

**GOVERNING BOARD**

BONNIE PANNELL  
Council Member  
City of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

ILLA COLLIN  
Board of Supervisors  
County of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Council Member  
City of Sacramento

*Thought for the Day: "A good name, like good will, is got by many actions and lost by one."*

*Author: Lord Jeffrey*

**HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE**

**Date:** Tuesday, January 11, 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.

**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

**III. Action Items**

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

**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

- 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)
- National Reporting System (NRS) - Ms. Norma Johnson
- Monitoring/Evaluation Report - Ms. Denise Lee
- Governing Board Meeting Minutes

**V. Committee Reports**

Executive Committee

Critique of the Parent Advisory Committee, December 14, 2004

Personnel/Bylaws Committee

Budget/Planning Committee

Social/Hospitality/Fundraising

Program Area Committee Reports:

Early Childhood Development and Health Services Committee

Family and Community Partnerships/Training Committee

Monitoring/Evaluation Committee (Self-Assessment)

Community Advocating Male Participation (C.A.M.P.) - Vacant

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 - Program Support Services Report - Ms. Brenda Campos-Peck

Manager - EHS, Special Projects and Community Partnerships Report - Vacant

**Center Updates**

**Discussion**

**Public Participation**

**Adjournment**

**Distribution Date: Thursday, January 6, 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**, Bannan Creek Head Start
- \_\_\_ **Vacant**, 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
- \_\_\_ **Vacant**, 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
- \_\_\_ Keysha Davis, Marie Cleveland's Bright Beginnings Head Start
- \_\_\_ Neikia Campbell, 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
- \_\_\_ **Vacant**, 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:**

- Hoda el Shamy, Nedra Court
- Shaunree Davis, Sharon Neese Early Learning Center



Silvia Sarmienta Seated 11/04	PPR	X	X										
LaRisa Yarbrough Seated 11/04	PPR	X	X										

**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**  
**Third, please call PAC Chair, Mr. Hasan McWhorter at 429-7847 or the PAC Secretary, Ms. Lori Black at 263-4068.**

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE**  
**PROGRAM YEAR 2003-2004**  
(Continued)

**Center Abbreviations**

- |   |  |
|---|--|
| <b>AP:</b> Auberry Park<br><b>BC:</b> Bannan Creek<br><b>BLC:</b> Broadway Early Learning Center<br><b>COP:</b> Center of Praise<br><b>CR:</b> Crossroads Garden<br><b>CSUS:</b> CA State University, Sacramento<br><b>CW:</b> Countrywood<br><b>DR:</b> Dos Rios<br><b>EHS:</b> Early Head Start<br><b>FR:</b> Franklin<br><b>FP:</b> Freedom Park<br><b>FT:</b> Fruitridge<br><b>G:</b> Galt<br><b>GL:</b> Grace Lutheran<br><b>GSC:</b> Grant Skills Center<br><b>H:</b> Hillside<br><b>HB:</b> Home Based<br><b>JC:</b> Job Corp<br><b>K:</b> Kennedy Estates | <b>LAR:</b> La Riveria<br><b>LN:</b> Los Niño<br><b>LVS:</b> LaVerne Stewart<br><b>M:</b> Mather<br><b>MCBB:</b> Marie Cleveland Bright Beginnings<br><b>MULBC:</b> Mulberry Commons<br><b>N:</b> Norwood<br><b>NC:</b> Nedra Court<br><b>NH1:</b> New Helvetia 1<br><b>NH2:</b> New Helvetia 2<br><b>NV:</b> Northview<br><b>PA:</b> Parker Avenue<br><b>SN:</b> Sharon Neese<br><b>S:</b> Strizek<br><b>SVE:</b> Sierra Vista Elementary<br><b>WG:</b> Walnut Grove<br><b>WP:</b> 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**  
**DECEMBER 14, 2004**

**BACKGROUND:**

The Parent Advisory Committee minutes of December 14, 2004 will be available for approval at the next Parent Advisory Committee meeting.

**NOTES:**

**ITEM III-A - ACTION ITEM**

**ELECTION OF POLICY COUNCIL 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). There are currently six (6) vacant Alternate positions.

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 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
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- 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**

**NATIONAL REPORTING SYSTEM (NRS)**

**BACKGROUND:**

This agenda item provides an opportunity for Ms. Norma Johnson, Deputy Director Head Start Children and Family Services, to share information on the National Reporting System.

**NOTES:**

**ITEM IV- C - INFORMATION**

**MONITORING/EVALUATION REPORT**

**BACKGROUND:**

This agenda item provides an opportunity for Ms. Denise Lee, Head Start Program Officer, to share information on the Annual Program Self Assessment 2003-2004.

**NOTES:**

**ITEM IV-D - 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, December 14, 2004

Personnel/Bylaws Committee

Budget/Planning Committee

Social/Hospitality/Fundraising

Program Area Committee Reports:

    Early Childhood Development and Health Services Committee

    Family and Community Partnerships/Training Committee

    Monitoring/Evaluation Committee (Self-Assessment)

Community Advocating Male Participation (C.A.M.P.) - Mr. Clifton Tucker Jr.

Food Services Committee

Early Head Start Committee

### **NOTES:**

**PAC EXECUTIVE COMMITTEE CRITIQUE**  
**OF THE DECEMBER 14, 2004 MEETING**

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
1. Attendance	1. Punctuality
2. Timeliness of meeting	
3. Member participation	

**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 - 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:**