



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

*Thought for the Day: "Every minute of every hour is a gift."*

*Author: Denise Nelson, PAC Chair*

## GOVERNING BOARD

BONNIE PANNELL  
Council Member  
City of Sacramento

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County of Sacramento

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## HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

**Date:** Tuesday, April 12, 2005

**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.

## 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 Item**
  - A. Approval of Minutes for PAC Meeting of March 8, 2005
- III. **Action Items**
  - A. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Training/Technical Assistance Grant Application
  - B. Approval of Revised Head Start/Early Head Start Planning Process
  - C. Approval of Head Start/Early Head Start Narrative and Budget for Fiscal Year 2005-2006
  - D. Approval of Goals And Objectives For Year Four (2005-2006)
- IV. **Information Items**
  - A. Information
    - 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
      - Public Policy Symposium – Wednesday, April 20, 2005 – Sacramento Convention Center & State Capital Building (Attached)

- NHTA Annual Training Conference – March 24 – 27, 2005 (Tuesday – Friday) Orlando, Florida
- California Head Start Association (CHSA) Report
- Fiscal Report (January, April, July, October) Mr. Kim Peck
- Self-Assessment Questionnaire – Ms. Buffie Engstrom
- Community Resources/Recognitions – Parent Advisory Committee Representative/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Beverly Shah, Mr. Donald Clark, and Ms. Denise Nelson
- Child Care Center Food Menu (Attached)

B. Governing Board Meeting Minutes

V. **Committee Reports**

- Executive Committee
  - Critique of the Parent Advisory Committee, March 8, 2005
- 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. Clifton Tucker Jr.
- Food Services Committee
- Early Head Start Committee

VI. **Other Reports**

- Chair's Report – Ms. Denise Nelson
- Policy Council Report(s) – Mr. Art Arroyo, Ms. Mary Bishop, Ms. Antonette Dinges, Ms. Ms. Laura Jones, Ms. Minerva Gillette and Ms. Betty Walker
- Head Start Deputy Director's Report - Ms. Norma Johnson
- Manager - Administration Operations Report – Ms. Buffie Engstrom
- Manager - Grantee Program Operations Report – Ms. Denise Lee
- Manager - Program Support Services Report – Ms. Brenda Campos-Peck
- Manager - EHS, Special Projects and Community Partnerships Report – Vacant

VII. **Center Updates**

VIII. **Discussion**

IX. **Public Participation**

X. **Adjournment**

**Distribution Date: Thursday April 7, 2005**

## ITEM I-A – ROLL CALL

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

- \_\_\_ **Vacant**, Auberry Park Head Start
- \_\_\_ **Vacant**, Bannon Creek Head Start
- \_\_\_ Sarah Johnston, Broadway Early Learning Center
- \_\_\_ Mary Frutoz, Center of Praise Head Start
- \_\_\_ Kama Meredith, Countrywood Head Start
- \_\_\_ Loretta McClendon, Crossroads Garden Head Start
- \_\_\_ Laura Jones, CSUS Head Start
- \_\_\_ **Vacant**, Dos Rios Head Start
- \_\_\_ Mary Bishop, Early Head Start/Home Base
- \_\_\_ Art Arroyo, Franklin Head Start
- \_\_\_ Joi Tikoi, Freedom Park Head Start
- \_\_\_ **Vacant**, Fruitridge Head Start
- \_\_\_ **Vacant**, Galt Head Start
- \_\_\_ Antonette Dinges, Grace Lutheran Head Start
- \_\_\_ Brenda Huerta, Grant Skills Center
- \_\_\_ Jacqueline Casanova, Hillsdale Head Start
- \_\_\_ Monica Mejia, Home Base
- \_\_\_ **Vacant**, Home Base
- \_\_\_ **Vacant**, Job Corp Head Start
- \_\_\_ Minerva Gillette, Kennedy Estates Head Start
- \_\_\_ Christina Canada, La Riviera Head Start
- \_\_\_ **Vacant**, LaVerne Stewart Head Start
- \_\_\_ **Vacant**, Los Niños Head Start
- \_\_\_ **Vacant**, Marie Cleveland's Bright Beginnings Head Start
- \_\_\_ Neikeia Campbell, Mather Head Start
- \_\_\_ **Vacant**, Mulberry Commons Head Start
- \_\_\_ Hoda el Shamy, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia Head Start
- \_\_\_ Betty Walker, Northview Head Start
- \_\_\_ **Vacant**, Norwood Head Start
- \_\_\_ **Vacant**, Parker Avenue Head Start
- \_\_\_ Shikira Hill, Sharon Neese Early Learning Center
- \_\_\_ Kim Creed, Sierra View Head Start
- \_\_\_ Evangelina Silva, Strizek Head Start
- \_\_\_ **Vacant**, Walnut Grove Head Start
- \_\_\_ Veronica Rodriquez, Whispering Pines Head Start
- \_\_\_ Denise Nelson, Foster Parent Representative
- \_\_\_ **Vacant**, Foster Parent Representative
- \_\_\_ Beverly Shah, Grandparent Representative
- \_\_\_ Donald Clark, Grandparent Representative
- \_\_\_ Clifton Tucker Jr., Male Involvement Representative
- \_\_\_ Hasan McWhorter, Out Going Chair
- \_\_\_ LaRisa Yarbrough, Past Parent/Community Representative
- \_\_\_ Silvia Sarmienta, Past Parent/Community Representative

### **New Representatives to be seated:**

- \_\_\_ Rose Maestre, Galt Head Start

## ITEM I-B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2004

### PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE PROGRAM YEAR 2004-2005

BOARD MEMBER	CENTER	11/9	12/14	1/11	2/8	3/8	4/13	5/11	6/8	7/12	8/9	9/13	10/11
Vacant	AP												
Vacant	BC												
Sarah Johnston Seated 01/05	BLC			X	E	X							
Mary Frutoz Seated 11/04	COP	X	X	X	X	X							
<b>Kama Meredith</b> Seated 3/05	CW					X							
Loretta McClendon Seated 08/04	CR	X	E	X	X	X							
Laura Jones Seated 11/04	CSUS	X	X	X	X	E							
Vacant	DR												
Mary Bishop Seated 12/04	EHS/HB		X	X	X	X							
Art Arroyo Seated 11/04	F	X	X	X	X	X							
Joi Tikoi Seated 11/04	FP	X	X	AP	X	X							
Vacant	FT												
<b>Rose Maestre</b> S/B Seated 3/05	G					U							
Antonette Dinges Seated 11/04	GL	X	X	X	X	E							
Brenda Huerta Seated 01/05	GSC			X	X	X							
Jacqueline Casanova Seated 11/04	H	X	X	AP	X	U							
Monica Mejia Seated 11/04	HB	X	X	X	X	E							
Vacant	HB												
Vacant	JC												
Minerva Gillette Seated 11/04	K	X	X	X	X	E							
<b>Christina Canada</b> Seated 3/05	LAR					X							
Vacant	LVS												
Vacant	LN												
Vacant	MCBB												
Neikeia Campbell S/B Seated 11/04	M	U	X	X	X	X							
Vacant	MULBC												
Hoda el Shamy Seated 01/05	NC			X	X	X							
Vacant	NH1												
Vacant	NH2												
Betty Walker Seated 11/04	NV	X	X	X	E	X							
Vacant	N												
Vacant	PA												
Evangelina Silva Seated 02/05	S				X	AP							
Shikira Hill Seated 02/05	SN				X	X							
Kim Creed Seated 02/05	SVE				X	X							
Vacant	WG												
Veronica Rodriguez Seated 12/04	WP		X	X	X	X							
Denise Nelson Seated 11/04	FPR	X	X	X	X	E							
Vacant	FPR												
Beverly Shah Seated 11/04	GPR	X	X	X	X	X							
Donald Clark Seated 12/04	GPR		X	X	X	X							
Clifton Tucker Jr. Seated 12/04	MIR		X	X	X	X							
Hasan McWhorter Seated 11/04	OGC	X	X	X	X	X							
LaRisa Yarbrough Seated 11/04	PPR	X	X	X	X	X							
Silvia Sarmienta Seated 11/04	PPR	X	X	X	X	U							

**Members: If you cannot attend a meeting and are going to be absent, you must: (1) Call your Alternate to see if they can attend in your place, (2) Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha at 263-4082, and (3) Third, please call PAC Chair, Ms. Denise Nelson at 427-9226 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>K:</b>	Kennedy Estates
<b>BC:</b>	Bannon Creek	<b>LAR:</b>	La Riveria
<b>BLC:</b>	Broadway Early Learning Center	<b>LN:</b>	Los Ninos
<b>COP:</b>	Center of Praise	<b>LVS:</b>	LaVerne Stewart
<b>CR:</b>	Crossroads Garden	<b>M:</b>	Mather
<b>CSUS:</b>	CA State University, Sacramento	<b>MCBB:</b>	Marie Cleveland Bright Beginnings
<b>CW:</b>	Countrywood	<b>MULBC:</b>	Mulberry Commons
<b>DR:</b>	Dos Rios	<b>N:</b>	Norwood
<b>EHS/HB:</b>	Early Head Start/Home Base	<b>NC:</b>	Nedra Court
<b>F:</b>	Franklin	<b>NH1:</b>	New Helvetia 1
<b>FP:</b>	Freedom Park	<b>NH2:</b>	New Helvetia 2
<b>FT:</b>	Fruitridge	<b>NV:</b>	Northview
<b>G:</b>	Galt	<b>PA:</b>	Parker Avenue
<b>GL:</b>	Grace Lutheran	<b>SN:</b>	Sharon Neese
<b>GSC:</b>	Grant Skills Center	<b>S:</b>	Strizek
<b>H:</b>	Hillsdale	<b>SVE:</b>	Sierra View Elementary
<b>HB:</b>	Home Based	<b>WG:</b>	Walnut Grove
<b>JC:</b>	Job Corp	<b>WP:</b>	Whispering Pines

**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**  
**MARCH 8, 2005**

**BACKGROUND:**

The minutes of March 8, 2005, Parent Advisory Committee meeting will be provided in next month's agenda.

**NOTES:**

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

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

**ITEM III-A – ACTION ITEM**

**APPROVAL OF FISCAL YEAR 2005-2006 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start fiscal year 2005-2006 Training/Technical Assistance Grant Application in the amount of \$369,068 Head Start, and \$114,584 Early Head Start. The Parent Advisory Committee/Policy Council Training Committee met three times with staff to provide input on the budget.

Ms. Belinda Malone, SS/PI Specialist, will provide an oral report.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the Head Start/Early Head Start Fiscal Year 2005-2006 Training/Technical Assistance Grant Application.

**NOTES:**

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

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

**ITEM III-B – ACTION ITEM**

**APPROVAL OF REVISED HEAD START/EHS PLANNING PROCESS**

**BACKGROUND:**

Attached is a copy of the Planning Process (revised 2005) that reflects our new fiscal calendar year (August 1 – July 31). The three-year grant application will not be due until May 1, 2006. SETA received a one-time, one-year deferment for submission of the three-year grant. As such, this fiscal year (August 1, 2005 – July 31, 2006) will be the fourth year of a three-year grant/planning cycle.

The Budget/Planning Committee reviewed the process at their April 1<sup>st</sup> meeting.

**RECOMMENDATION:**

That the Parent Advisory Committee review, revise if necessary, and approve the attached revised Planning Process.

**NOTES:**

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

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



**ITEM III-C – ACTION ITEM**

**APPROVAL OF HEAD START/EARLY HEAD START NARRATIVE AND BUDGET  
FOR FISCAL YEAR 2005-2006**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start Narrative and Budget for Fiscal Year 2005-2006 in the amount of \$38,835,080 for Head Start, and \$4,656,682 for Early Head Start. The Budget/Planning Committee met six times with Norma Johnson, Deputy Director, Head Start, Children and Family Services to provide input on the budget.

Ms. Norma Johnson will be available to answer any questions.

**RECOMMENDATIONS:**

That the Parent Advisory Committee approves the Head Start/Early Head Start Narrative and Budget for Fiscal Year 2005-2006.

**NOTES:**

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

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

**ITEM III-D – ACTION ITEM**

**APPROVAL OF GOALS AND OBJECTIVES FOR YEAR FOUR (2005-2006)**

**BACKGROUND:**

SETA has requested approval from the regional Administrator for Children and Families (ACF) office to extend our three-year grant application to a fourth year (2005-2006). Therefore, the three-year goals will remain the same, but objectives and strategies must be developed for year four.

The Planning/Budget Committee and CAMP have provided input into the fourth year objectives as attached.

**RECOMMENDATION:**

That the Parent Advisory Committee review, revise if necessary, and approve the attached Goals/Objectives for 2005-2006.

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

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

**ITEM IV-A – INFORMATION**

**STANDING INFORMATION ITEMS**

**BACKGROUND:**

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

A. Information

- 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
  - Public Policy Symposium – Wednesday, April 20, 2005 – Sacramento Convention Center & State Capital Building – (Attached)
  - NHSA Annual Training Conference – March 24 – 27, 2005 (Tuesday – Friday) – Orlando, Florida
- California Head Start Association (CHSA) Report
- Fiscal Report (January, April, July, October) Mr. Kim Peck
- Community Resources/Recognitions – Parent Advisory Committee Representative/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Beverly Shah, Mr. Donald Clark, and Ms. Denise Nelson
- Child Care Center Food Menu (Attached)

**NOTES:**

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**PUBLIC POLICY SYMPOSIUM**

**Wednesday, April 20, 2005  
Sacramento Convention Center and  
State Capital Building**

**Parent Advisory Committee Representatives selected to attend this event:**

- 1. Clifton Tucker Jr.**
- 2. Donald Clark**
- 3. Laura Jones**
- 4. Denise Nelson**
- 5. Loretta McClendon**
- 6. Shikira Hill**
- 7. Silvia Sarmienta**
- 8. Mary Bishop**
- 9. Kim Creed**

**ITEM IV-B – INFORMATION**  
**GOVERNING BOARD MINUTES**

**BACKGROUND:**

The Governing Board Meeting minutes are attached for your review.

**NOTES:**

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## ITEM V – COMMITTEE REPORTS

### BACKGROUND:

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

- ✓ Executive Committee
  - Critique of the Parent Advisory Committee, March 8, 2005
- ✓ 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. Clifton Tucker Jr.
- ✓ Food Services Committee
- ✓ Early Head Start Committee

### NOTES:

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**PAC EXECUTIVE COMMITTEE CRITIQUE**  
**OF THE MARCH 8, 2005 MEETING**

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
1. Attendance.	1. Punctuality.
2. Hasan McWorter assisting Vice Chair as Parliamentarian.	2. Side barring.
	3. Board Members making motions and seconds.

**NOTES:**

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**ITEM VI – OTHER REPORTS**

**BACKGROUND:**

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

- ✓ Chair's Report – Ms. Denise Nelson
- ✓ Policy Council Report(s) – Mr. Art Arroyo, Ms. Mary Bishop, Ms. Antonette Dinges, Ms. Laura Jones, Ms. Minerva Gillette and Ms. Betty Walker
- ✓ Head Start Deputy Director's Report - Ms. Norma Johnson
- ✓ Manager - Administration Operations Report – Ms. Buffie Engstrom
- ✓ Manager - Grantee Program Operations Report – Ms. Denise Lee
- ✓ Manager - Program Support Services Report – Ms. Brenda Campos-Peck
- ✓ Manager - EHS, Special Projects and Community Partnerships Report - Vacant

**NOTES:**

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**ITEM VII – CENTER UPDATES**

**BACKGROUND:**

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

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**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:**

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**ITEM IX – PUBLIC PARTICIPATION**

**BACKGROUND:**

Participation of the general public at Head Start Parent Advisory Committee meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

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