committee)

- A. Approval of Minutes for PAC Meeting of October 12, 2004

III. Action Items

- A. Approval of Revised Sacramento County Program Options, Site Locations and Budget Summary
- B. Review of Application and Election of Past Parent Representative and Alternates
- C. Review of Applications and Election of Grandparent Representative and Alternates

IV. Information Items

- A. Standing Information Items
 - CHSA Board Member Report (Ms. Aisha Money)
 - PC/PAC End of Year Appreciation Reports/Staff and Parent Recognition – Saturday, October 16, 2004, Shriner's Hospitals for Children, Sacramento, CA

- Region IX Head Start Association 21st Annual Training Conference (Reports) – Double Tree La Posada Resort – Scottsdale, Arizona, October 19-21, 2004
- Executive Committee Report
- Seating of New Parent Advisory Committee Representatives (2004-2005)
- Introduction of Seta Head Start Staff
- Board Procedures
 - Conflict of Interest – Ms. Nancy Hogan
 - Reimbursements – Mr. Allen Brock
 - Personnel – Mr. Andrew Pineda

III. Action Items (Continued) (2004-2005 Parent Advisory Committee)

- D. Election of Policy Council Representatives and Alternates

IV. Information Items (Continued)

- B. Upcoming Meetings, Trainings, Conferences and Events – Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz and Ms. Marie Desha
- C. Governing Board Minutes

V. Discussion

VI. Public Participation

VII. Adjournment

Distribution Date: November 2, 2004

ITEM I-A – ROLL CALL

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

___ **Vacant**, Auberry Park Head Start
___ **Vacant**, Bannan Creek Head Start
___ Shikira Hill, Broadway Early Learning Center
___ **Vacant**, Center of Praise Head Start
___ Silvia Sarmienta, Countrywood Head Start
___ Loretta McClendon, Crossroads Garden Head Start
___ **Vacant**, CSUS Head Start
___ **Vacant**, Dos Rios Head Start
___ Sherry Hall Gangloff, Early Head Start
___ Hasan McWhorter, Franklin Head Start
___ Joi Tikoi, Freedom Park Head Start
___ **Vacant**, 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
___ **Vacant**, La Riviera Head Start
___ **Vacant**, LaVerne Stewart Head Start
___ **Vacant**, Los Niños Head Start
___ **Vacant**, 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
___ **Vacant**, Whispering Pines Head Start
___ Denise Nelson, Foster Parent Representative
___ Penny Campbell-Mays, Grandparent Representative
___ **Vacant**, 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:

Kesha Davis, Bright Beginnings
Laura Jones, CSUS
LaRisa Yarbrough, Foster Parent Representative
Art Arroyo, Franklin
Lucy Flores, Galt
Antonette Dinges, Grace Lutheran
Beverly Shah, Grandparent Representative

Jacqueline Casanova, Hillsdale
Monica Mejia, Home Base
Minerva Gillette, Kennedy Estates
Hasan McWhorter, Outgoing Chair
Betty Walker, Northview
Martha Castro, Past Parent Representative
Denise Nelson, Past Parent Representative

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	6/8	7/13	8/10	9/14	10/12
Vacant	AP												
Vacant	BC												
Shikira Hill Seated 07/04	BLC									X	X	X	X
Vacant	COP												
Vacant	CW												
Loretta McClendon Seated 08/04	CR										X	X	X
Vacant	CSUS												
Vacant	DR												
Sherry Hall Gangloff Seated 12/03	EHS		X	U	E	X	X	X	X	X	X	X	X
Joi Tikoi Reinstated 04/15/04	FP							X	X	E	U	X	X
Hasan McWhorter Seated 11/03	FR	X	X	X	X	X	X	X	X	X	X	X	X
Vacant	FT												
Vacant	G												
Vacant	GL												
Vacant	GSC												
Vacant	H												
Vacant	HB/CCCP												
Vacant	HB/CCCP												
Vacant	JC												
Minerva Gillette Seated 02/04	K				X	X	X	X	X	X	X	X	X
Jackie Russell-Saini Seated 04/04	LAR						X	U	E	X	X	X	U
Vacant	LVS												
Vacant	LN												
Vacant	MCBB												
Suzy Root Seated 11/03	M	X	E	X	X	X	X	X	X	X	X	X	X
Kama Meredith Seated 11/03	MULBC	X	U	X	X	X	X	X	X	X	X	X	X
Vacant	NC												
Vacant	NH1												
Vacant	NH2												
Betty Walker Seated 11/03	NV	X	E	X	X	X	X	X	X	X	X	X	X
Vacant	N												
Vacant	PA												
LaRisa Yarbrough Seated 11/03	S	X	X	X	X	X	X	X	X	E	X	X	X
Vacant	SN												
Vacant	SVE												
Jennifer Lozano Reinstated 07/15/04	V										X	X	E
Vacant	WG												
Vacant	WP												
Denise Nelson Seated 11/03	FPR	X	X	U	X	X	X	X	X	X	X	E	X
Penny Campbell-Mays Seated 11/03	GPR	X	X	X	X	X	X	X	X	X	E	X	X
Vacant	MIR												
Margie Mitchell Seated 11/03	OGC	X	X	X	X	X	X	X	X	X	X	X	X
Aisha Money S/B Seated 11/03	PPR	U	E	X	X	PAC	X	X	X	X	X	X	X
Beverly Shah Seated 11/03	PPR	X	X	X	X	X	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

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	NH1:	New Helvetia 1
FR:	Franklin	NH2:	New Helvetia 2
FP:	Freedom Park	NV:	Northview
G:	Fruitridge	PA:	Parker Avenue
GL:	Galt	SN:	Sharon Neese
GSC:	Grace Lutheran	S:	Strizek
H:	Grant Skills Center	SVE:	Sierra Vista Elementary
HB/CCCP:	Hillsdale	V:	Vineland
JC:	Home Based/Child Care Collaboration Program Job Corp	WG:	Walnut Grove
K:	Kennedy Estates	WP:	Whispering Pines

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
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee

ITEM II-A – CONSENT ITEM

APPROVAL OF MINUTES FOR PAC MEETING
OCTOBER 12, 2004

BACKGROUND:

The minutes of the Parent Advisory Committee meeting of October 12, 2004 are provided for your review.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE
MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

October 12, 2004
6:00 p.m.

I. WELCOME

A. Call To Order/Roll Call

The meeting was called to order at 6:09 p.m. Thought read by LaRisa Yarbrough.
Quorum confirmed.

Members Present:

Shikira Hill
Loretta McClendon
Sherry Hall Gangloff
Hasan McWhorter
Joi Tikoi
Minerva Gillette
Suzy Root
Kama Meredith
Betty Walker
LaRisa Yarbrough
Denise Nelson
Penny Campbell-Mays
Margie Mitchell
Aisha Money
Beverly Shah

Members Absent:

Jackie Russell-Saini (U)
Jennifer Lozano (E)

New Representatives:

Silvia Sarmienta, Country Woods
(Georgia Works, Auberry Park – unexcused absence.)

B. PAC Meeting Attendance Update

Attendance update reviewed by Mr. Hasan McWhorter.

III. CONSENT ITEMS

A. Approval of Minutes for PAC Meeting of August 10, and September 14, 2004

No corrections to the minutes of August 10.

Corrections to the September 14 minutes as follows: Page 1, Item III-A, add “seconded by Ms. Suzy Root.” Page 3, Item V, Executive Committee Report was read by Ms. Suzy Root. Minutes approved as corrected.

III. ACTION ITEMS

A. Past Parent Application Review and Election

(Background information read by Mr. McWhorter)

Motion by Ms. Denise Nelson that the Parent Advisory Committee elects two

Past Parent Representatives and two Alternates by ballot, and the persons receiving the highest votes become Past Parents; the persons receiving the second highest votes become Alternates. Seconded by Ms. Aisha Money.

Discussion: None.

Ayes: 16 Nays: 0 Abstain: 0 Motion: Carried.

With only one Past Parent application received and a ballot vote unnecessary, Ms. LaRisa Yarbrough was elected Past Parent Representative by unanimous vote.

B. Grandparent Application Review and Election
(Background information read by Mr. McWhorter)

Motion by Ms. Yarbrough to elect two Grandparent Representatives and two Alternates by ballot, with the highest vote getter being elected Representative, and the next highest being elected Alternate. Seconded by Ms. Penny Campbell-Mays.

Discussion: Ms. Margie Mitchell requested to hear from each candidate as to why they would like to serve. The Chair stated that in lieu of a speech from each candidate the Committee read the information provided on #3 of the applications, "*What goals do you want to accomplish as (Parent) Representative?*".

Ayes: 16 Nays: 0 Abstain: 0 Motion: Carried.

With only one application received, and a ballot vote unnecessary, Ms. Beverly Shah was elected Grandparent Representative by unanimous vote.

C. Foster Parent Application Review and Election
(Background information read by Mr. McWhorter)

Motion by Ms. Suzy Root to elect two Foster Parent Representatives and two Alternates by ballot, with highest votes going to the Representatives, and the second highest to the Alternates. Seconded by Ms. Aisha Money.

Discussion: None.

Ayes: 16 Nays: 0 Abstain: 0 Motion: Carried.

There Chair shared that there were two Foster Parent applicants for the two Representative positions: Ms. Martha Castro and Ms. Denise Nelson.

Discussion (re-opened): Ms. Shah stated that Ms. Castro was not present to speak in her own interest, and that her application provided no information on her experience. Ms. Desha stated Ms. Castro was absent due to illness. She has a foster child in Head Start. She has worked in child care before and is very interested in being a Foster Parent Representative on the Parent Advisory Committee. After further discussion it was decided to accept Ms. Castro's application in her absence.

Ayes: 10 Nays: 4 Abstain: 1 Motion: Carried.

Mr. McWhorter did not vote. Ms. Money abstained. Ms. Norma Johnson stated that the Abstention vote was included in the Aye vote, which made it 11 Ayes.

IV. INFORMATION ITEMS

A. Standing Information Items

- Introduction of New Staff – No new staff.
 - Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robrt Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists – Ms. Belinda Malone thanked the Committee for their participation at Family Day and asked for their feedback and suggestions. It was suggested to have more help at the Dollar Per Child table next year.
 - Average Daily Attendance (ADA) Report – Ms. Elsie Bowers – Tabled. For questions call Ms. Bowers at 263-3056.
 - Monthly Special Education Report – Ms. Beverly Sanford – Report provided at meeting. For questions, call Ms. Sanford at 263-3056.
 - PC/PAC End of Year Appreciation – Saturday, October 16, 2004, Shriner's Hospitals For Children – Mr. McWhorter - Visitor guidelines handed out. Parking is free in the garage. Please have guests eat only what they have paid for. Limit serving to two appetizer items until after everyone has been served. Decoration Committee should arrive at 2:45 p.m. for 3:00 p.m. admittance. Dinner will be served at 6:00 p.m. Black attire is acceptable. (Wear whatever you have.)
 - Head Start Awareness/Family Day Reports, Friday, October 1, 2004, William Land Park - Ms. Mitchell – Staff did an excellent job. Dollar Per Child went fairly well. Set up was great. Organization great. Food was good. Ms. Malone outdid herself. Mr. McWhorter commended all those who showed up.
 - California Head Start Association (CHSA) Report - Ms. Aisha Money – No meeting. Keep up conference calls and vote.
 - Fiscal Report (January, April, July, October) Mr. Kim Peck – Congratulations to Mr. Peck and Ms. Brenda Campos-Peck on their marriage July 24th. Mr. Peck went over the SOP, EHS and Center budget reports included in the agenda. Workmen's comp is extremely high; 1.8 million dollars is charged to Head Start. A parent reimbursement form was handed out. It will be used to substantiate the increase from \$20 to \$25 for parent committee meeting reimbursements.
 - Community Resources/Recognitions – Parent Advisory Committee Representatives/Staff – No report.
 - Parent/Staff Recognitions – Mr. McWhorter celebrates his birthday on October 28; Ms. Joi Tikoi questioned the process for recognizing center staff. Some centers did not use allotted funds for staff recognition because parents are unaware of the process. Ms. Johnson will find out the recognition process and report back next month; Ms. Shah asked for prayers for her and her daughter's upcoming surgeries; her date is unknown, her daughter's is the 25th.
 - Grandparent/Foster Parent Report - Ms. Penny Campbell-Mays and Denise Nelson – No report. The next Grandparent/Foster Parent meeting will be November 10th. For information, call Ms. Malone at 263-4078.
 - Child Care Center Food Menu - (Attached.)
- D. Sacramento Regional Transit District (RT) Presentation: No presentation due to RT staff unavailability.
- E. Governing Board Minutes – (Attached.)

V. COMMITTEE REPORTS

- Executive Committee
 - Critique of the Parent Advisory Committee, September 14, 2004 – Read by Ms. Kama Meredith.

- Personnel/Bylaws Committee – No meeting.
- Budget/Planning Committee – No meeting.
- Social/Hospitality/Fundraising – (See PC/PAC Annual End of the Year Appreciation flyer located behind Information Item IV-A.)
- Program Area Committee Reports:
 - Early Childhood Development and Health Service Committee – No report.
 - Family and Community Partnerships/Training Committee – No report.
 - Monitoring/Evaluation Committee (Self-Assessment) – No report.
- Community Advocating Male Participation (C.A.M.P.) – Vacant.
- Food Services Committee – No report.
- Early Head Start Committee – No report.

VI. OTHER REPORTS

- Chair's Report - Mr. McWhorter reiterated the End of Year Appreciation dinner 's serving portion: two appetizers each, then more after everyone has been served.
- Policy Council's Report(s) - Ms. Kama Meredith, Ms. Betty Walker, Ms. Penny Campbell-Mays, Ms. LaRisa Yarbrough, Mr. Hasan McWhorter, Ms. Denise Nelson – Ms. Walker reported the Council approved the budget, discussed the End of Year Appreciation, and decided on chocolate cake, rather than key lime pie. Overall good meeting.
- Head Start Deputy Director's Report - Ms. Norma Johnson – No report.
- Manager - Administration Operations Report - Ms. Buffie Engstrom – Ms. Shah inquired on the status of Vineland. Ms. Engstrom previously reported (at September's PAC meeting) on Vineland's new location being Sierra View.
- Manager - Program Support Services Report - Ms. Brenda Campos-Peck – No report.
- Manager - EHS, Special Projects and Community Partnerships Report – Vacant.

VII. CENTER UPDATES

Ms. Meredith reported that Mulberry Commons got a new Head Teacher in September.

Ms. Yarbrough reported that Strizek got a new copy machine that works well.

VIII. DISCUSSION

Ms. Shikira Hill reported that parents at Vineland are receiving "Past Due" notifications for parent fees that have already been paid. However, parents have not received statements by which payments may be made. Ms. Karen Gonzales stated parents should be getting a receipt because she has seen receipt books. She will follow up.

Ms. Minerva Gillette shared that she is unsure who to talk to at Kennedy Estates. There is a high turnover of staff which causes confusion for parents. Ms. Engstrom stated she is aware the last two months have been confusing. There has been a revamping: FSW's that are now stationed at the administration office will be going back out to all centers. Health, Enrollment and Family Partnerships are now combined again. There should be two FSW's at centers now.

Ms. Gillette has never been introduced to new staff at Kennedy Estates. Ms. Engstrom recommended a meeting with herself, Ms. Gillette, the new staff person, Ms. Campos-Peck and Ms. Adams to address her concerns.

Ms. Betty Walker shared that Northview needs a new kitchen. It is very outdated. The wood is splintering, and it needs much improvement in general. (The poor janitorial services have been corrected.) Ms. Engstrom shared that the Facilities supervisor made

a list of needed repairs, including the roof. If there is a health and safety issue, it will be priority. Ms. Engstrom will follow up to assure Facilities is aware. (Nikki has put in a request for wood to be sanded and re-stained.)

Ms. Walker asked what the food prep requirements are for the Parent Aid position. Ms. Engstrom stated tuberculosis screening.

Ms. Loretta McClendon, Crossroads, shared that some of the preschoolers are getting ready to go into school-age. Currently there are only two elementary schools that Head Start picks up from. She asked if Head Start could serve more of the surrounding schools in the local school district.

Ms. Engstrom clarified that the school district bus (not Head Start bus) drops school-age children off at the corner near Crossroads, and Head Start staff meets them and walks them to the center. Ms. McClendon would need to find out which school districts provide that service.

Ms. Sherry Hall-Gangloff shared that the dish sanitizer for dishes doesn't work well and smells terrible. She spoke to the center director at Northview, but doesn't know if it went any farther. Ms. Engstrom instructed her to have Nikki put in a work order if she hasn't already.

Ms. Joi Tikoi asked if there was an informational flyer on the CHSA Parent Conference. Ms. Desha stated that letters will be mailed out to Conference attendees. Ms. Mitchell shared that the Conference will be held at the Holiday Inn downtown off "J" St. For immediate information, CHSA's web address is www.chsa.org. Parents will need to meet at SETA that morning to receive light rail passes. SETA will not be paying for parking.

Ms. Tikoi inquired about center field trips. Ms. Engstrom shared that Head Start is not providing bussed field trips due to issues such as safety belts, but is having more people come to the centers to present, puppet shows, etc. FSW's can talk to program officers for ideas.

Ms. Meredith shared that her child has a health condition that is not a health risk. The Head Start nurse is requiring a letter from the doctor. She has had difficulty obtaining a letter. Ms. Engstrom shared that a form from the doctor is required. She asked Ms. Meredith to meet with her to discuss how she might expedite obtaining the form.

IX. PUBLIC PARTICIPATION –

See Ms. Mitchell if interested in purchasing one of her son's entertainment books for \$12 each.

Ms. Desha clarified that the Partnership of the Lemon Hill Career Center and the Skills and Business Education Center hiring flyer handout refers to a Tax Preparation position.

X. ADJOURNMENT – 7:44 p.m.

ITEM III-A – ACTION ITEMS

**APPROVAL OF REVISED SACRAMENTO COUNTY PROGRAM OPTIONS
SITE LOCATIONS AND BUDGET SUMMARY**

BACKGROUND:

SETA Children and Families Division is seeking approval to augment Elk Grove Unified School District's Head Start Program from 260 children and families to 300. The augmentation, if approved, is a result of transferring 40 funded slots from the SETA Operated Program to Elk Grove. Augmented slots will go to Prairie Elementary where they have an available classroom as well as Home Base services.

The total amount of funds to be transferred is \$199,728 representing a ten-month allocation.

The SETA program has had difficulty recruiting children at some sites, i.e., Center of Praise center (Rancho Cordova) and believe this request will ensure slots are filled immediately with minimal impact on the SETA Operated program.

Please see attachments.

RECOMMENDATION:

That the Parent Advisory Committee approve the above augmentation to the Elk Grove Unified School District to increase their Head Start funded enrollment from 260 to 300.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION ITEMS

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

BACKGROUND:

This agenda item provides an opportunity for Parent Advisory Committee Past Parent Applications to be reviewed and candidates elected for Program Year 2004-2005.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Past Parent Representative and two (2) Alternates.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION ITEMS

**REVIEW OF APPLICATIONS AND ELECTION OF
GRANDPARENT PARENT REPRESENTATIVES AND ALTERNATES**

BACKGROUND:

This agenda item provides an opportunity for Parent Advisory Committee Grandparent Applications to be reviewed and candidates elected for Program 2004-2005.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Grandparent Representative and two (2) Alternates.

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:

A. Standing Information Items

- CHSA Board Member Report (Ms. Aisha Money)
 - PC/PAC End of Year Appreciation Reports/Staff and Parent Recognition – Saturday, October 16, 2004, Shriner’s Hospitals for Children, Sacramento, CA,
 - Region IX Head Start Association 21st Annual Training Conference (Reports) – Double Tree La Posada Resort – Scottsdale, Arizona, October 19-21, 2004
 - Executive Committee Report
 - Seating of New Parent Advisory Committee Representatives (2004-2005)
 - Introduction of Seta Head Start Staff
 - Board Procedures
 - Conflict of Interest – Ms. Nancy Hogan
 - Reimbursements – Mr. Allen Brock
 - Personnel – Mr. Andrew Pineda

NOTES:

PAC EXECUTIVE COMMITTEE CRITIQUE
OF THE OCTOBER 12, 2004 MEETING

GOOD	NEEDS IMPROVEMENT
1. Attendance	1. Side barring (Representatives)
2. Timeliness of meeting	

NOTES:





ITEM III-B – ACTION ITEM

ELECTION OF POLICY COUNCIL REPRESENTATIVES AND ALTERNATES
2004-2005 (PAC)

BACKGROUND:

Each year PAC elects six (6) Representatives and six (6) Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of these Representatives and Alternates include:

-  Attend monthly Policy Council Meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
-  Attend Committee meetings as needed.
-  Report to the PAC members information received and decisions made by the Policy Council.
-  Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program.

RECOMMENDATION:

The PAC elect six (6) Policy Council Representatives and six (6) Alternates to the Policy Council.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-B – INFORMATION ITEMS (Continued)

UPCOMING MEETINGS, TRAININGS, CONFERENCES AND EVENTS

BACKGROUND:

This agenda item provides an opportunity for upcoming meetings, trainings, conferences and events to be shared with the Parent Advisory Committee:

Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz (Social Services/Parent Involvement Specialists) and Ms. Marie Desha (Social Services/Parent Involvement Coordinator)

- PC Special Annual Meeting, Monday, November 29, 2004, 9:00 a.m., SETA Boardroom.
- PC/PAC Orientation, Friday, December 17, 2004, 8:30 a.m. – 3:30 p.m. (registration 8:00-8:30 a.m.), SETA Boardroom.
- PC/PAC and Delegate Agency Officer Training, Thursday, January 6, 2005, 8:30 a.m. – 12:00 p.m. (registration 8:00-8:30 a.m.), Redwood Room, lunch 12:00-1:00 p.m.
- 6th Annual California Head Start Association Conference, February 10-12, 2005 (Thursday-Saturday), Pasadena, CA.
- Annual Parent Leadership Institute, February 16-18, 2005 (Wednesday – Friday), Hilton Hotel, Concord, CA.

NOTES:

ITEM IV-C – INFORMATION ITEMS

GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board minutes are attached for your review.

NOTES:

ITEM V – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VI – 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:
