

Thought for the Day: "With courage you will dare to take risks, have the strength to be compassionate and the wisdom to be humble. Courage is the foundation of integrity."

Author: Kesgavan Nair

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

HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Tuesday, December 13, 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 under the Public Participation item of this agenda. 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 Items (2004-2005 Parent Advisory Committee)**
 - A. Approval of Minutes for PAC Meeting of November 8, 2005
- III. **Information Items**
 - A. Standing Information
 - Ice Breaker
 - Head Start and Program Governance Overview – Ms. Norma Johnson, Deputy Executive Director, Head Start Children and Family Services
 - Introduction of Newly Seated Representatives
 - B. How to Present and Make a Motion
 - Ms. Denise Nelson, Chair

IV. Action Items

- A. Election of Parent Advisory Committee Officers 2005-2006
- B. Selection of Parent Advisory Committee Members 2005-2006
- C. Election of Representative and Alternate to the SETA Head Start/Early Head Start Community Partnerships Advisory Committee (CPAC)
- D. Election of Representative and Alternate to the SETA Head Start/Early Head Start Health Services Advisory Committee (HSAC)

III. Information Items (Cont')

- Introduction of Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber, Social Services/Parent Involvement Specialists
 - Policy Council Special Meeting, Tuesday, December 20, 2005, 9:00 a.m.-Canceled. Next Policy Council meeting, Next meeting, Special, Wednesday, December 21, 2005, 9:00 a.m., SETA Board Room.
 - PC/PAC Orientation – Friday, January 6, 2006, 9:00 a.m. – 1:00 p.m., SETA Board Room. Registration from 8:30 – 9:00 a.m., brunch 11:00 – 11:30 a.m.
 - PC/PAC and Delegate Agency Officer Training, Friday, January 27, 2006, 9:00 a.m. – 12:00 p.m., Redwood Room. Registration from 8:30 – 9:00 a.m.
 - California Head Start Association (CHSA) Annual Parent Conference, Sheraton Grand Hotel, 1230 “J” Street (13th and “J” Streets), Sacramento, CA, January 17-18, 2006 (Tuesday – Wednesday).
 - California Head Start Association (CHSA) Annual General Conference, Sheraton Grand Hotel, 1230 “J” Street (13th and “J” Streets), Sacramento, CA January 18-20, 2006 (Wednesday-Friday).
- Community Resource/Recognitions – PAC Representatives/Staff
- Parent/Staff Recognitions
- Child Care Center Food Menu (Attached)

V. Committee Reports

- Executive Committee
 - Critique of the Parent Advisory Committee, November 8, 2005

VI. Other Reports

- Chair's Report
- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Brenda Huerta, Ms. Kenesha Gray, Ms. Joanne Castillo and Mr. Donald Clark
- Head Start Deputy Executive 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: Wednesday, December 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
- ___ Joanne Castillo, Bannon Creek Head Start
- ___ Zebadeisha Grooms, Broadway Early Learning Center
- ___ **Vacant**, Center of Praise Head Start
- ___ **Vacant**, Countrywood Head Start
- ___ **Vacant**, Crossroads Garden Head Start
- ___ **Vacant**, CSUS Head Start
- ___ Crystal Tapa, Dos Rios Head Start
- ___ **Vacant**, Early Head Start /Home Base
- ___ **Vacant**, Franklin Head Start
- ___ Kenesha Gray, Freedom Park Head Start
- ___ Dionne Wilson, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grace Lutheran Head Start
- ___ Brenda Huerta, Grant Skills Center
- ___ **Vacant**, Hillsdale Head Start
- ___ **Vacant**, Home Base
- ___ **Vacant**, Home Base
- ___ **Vacant**, Job Corp Head Start
- ___ Minerva Gillette, Kennedy Estates Head Start
- ___ **Vacant**, La Riviera Head Start
- ___ Sara Fuentes, LaVerne Stewart Head Start
- ___ **Vacant**, Los Niños Head Start
- ___ Ana Melara, Marie Cleveland’s Bright Beginnings Head Start
- ___ Sherry Gangloff, Mather Head Start
- ___ **Vacant**, Mulberry Commons Head Start
- ___ Thamaris West, Nedra Court Head Start
- ___ **Vacant**, New Helvetia 1 Head Start
- ___ **Vacant**, New Helvetia 2 Head Start
- ___ Rosalie Cornett, 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
- ___ Lillia Avina, Strizek Head Start
- ___ **Vacant**, Walnut Grove Head Start
- ___ Veronica Rodriquez, Whispering Pines Head Start
- ___ **Vacant**, Foster Parent Representative
- ___ **Vacant**, Foster Parent Representative
- ___ Donald Clark, Grandparent Representative
- ___ **Vacant**, Grandparent Representative
- ___ **Vacant**, Male Involvement Representative
- ___ Denise Nelson, Out Going Chair
- ___ Lucia Hernandez, Past Parent/Community Representative
- ___ **Vacant**, Past Parent/Community Representative

New Representatives to be seated:

- | | |
|--|--|
| ___ Avonnee Diggs, Center of Praise Head Start | ___ Camilla Varo, Job Corp Head Start |
| ___ Belinda Davenport, Countrywood Head Start | ___ Tina Jimenez, LaRiviera Head Start |
| ___ Nysheka Robinson, Crossroads Head Start | ___ Yvette Smith, New Helvetia 1 Head Start |
| ___ Guadalupe Morales, CSUS Head Start | ___ Inez Whitlow, Foster Parent Representative |
| ___ Tessa Solomon, Early Head Start | ___ Eileen Rowland, Grandparent Representative |
| ___ Cesar Garcia, Hillsdale Head Start | ___ Keysha Davis, Past Parent/Community Representative |
| ___ Monica Mejia, Home Base Head Start | |

ITEM I-B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 8, 2005

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE PROGRAM YEAR 2005-2006

BOARD MEMBER	CENTER	11/8	12/13	1/11	2/14	3/14	4/11	5/9	6/13	7/11	8/8	9/12	10/10
Vacant	AP												
Joanne Castillo Seated 11/05	BC	X											
Zebadeisha Grooms Seated 11/05	BLC	X											
Avonnee Diggs S/B Seated 11/05	COP	U											
Belinda Davenport S/B Seated 11/05	CW	U											
Loretta McClendon Seated 11/05	CR	X											
Vacant	CSUS												
Crystal Tapa Seated 11/05	DR	X											
Rebecca Sum Seated 11/05	EHS/HB	X											
Vacant	EHS/HB												
Vacant	F												
Kenesha Gray Seated 11/05	FP	X											
Dionne Wilson Seated 11/05	FT	X											
Vacant	G												
Vacant	GL												
Brenda Huerta Seated 11/05	GSC	X											
Cesar Garcia S/B Seated 11/05	H	E											
Monica Mejia S/B Seated 11/05	HB	U											
Vacant	HB												
Vacant	JC												
Minerva Gillette Seated 11/04	K	X											
Tina Jimenez S/B Seated 11/05	LAR	U											
Sara Fuentes Seated 11/05	LVS	X											
Vacant	LN												
Ana Melara Seated 11/05	MCCBB	X											
Sherry Gangloff Seated 11/05	M	X											
Vacant	MULBC												
Themaris West Seated 11/05	NC	X											
Yvette Smith S/B Seated 11/05	NH1	E											
Vacant	NH2												
Rosalie Cornett Seated 11/05	NV	X											
Vacant	N												
Vacant	PA												
Lillia Avina S/B Seated 07/05	S	X											
Shikira Hill Seated 11/05	SN	X											
Kim Creed Seated 11/05	SVE	X											
Vacant	WG												
Veronica Rodriguez Seated 12/04	WP	X											
Inez Whitlow S/B Seated 11/05	FPR	U											
Eileen Rowland S/B Seated 11/05	FPR	U											
Donald Clark Seated 11/04	GPR	X											
Vacant	GPR												
Clifton Tucker Jr. Seated 12/04	MIR	U											
Denise Nelson Seated 11/05	OGC	X											
Keysha Davis S/B Seated 11/05	PPR	E											
Lucia Hernandez Seated 11/05	PPR	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, Ms. Denise Nelson at 427-9226 or the PAC Secretary, Ms. Lori Black at 263-4068.**

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2005-2006
(Continued)

Center Abbreviations

AP:	Auberry Park	K:	Kennedy Estates
BC:	Bannon Creek	LAR:	La Riviera
BLC:	Broadway Early Learning Center	LN:	Los Niños
COP:	Center of Praise	LVS:	LaVerne Stewart
CR:	Crossroads Garden	M:	Mather
CSUS:	CA State University, Sacramento	MCBB:	Marie Cleveland Bright Beginnings
CW:	Countrywood	MULBC:	Mulberry Commons
DR:	Dos Rios	N:	Norwood
EHS:	Early Head Start	NC:	Nedra Court
FR:	Franklin	NH1:	New Helvetia 1
FP:	Freedom Park	NH2:	New Helvetia 2
FT:	Fruitridge	NV:	Northview
G:	Galt	PA:	Parker Avenue
GL:	Grace Lutheran	SN:	Sharon Neese
GSC:	Grant Skills Center	S:	Strizek
H:	Hillsdale	SVE:	Sierra Vista Elementary
HB:	Home Based	WG:	Walnut Grove
JC:	Job Corp	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
NOVEMBER 8, 2005

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of November 8, 2005. The minutes will be provided under separate cover.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-A – INFORMATION

BACKGROUND:

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

- Ice Breaker
- Head Start and Program Governance Overview – Ms. Norma Johnson, Deputy Executive Director, Head Start Children and Family Services
- Introduction of Newly Seated Representatives

NOTES:

ITEM III-B – INFORMATION

HOW TO PRESENT AND MAKE A MOTION

BACKGROUND:

This agenda item provides an opportunity for Ms. Denise Nelson, Chair, to share information on how to present and make a motion with the Parent Advisory Committee.

NOTES:

ITEM IV-A – ACTION ITEM

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2005-2006

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2004-2005. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

Section 3: Duties of Officers

The duties of PAC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws.

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall represent the PAC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an Ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 2F, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, a meeting will be held within fourteen (14) calendar days to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality/ Fundraising Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite PAC's business, work with staff/PAC Secretary and will oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-B – ACTION

SELECTION OF PARENT ADVISORY COMMITTEE MEMBERS 2005-2006

1) Head Start Personnel/Bylaws Committee Representatives (2 Representatives)

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

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

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

3) Head Start Social/Hospitality Fundraiser Committee (1 Representative)

- a) Secretary
- b) Treasurer
- c) _____

4) Program Area Committees

♦ Child Development & Health Services Committee (3 Representatives)

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

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

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

5) Monitoring/Evaluation (Self Assessment) Committee (**Committee of the Whole**)

6) Food Services Committee (3 Representatives)

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

7) Early Head Start Committee (3 Representatives)

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

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-C – ACTION ITEM

**ELECTION 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.

Please see attached minutes from last meeting of March 17, 2005.

RECOMMENDATION:

That the PAC elects 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 IV-D – ACTION ITEM

**ELECTION OF 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 dinner meeting. Meeting location and time to be announced. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos-Peck will be available to share information and answer questions.

Please see attached minutes of last meeting, Wednesday, November 2, 2005.

RECOMMENDATION:

That the PAC elects 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-C – INFORMATION

BACKGROUND:

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

- Introduction of Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber, Social Services/Parent Involvement Specialists
 - Policy Council Special Meeting, Tuesday, December 20, 2005, 9:00 a.m. – Cancelled. Next meeting, Special, Wednesday, December 21, 2005, 9:00 a.m., SETA Board Room.
 - PC/PAC Orientation – Friday, January 6, 2006, 9:00 a.m. – 1:00 p.m., SETA Board Room. Registration from 8:30 – 9:00 a.m., Brunch 11:00 – 11:30 a.m.
 - PC/PAC and Delegate Agency Officer Training, Friday, January 27, 2006, 9:00 a.m. – 12:00 p.m., Redwood Room. Registration from 8:30 – 9:00 a.m.
 - California Head Start Association (CHSA) Annual Parent Conference, Sheraton Grand Hotel, 1230 “J” Street (13th and “J” Streets), Sacramento, CA, January 17-18, 2006 (Tuesday – Wednesday).
 - California Head Start Association (CHSA) Annual General Conference, Sheraton Grand Hotel, 1230 “J” Street (13th and “J” Streets), Sacramento, CA January 18-20, 2006 (Wednesday-Friday).
- Community Resource/Recognitions – PAC Representatives/Staff
- Parent/Staff Recognitions
- Child Care Center Food Menu (Attached)

NOTES:

ITEM V – COMMITTEE REPORTS

BACKGROUND:

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

- Executive Committee
 - Critique of the Parent Advisory Committee, November 8, 2005.

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NOTES:

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

GOOD	NEEDS IMPROVEMENT
1. Excellent Attendance of new PAC Representatives	1. All cell phones off and on vibrate (not on table tops)
2. Punctuality	2. Eating in Board Room
3. Input by new Representatives	3. Side barring
4. Excellent job by Chair, Ms. Denise Nelson	
5. New Representatives asking for Personal Privilege	

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- ✓ Chair's Report
- ✓ Policy Council Report(s) – Mr. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Brenda Huetrta, Ms. Kenesha Gray, Ms. Joanne Castillo and Mr. Donald Clark
- ✓ Head Start Deputy Executive 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:

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 Chair if they wish to speak.

NOTES:
