

Thought for the Day: "No one can predict to what heights  
you can soar, even you will not know until you spread your  
wings."

Author: Unknown

## GOVERNING BOARD

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City of Sacramento

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## HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

**Date:** Tuesday, February 8, 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 Items**
  - A. Approval of Minutes for PAC Meeting of December 14, 2004 and January 11, 2005
- III. Action Items**
  - A. Selection of Representatives and Alternates to Attend the Public Policy Symposium
  - B. Election of Policy Council Alternates 2004-2005 (PAC)
- IV. Information Items**
  - A. Information
    - Introduction of New Staff
    - Upcoming Meetings/Trainings/Conferences/Events
    - Annual Parent Leadership Institute - February 16-18, 2005 (Wednesday-Friday), Hilton Hotel, Concord, CA
    - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists
    - 7<sup>th</sup> Annual California Head Start Association (CHSA) Conference – February 10-12, 2005 (Thursday - Saturday) Pasadena, CA

- Average Daily Attendance (ADA) Report - Ms. Elsie Bowers
- Monthly Special Education Report - Ms. Beverly Sanford
- 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)
  
- Governing Board Meeting Minutes

#### **V. Committee Reports**

##### **➔Executive Committee**

Critique of the Parent Advisory Committee, January 11, 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. Jacqueline Casanova, Ms. Antonette Dinges, Ms. Mary Frutoz, 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

#### **VI. Center Updates**

#### **VII. Discussion**

#### **VIII. Public Participation**

#### **IX. Adjournment**

**Distribution Date: Tuesday, January 25, 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**, Bannock Creek Head Start  
\_\_\_ Sarah Johnston, Broadway Early Learning Center  
\_\_\_ Mary Frutoz, Center of Praise Head Start  
\_\_\_ **Vacant**, 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  
\_\_\_ **Vacant**, La Riviera Head Start  
\_\_\_ Wendy Sanchez, LaVerne Stewart Head Start  
\_\_\_ **Vacant**, Los Niños Head Start  
\_\_\_ **Vacant**, Marie Cleveland's Bright Beginnings Head Start  
\_\_\_ Neikia Campbell, Mather Head Start  
\_\_\_ Kama Meredith, 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  
\_\_\_ **Vacant**, Sierra View Head Start  
\_\_\_ **Vacant**, Strizek Head Start  
\_\_\_ **Vacant**, Walnut Grove Head Start  
\_\_\_ Veronica Rodriguez, 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:**

Shikira Hill, Sharon Neese Early Learning Center  
Kim Creed, Sierra View Head Start  
Evangelina Silva, Strizek 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

[illegible]

Members: If you cannot attend a meeting and are going to be absent, you must:  
First, call your Alternate to see if they can attend in your place,  
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  
DECEMBER 14, 2004 AND JANUARY 11, 2005**

**BACKGROUND:**

This agenda item provides the Parent Advisory Committee to review the minutes of December 14, 2004 and January 11, 2005.

**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

December 14, 2004  
6:00 p.m.

#### **I. WELCOME**

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

The meeting was called to order at 6:03 p.m. Thought for the Day read by Mr. Hasan McWhorter. Roll was called. Quorum confirmed.

##### **Members Present:**

Mary Frutoz  
Laura Jones  
Art Arroyo  
Joi Tikoi  
Antonette Dinges  
Jacqueline Casanova  
Monica Mejia (6:20 p.m. arrival)  
Minerva Gillette (6:20 p.m. arrival)  
Kama Meredith (6:04 p.m. arrival)  
Betty Walker  
Denise Nelson  
Beverly Shah  
Hasan McWhorter  
LaRisa Yarbrough (6:08 p.m. arrival)  
Silvia Sarmienta (6:20 p.m. arrival)

##### **Members Absent:**

Loretta McClendon (E)

##### **New Representatives Absent:**

Martha Castro (U)  
Lucy Flores (U)  
Kesha Davis (U)  
Shunree Davis (U)

##### **New Representatives Seated:**

Mary Bishop, EHS/Homebase; Donald Clark, Grandparent Representative; Neikia Campbell, Mather; Veronica Rodriguez, Whispering Pines; Kama Meredith (reseated), Mulberry Commons; Wendy Sanchez, LaVerne Stewart; Clifton Tucker Jr., Male Involvement Representative.

#### **II. CONSENT ITEMS**

##### **A. Approval of Minutes for PAC Meeting of November 9, 2004**

Corrections made: Page 1, Members Absent - Jennifer Lozano was "Excused." Page 4, Seating of New PAC Representatives - Loretta McClendon was "Present." Page 5, Action Item III-C should be Action Item III-D.

#### **III. INFORMATION ITEMS**

##### **A. Information**

- ✓ Ice Breaker – Representatives played Icebreaker game headed by Ms. Alma Walton.
- ✓ Head Start and Program Governance Overview – Ms. Marie Desha gave a brief overview of the Head Start Program and handed out a Shared Governance Organizational Chart.
- ✓ Introduction of Newly Seated Representatives: New Representatives shared their personal information with the Committee.

## **B. How to Present and Make a Motion**

- ✓ Mr. Hasan McWhorter, Chair – Mr. McWhorter explained how motions are made.

## **IV. ACTION ITEMS**

### **A. Election of Parent Advisory Committee Officers 2004-2005**

(Background information read by Mr. McWhorter.)

Motion by Ms. Kama Meredith to elect the Chair, Vice Chair, Secretary, Treasurer and Parliamentarian by ballot vote, with the highest vote-getter receiving the positions respectively. Seconded by Ms. LaRisa Yarbrough. Unanimous approval by the Committee. (The Chair did not vote.)

Mr. McWhorter gave background information on officer responsibilities.

Nominees explained why they would like to hold a position of office.

Nominees for Chair: Mr. Donald Clark and Ms. Denise Nelson. **Ms. Nelson was elected Chair.**

Nominees for Vice Chair: Mr. Donald Clark and Beverly Shah. **Mr. Clark was elected Vice Chair.**

Sole nominee for Secretary: **Ms. Betty Walker was elected Secretary.**

Sole nominee for Treasurer: (Ms. Kama Meredith withdrew her nomination.)  
**Ms. Mary Bishop was elected Treasurer.**

Sole nominee for Parliamentarian: **Ms. Antonette Dinges was elected Parliamentarian.**

### **B. Selection of Parent Advisory Committee Members 2004-2005**

The following Representatives were selected to the Parent Advisory Committees as follows:

#### **Personnel/Bylaws**

Antonette Dinges (Parliamentarian), Betty Walker, Art Arroyo, Beverly Shah.

#### **Budget/Planning**

Mary Bishop (Treasurer), Donald Clark, LaRisa Yarbrough

#### **Social/Hospitality/Fundraiser**

Betty Walker (Secretary), Mary Bishop (Treasurer), Beverly Shah, Laura Jones, LaRisa Yarbrough.

#### **Child Development & Health Services**

Joi Tikoi, Betty Walker, Clifton Tucker Jr.

#### **Family & Community Partnerships/Training**

Donald Clark, Art Arroyo, Laura Jones, LaRisa Yarbrough, Beverly Shah

#### **Monitoring/Evaluation Committee**

(Committee of the Whole)

#### **Food Services Committee**

Jacqueline Casanova, Minerva Gillette, Monica Mejia, Mary Bishop, Donald Clark



**Early Head Start**

Mary Bishop, Neikia Campbell, Clifton Tucker Jr.

Ms. Meredith and Ms. Casanova excused at 8:10 p.m.

Motion by Mr. Hasan McWhorter, Seconded by Ms. LaRisa Yarbrough, that the Committee approves selection of Parent Advisory Committee members. Unanimous approval.

**C. Election of Representative and Alternate to the SETA Head Start/Early Head Start Community Partnerships Advisory Committee (CPAC)**

Motion by Ms. Walker that the PAC elects one Community Partnerships Advisory Committee Representative and one Alternate to serve on the committee, with a vote by ballot and the highest vote-getter receiving the Representative position. Unanimous approval by the Committee.

Nominees Ms. Beverly Shah and Ms. Antonette Dinges explained why they would like to hold the position.

Five-minute break.

Elected CPAC Representative: Ms. Antonette Dinges

Elected CPAC Alternate: Ms. Beverly Shah

**D. Election of Representative and Alternate to the SETA Head Start/Early Head Start Health Services Advisory Committee (HSAC)**

Motion by Mr. McWhorter that the PAC elects one Health Services Advisory Committee Representative and one Alternate, with a vote by ballot and the highest vote getter receiving the Representative position. Seconded by Ms. Yarbrough. Unanimous approval by the Committee.

Nominees Donald Clark, LaRisa Yarbrough, Betty Walker and Minerva Gillette explained why they would like to hold the position.

Elected HSAC Representative: Ms. Minerva Gillette

Elected HSAC Alternate: Mr. Donald Clark

**E. Election of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Conference**

Motion by Ms. LaRisa Yarbrough, Seconded by Ms. Betty Walker that the PAC elects four Representatives and four Alternates to attend the 7<sup>th</sup> Annual California Head Start Association Conference, with a vote by ballot and the highest vote-getter receiving the Representative position.

Discussion: Ms. Desha stated a written report must be submitted to her by the given deadline to be included in the PAC agenda. It is very important that child care has been arranged while attending this conference. If Representatives cannot attend, notify Ms. Desha immediately so an Alternate can be notified.

Unanimous approval.

Nominees: Mary Bishop, Antonette Dinges, LaRisa Yarbrough, Minerva Gillette, Silvia Sarmienta, Beverly Shah, Joi Tikoi, Art Arroyo, Denise Nelson and Betty Walker.

Elected CHSA Representatives: 1<sup>st</sup> - **Art Arroyo**; 2<sup>nd</sup> - **Antonette Dinges**; 3<sup>rd</sup> - **Betty Walker**; 4<sup>th</sup> - **Minerva Gillette**.

Elected CHSA Alternates: 1<sup>st</sup> - **Denise Nelson**; 2<sup>nd</sup> - **Joi Tikoi**; 3<sup>rd</sup> - **Silvia Sarmienta**; 4<sup>th</sup> **Beverly Shah**.

### III. INFORMATION ITEMS

#### A. Information (Cont')

- ✓ Introduction of Staff
- ✓ Upcoming Meetings/Trainings/Conferences/Events
  - Annual Parent Leadership Institute, February 16-18, 2005 (Wednesday-Friday), Hilton Hotel, Concord, CA – Mr. Hasan McWhorter provided information.
  - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists – “Daddy and Me at the Discovery Science Museum” flyer provided in agenda. Several flyers were handed out: Grandparent and Foster Parent Monthly Support Group meeting, January 12, 2005; Parent Food Service Training and On-call Employment Program Orientation for Head Start Parents, January 14, 2005; Parent Volunteer Orientation for Parent Resource Assistants and Male Involvement Representatives, January 24, 2005; “Know Your Rights Workshop”, January 28, 2005; Parent Aide Training (Mandatory), January 14, 2005; Fishing Day, January 8, 2005. Representatives were asked to hand out flyers to parents at their centers. For questions call Alma – 263-0540; Belinda – 263-4078; or Bob – 263-3809. Ms. Walton explained FLIP (Family Literacy Involvement Program).
  - Policy Council Special Meeting, Tuesday, December 21, 2004, 9:00 a.m., SETA Boardroom.
  - PC/PAC Orientation - Tuesday, January 4, 2005 (8:00 a.m. - 3:00 p.m.), SETA Boardroom.
  - PC/PAC and Delegate Agency Officer Training - Thursday, January 13, 2005 (8:30 a.m. - 12 noon), Sequoia Room – Registration from 8:00 a.m. – 8:30 a.m., lunch 12:00 – 1:00 p.m.
  - 7<sup>th</sup> Annual California Head Start Association Conference – February 10-12, 2005 (Thursday – Saturday) Pasadena, CA.
- ✓ California Head Start Association (CHSA) Parent Conference Report – Holiday Inn Capitol Plaza, Sacramento, CA, November 12-13, 2004.
- ✓ Community Resource/Recognitions - PAC Representatives/Staff – Ms. Shah thanked everyone for their prayers.
- ✓ Parent/Staff Recognitions – None.
- ✓ Child Care Center Food Menu (Attached)

#### V. COMMITTEE REPORTS – Tabled.

- ✓ Executive Committee
  - Critique of the Parent Advisory Committee, November 9, 2004

#### VI. OTHER REPORTS – Tabled.

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

**VII. CENTER UPDATES** – Tabled.

**VIII. DISCUSSION** – Tabled.

(Ms. Mary Frutoz shared flooding problem at Center of Praise. Ms. Brenda Campos-Peck and Ms. Buffie Engstrom will follow up and report back to her.)

**IX. PUBLIC PARTICIPATION** – No participation cards.

**X. ADJOURNMENT** – Meeting adjourned at 9:13 p.m.

# MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

## MINUTES/SYNOPSIS

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

January 11, 2005  
6:00 p.m.

### **I. WELCOME**

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

The meeting was called to order at 6:08 p.m. Thought for the Day read by Mr. Hasan McWhorter. Roll was called. Quorum confirmed.

#### **Members Present:**

Mary Frutoz  
Loretta McClendon  
Laura Jones  
Mary Bishop  
Art Arroyo  
Ana Aguilar, Alt. for Joi Tikoi (6:16 arrival)  
Antonette Dinges  
Irene Harvey, Alt. for Jacqueline Casanova  
Monica Mejia (6:18 arrival)  
Minerva Gillette  
Neikia Campbell  
Betty Walker  
Veronica Rodriguez  
Denise Nelson  
Beverly Shah  
Donald Clark (6:10 arrival)  
Clifton Tucker Jr.  
Hasan McWhorter  
LaRisa Yarbrough  
Silvia Sarmienta

#### **Members Absent:**

Wendy Sanchez (U)  
Keysha Davis (Removed)  
Kama Meredith (U)

#### **New Representatives Absent:**

Shaunree Davis (U)

#### **New Representatives Seated:**

Hoda el Shamy, Nedra Court; Sarah Johnston, Broadway; Brenda Huerta, Grant Skills.

#### **B. PAC Meeting Attendance Update**

Update read by Ms. Denise Nelson.

### **II. CONSENT ITEMS**

#### **A. Approval of Minutes for PAC Meeting of December 14, 2004.**

Minutes will be provided in the next agenda.

### **III. ACTION ITEMS**

#### **A. Election of Policy Council Alternates 2004-2005 (PAC)**

Motion by Ms. Beverly Shah to elect, by ballot vote, six Policy Council Alternates, with the highest vote-getter becoming 1<sup>st</sup> Alternate, and the next highest receiving position rankings respectively. Seconded by Ms. LaRisa Yarbrough. (Ms. Norma Johnson shared that legal council recommended the Parent Advisory Committee no longer votes by secret ballot.) Ms. Shah amended and restated the motion to vote by show of hands. Seconded by Ms. Yarbrough.

Ayes: 20. Nay: 1 (Mr. Hasan McWhorter). Abstain: 1 (Ms. Denise Nelson). Motion carried.

The Chair shared the names of the previously elected Representatives: Mr. Art Arroyo, Ms. Antonette Dinges, Ms. Mary Frutoz., Ms. Minerva Gillette, Ms. Jacqueline Casanova, and Ms. Betty Walker.

Alternates Elected (two): Ms. Mary Bishop – 1<sup>st</sup> Alternate and Ms. Laura Jones – 2<sup>nd</sup> Alternate.

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

##### **A. Information**

- Introduction of New Staff – Introductions by Family Services Workers.
- Upcoming Meetings/Trainings/Conferences/Events
  - Annual Parent Leadership Institute – February 16-18, 2005 (Wednesday-Friday), Hilton Hotel, Concord, CA – Training by Ms Betsy Haas - motivational speaker. Theme - “Realizing Your Dream.” Sign-up sheet passed around at meeting.
  - Ms. Belinda Malone, SS/PI, passed out flyers: “Know Your Rights Workshop,” Jan. 28, 5:30 8:00. Good response to “Daddy and Me” fishing trip at William Land Park. 100 families came out in the rain. CAMP meeting Jan 12, 1-2:30, Redwood Room. Next “Daddy and Me” meeting - February 12, 10:30-12:30 a.m., Crocker Art Museum.
  - Ms. Alma Walton – Grandparents/Foster Parent support meeting, tomorrow 9a.m.-12p.m. Ms. Beverly Shah guest speaker on floral arrangements. Next meeting Feb. 9<sup>th</sup>. First Grandparent/Foster Parent fieldtrip to Greater Sac. Network on Florin Road. FLIP gives a book once a month. Sending home activities in lieu of books in January. Total minutes parents read to their children were calculated. Winners of the highest number of minutes (per parent) last quarter was Grace Lutheran at 130.05; and this quarter, Auberry at 158.04 minutes. These centers will be invited for a pizza party or other activity with the Training Unit. Call Alma at 263-0540 for questions.
  - PC/PAC and Delegate Agency Officer Training, Thursday, January 13, 2005, 8:30 a.m., 12 noon, Sequoia Room (registration 8:00-8:30 a.m.)
  - 7<sup>th</sup> Annual California Head Start Association (CHSA) Conference – February 10-12, 2005 (Thursday – Saturday) Pasadena, CA – Travel meeting, February 7, 10:00 a.m., Oak Room for all attendees.
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers – Tabled.
- Monthly Special Education Report – Ms. Beverly Sanford – Tabled.
- California Head Start Association (CHSA) Report – Tabled.
- Fiscal Report (January, April, July, October) Mr. Kim Peck – Mr. Peck explained fiscal reports. Handouts provided at meeting.
- Community Resources/Recognitions – Parent Advisory Committee Representative/Staff – None.
- Parent/Staff Recognitions - None
- Grandparent/Foster Parent Report – Ms. Beverly Shah, Mr. Donald Clark, and Ms. Denise Nelson – No report.
- Child Care Center Food Menu (Attached)

##### **B. National Reporting System (NRS) – Ms. Norma Johnson**

Ms. Johnson provided handouts on the Head Start National Reporting System on skill level growth charts which assessed the growth of Head Start children in California and nation wide. Ms. Johnson explained how the charts illustrate their progress from fall 2003 to spring May 2004.

##### **C. Monitoring/Evaluation Report – Ms. Denise Lee**

Ms. Lee, who oversees the Monitoring and Evaluation Unit, explained the Annual Self-Assessment process for year 2003-2004 Program Year. Written report included in the agenda.

## **D. Governing Board Meeting Minutes – Attached.**

### **V. Committee Reports**

- Executive Committee
  - Critique of the Parent Advisory Committee, December 14, 2004 – Ms. Betty Walker read the report included in the agenda.
- Personnel/Bylaws Committee – No report.
- Budget/Planning Committee – This meeting was held January 7th. The Committee went over 2003-2004, 2004-2005 Budgets for Head Start/Early Head Start. The budget was explained to the Committee. Discussed how to increase enrollment. Head Start is receiving the maximum funds for the number of children we are serving. The next meeting is Friday, January 21, 9:00, Oak Room. Alma is in charge of the newsletter writing committee.
- Social/Hospitality/Fundraising – No report.
- Program Area Committee Reports:
  - Early Childhood Development and Health Services Committee – No report.
  - Family and Community Partnerships/Training Committee – Ms. Malone reported that the first meeting will be January 27<sup>th</sup>, 9:00 a.m., in the Redwood Room.
  - Monitoring/Evaluation Committee (Self-Assessment) – (Previously given.)
- Community Advocating Male Participation (C.A.M.P.) - Mr. Clifton Tucker Jr. – No report.
- Food Services Committee – No report.
- Early Head Start Committee – No report.

### **VI. Other Reports**

- Chair's Report – Ms. Denise Nelson asked those Representatives who did not attend the PC/PAC Orientation and did not receive their attaché cases, see Ms. Desha after the meeting. PAC Executive meeting is tomorrow, Wednesday, at 1:00 p.m. Written reports for the CHSA Conference are due to Ms. Desha by the 25<sup>th</sup> of February. Anyone having a problem with writing let Ms. Nelson know after the meeting.
- Policy Council Report(s) – Mr. Art Arroyo, Ms. Jacqueline Casanova, Ms. Antonette Dinges, Ms. Mary Frutoz, Ms. Minerva Gillette and Ms. Betty Walker – Ms. Dinges reported the PC had elections. She was impressed with the SETA building. This meeting was a recap of PAC meeting.
- Head Start Deputy Director's Report - Ms. Norma Johnson – (NRS report previously given.) Ms. Denise Lee is the new manager over Grantee Program Operations.
- Manager - Administration Operations Report - Ms. Buffie Engstrom – No report.
- Manager - Program Support Services Report - Ms. Brenda Campos-Peck – No report.
- Manager - EHS, Special Projects and Community Partnerships Report – Vacant

### **VII. Center Updates**

Ms. Shah shared that the Committee roster does not identify the Vice Chair. Ms. Desha stated it will be corrected.

Mr. Art Arroyo shared that Franklin has a problem with carpet; they haven't been cleaned or replaced. Ms. Campos-Peck will follow up.

It was asked whether the flooding problem at Center of Praise is being addressed. Ms. Campos-Peck shared that it will be addressed after things dry up so staff can dig.

Thank you to Head Start; Northview received a new roof, inside painting and the kitchen has new varnished cabinets and a new stove. Planning to paint the outside.

### **VIII. Discussion**

None.

**IX. Public Participation**

None.

(Ms. Engstrom encouraged parents to attend the Parent Leadership Institute. She will provide information to Mr. Clark at tomorrow's Policy Council meeting.)

**X. Adjournment**

7:52 p.m.

**ITEM III-A - ACTION ITEM**

**SELECTION OF REPRESENTATIVES AND ALTERNATES TO  
ATTEND THE PUBLIC POLICY SYMPOSIUM**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to select five (5) Representatives and five (5) Alternates to attend the Public Policy Symposium, Wednesday, April 20, 2005, at the Sacramento Convention Center and State Capitol. See attached information.

**Representatives:**

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**Alternates:**

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**RECOMMENDATION:**

That the PAC approves selection of five (5) Representatives and five (5) Alternates to attend the Public Policy Symposium.

**NOTES:**

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

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



**ITEM III-B - ACTION ITEM**

**ELECTION OF POLICY COUNCIL ALTERNATES 2004-2005 (PAC)**

**BACKGROUND:**

There are currently four (4) vacant Alternate positions for 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 elects four (4) Policy Council Alternates to the Policy Council.

**NOTES:**

**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

Annual Parent Leadership Institute - February 16-18, 2005 (Wednesday-Friday), Hilton Hotel, Concord, CA.

Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Social Services/Parent Involvement Specialists

7<sup>th</sup> Annual California Head Start Association (CHSA) Conference - February 10-12, 2005 (Thursday - Saturday) Pasadena, CA

Average Daily Attendance (ADA) Report - Ms. Elsie Bowers

Monthly Special Education Report - Ms. Beverly Sanford

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:**

**ITEM IV-B - INFORMATION**

**GOVERNING BOARD MINUTES**

**BACKGROUND:**

The Governing Board Meeting minutes are attached for your review.

**NOTES:**

## **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, January 11, 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:**

**PAC EXECUTIVE COMMITTEE CRITIQUE**  
**OF THE January 11, 2005 MEETING**

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
1. Attendance Excellent	1. Requesting Point of Privilege
2. Timeliness of meeting	2. Chair recognition
3. Member participation	3. Audience bringing food into the Boardroom
	4. Audience talking during the meeting

**NOTES:**

## **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. Jacqueline Casanova, Ms. Antonette Dinges, Ms. Mary Frutoz, 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:**

## **ITEM VII - CENTER UPDATES**

### **BACKGROUND:**

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

### **NOTES:**

## **ITEM VIII - DISCUSSION**

### **BACKGROUND:**

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

### **NOTES:**

## **ITEM IX - PUBLIC PARTICIPATION**

### **BACKGROUND:**

Participation of the general public at the SETA-Operated Parent Advisory Committee is encouraged. Members of the audience are asked to address their request to the chairperson if they wish to speak.

### **NOTES:**