

Thought for the Day: "Success is Never a destiny, it's a journey."

Author: Satenig St. Marie

GOVERNING BOARD

BONNIE PANNELL
Council Member
City of Sacramento

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Board of Supervisors
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Public Representative

ROBBIE WATERS
Council Member
City of Sacramento

HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Tuesday, January 10, 2006

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 Public Participation, Item IX 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.

AGENDA

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

- 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 13, 2005
- III. **Action Items**
 - A. Election of Policy Council Alternates 2005-2006 (PAC)
 - B. Review of Application and Election of Grandparent Representative
- 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, Ms. Cathy Spivey or Ms. Judy Weber, Social Services/Parent Involvement Specialists
 - 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, Sacramento, CA, January 17-18, 2006
- California Head Start Association (CHSA Annual General Conference, Sheraton Grand Hotel, 1230 "J" Street, Sacramento, CA, January 18-20, 2006
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- Program Content Area/Mental Health Report – Ms. Melanie Nicolas
- 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 – Mr. Donald Clark and Ms. Inez Whitlow
- Child Care Center Food Menu (Attached)

B. Governing Board Meeting Minutes

V. **Committee Reports**

- Executive Committee
 - Critique of the Parent Advisory Committee, December 13, 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) – Committee of the Whole
- Community Advocating Male Participation (C.A.M.P.) – Vacant
- Food Services Committee
- Early Head Start Committee
- Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms (Representative)
- Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson (Representative)

VI. **Other Reports**

- Chair's Report – Ms. Denise Nelson
- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Kenesha Gray, Ms. Sarah Fuentes, Themaris West and Mr. Donald Clark
- Head Start Deputy Executive Director's Report - Ms. Norma Johnson
- Manager - Administration, Staff Development and Parent Services Report - Ms. Buffie Engstrom
- Manager - Program Support Services Report - Ms. Brenda Campos-Peck
- Manager, Child Development and Education Services Report - Ms. Denise Lee
- Manager - EHS, Special Projects and Community Partnerships Report - Vacant

VII. **Center Updates**

VIII. **Discussion**

IX. Public Participation

X. Adjournment

Distribution Date: Wednesday, December 21, 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, Bannan Creek Head Start
- ___ Zebadeisha Grooms, Broadway Early Learning Center
- ___ Avonnee Diggs, Center of Praise Head Start
- ___ **Vacant**, Countrywood Head Start
- ___ Nysheka Robinson, 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
- ___ Cesar Garcia, Hillsdale Head Start
- ___ Monica Mejia, Home Base
- ___ **Vacant**, Home Base
- ___ Camilla Varo, Job Corp Head Start
- ___ Minerva Gillette, Kennedy Estates Head Start
- ___ Tina Jimenez, 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
- ___ Themaris West, Nedra Court Head Start
- ___ Yvette Smith, 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
- ___ **Vacant**, Strizek Head Start
- ___ **Vacant**, Walnut Grove Head Start
- ___ Veronica Rodriguez, Whispering Pines Head Start
- ___ Inez Whitlow, 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
- ___ Keysha Davis, Past Parent/Community Representative

New Representatives to be seated:

- | | |
|--|---|
| ___ Jenny Echols, Auberry Park Head Start | ___ Lynda Paulsen, Walnut Grove Head Start |
| ___ Guadalupe Morales, CSUS Head Start | ___ Veronica Rodriguez, Whispering Pines Head Start |
| ___ Tessa Solomon, Early Head Start | |
| ___ Minerva Gillette, Kennedy Estates 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
Jenny Echols S/B Seated 12/05	AP		U										
Joanne Castillo Seated 11/05	BC	X	AP										
Zebadeisha Grooms Seated 11/05	BLC	X	X										
Avonnee Diggs S/B Seated 11/05	COP	U	X										
Belinda Davenport S/B Seated 11/05	CW	U	U										
Nysheka Robinson Seated 12/05	CR		X										
Guadalupe Morales S/B Seated 12/05	CSUS		U										
Crystal Tapa Seated 11/05	DR	X	X										
Tessa Solomon S/B Seated 12/05	EHS/HB		U										
Vacant	EHS/HB												
Vacant	F												
Kenisha Gray Seated 11/05	FP	X	X										
Dionne Wilson Seated 11/05	FT	X	X										
Vacant	G												
Vacant	GL												
Brenda Huerta Seated 11/05	GSC	X	X										
Cesar Garcia S/B Seated 11/05	H	E	X										
Monica Mejia S/B Seated 11/05	HB	U	X										
Vacant	HB												
Camilla Varo Seated 12/05	JC		X										
Minerva Gillette Seated 11/04	K	X	X										
Tina Jimenez S/B Seated 11/05	LAR	U	X										
Sara Fuentes Seated 11/05	LVS	X	X										
Vacant	LN												
Ana Melara Seated 11/05	MCBB	X	E										
Sherry Gangloff Seated 11/05	M	X	X										
Vacant	MULBC												
Themaris West Seated 11/05	NC	X	U										
Yvette Smith S/B Seated 11/05	NH1	E	X										
Vacant	NH2												
Rosalie Cornett Seated 11/05	NV	X	X										
Vacant	N												
Vacant	PA												
Vacant	S												
Shikira Hill Seated 11/05	SN	X	X										
Kim Creed Seated 11/05	SVE	X	X										
Vacant	WG												
Veronica Rodriguez Seated 12/04	WP	X	X										
Inez Whitlow S/B Seated 11/05	FPR	U	X										
Eileen Rowland S/B Seated 11/05	FPR	U	U										
Donald Clark Seated 11/04	GPR	X	X										
Vacant	GPR												
Vacant	MIR												

Denise Nelson Seated 11/05	OGC	X	X										
Keysha Davis S/B Seated 11/05	PPR	E	X										
Lucia Hernandez Seated 11/05	PPR	X	U										

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
December 13, 2005

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of December 13, 2005. The minutes of November 8, 2005 (approved December 13, 2005), which were provided under separate cover, are also included in this agenda with corrections.

NOTES:

ACTION: Moved _____ Secoded _____

VOTE: Aye _____ Nay _____ Abstain _____

MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

CORRECTED
MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

November 8, 2005
6:00 p.m.

I. WELCOME

A. Call to Order/Roll Call

The meeting was called to order at 6:05 p.m. The Thought for the Day was read by Ms. Loretta McClendon. Roll was called. Quorum confirmed.

Members Present:

Mary Frutoz
Loretta McClendon
Ana Aguilar
Brenda Huerta
Minerva Gillette
Betty Walker
Shikira Hill
Kim Creed
Lillia Avina
Veronica Rodriguez
Denise Nelson
Beverly Shah (6:10 arrival)
Donald Clark
Hasan McWhorter
LaRisa Yarbrough (6:10 arrival)

Members Absent:

Irene Harvey (unexcused)
Monica Mejia (unexcused)

B. PAC Meeting Attendance Update (not covered)

II. CONSENT ITEMS (2004-2005 PARENT ADVISORY COMMITTEE)

A. Approval of Minutes for PAC Meeting of October 11, 2005

Motion by Ms. Loretta McClendon to approve the minutes of October 11, 2005 by show of hands. Seconded by Ms. Mary Frutoz. No discussion.

Ayes: 12 Nays: 0. Abstentions: 2 (Ms. Denise Nelson and Mr. Hassan McWhorter.) There were no corrections; the minutes were approved.

III. INFORMATION ITEMS

A. Standing Information

- Head Start Awareness Day/Family Day in the Park, Friday, October 21, 2005, William Land Park Reports – Verbal reports were given. Ms. Betty Walker, Ms. Kim Creed and Mr. Donald Clark commented that they enjoyed the event and thought there was a good turn out. Ms. Buffie Engstrom shared that lunch tickets were not given out this year, but will be next year. Parking was an issue. Next year parents will decide to have either security or move to the airport parking (Executive Airport on Freeport Blvd.).

- PC/PAC End of Year Appreciation, Saturday, October 29, 2005, Shriners Hospitals for Children, Sacramento, CA (Oral Reports) – Oral Reports – Ms. Minerva Gillette shared that the event was nice, that Ms. Nelson made them feel important, but that she didn't like the food. Mr. McWhorter had a good time, enjoyed Ms. Norma Johnson's speech, and he enjoyed the food. Ms. Beverly Shah had a wonderful time, enjoyed participating in the presentation, and enjoyed Ms. Johnson's wonderful speech. Ms. Brenda Huerta had a good time and enjoyed Ms. Johnson's great speech. Ms. LaRisa Yarbrough had a good time reflecting on the past years and enjoyed Ms. Johnson's speech. Ms. Johnson thanked the Committee for inviting her to speak. She commented that Ms. Nelson and Ms. Shah were great coordinators and moved the event along at a good pace. She enjoyed Mr. Francisco Navarro's video. Ms. Shah shared pictures.
- Region IX Head Start Association 22nd Annual Training Conference, Hilton Hotel, October 17-19, 2005, Pasadena, CA (Reports attached.) – Report by Ms. Creed attached.
- Program Review Instrument Report (PIR) – Ms. Yolanda Macias and Ms. Denise Lee – To be continued.
- Executive Committee Report was read by Ms. Betty Walker.
 - PC/PAC End of Year Appreciation (continued) - Recognition of Parent Advisory Committee/Staff 2004-2005 – Certificates and plaques were given to parents and staff who did not attend the End of the Year Appreciation. Ms. Norma Johnson and Ms. Marie Desha received appreciation gifts. Ms. Denise Nelson and Ms. Beverly Shah gave personal gifts to the Committee and staff.
- Seating of New Parent Advisory Committee Representatives (2005-2006) – Ms. Nelson asked Representatives not continuing into the new Program Year to step down; Representatives who have not yet been replaced should remain seated until replaced.

New members seated: Joanne Castillo, Bannan Creak; Zebadeisha Grooms, Broadway ELC; Crystal Tapa, Dos Rios; Rebecca Sum, Early Head Start; Kenesha Gray, Freedom Park; Brenda Huerta, Grant Skills Center; Sara Fuentes, Laverne Stewart; Loretta McClendon, Crossroads; Shikira Hill, Sharon Neese ELC; Ana Melara, Bright Beginnings; Themaris West, Nedra Court; Kim Creed, Sierra View; Denise Nelson, Outgoing Chair; Lucia Hernandez, Past Parent/Community Representative; Sherri Gangloff, Mather; Rosalee Cornett, Northview; Dionne Wilson, Fruitridge. Ms. Alma Hawkins sang "I Got a Boost from Head Start." The new Representatives introduced themselves.

New members absent: Belinda Davenport, Countrywood (unexcused); Cesar Garcia, Hillsdale (unexcused); Tina Jimenez, LaRiviera (replacing Stephanie Turner - unexcused); Monica Mejia, Home Base (unexcused); Yvette Smith, New Helvetia I (unexcused); Inez Whitlow, Foster Parent Representative (unexcused); Eileen Rowland, Grandparent Representative (unexcused); Keysha Davis, Past Parent/Community Representative (excused); Avonnee Diggs, Center of Praise (unexcused).

- Introduction of SETA Head Start Staff – Ms. Brenda Campos-Peck, Manager Program Support Services, shared that she manages Food Services, Facilities, and Family Services Workers. All Family Services Workers in attendance introduced themselves. Ms. Sharon Adams, Program Officer, shared that she supervises all 30 Family Services Workers. She has been with SETA for 24 years. Ms. Buffie Engstrom, Administration/Personnel Manager, shared that she is the manager of Training, Monitoring and Personnel. Ms. Alma Walton, Social Services/Parent Involvement Specialist, works with the grandparents, foster parents, doing literacy, trainings, storytelling and quality assurance in the Training Unit.

- Board Procedures
 - Conflict of Interest – Ms. Nancy Hogan explained the conflict of interest code. Statements are required to be on file. Statement sheets were distributed for signature. The entire copy is available from Ms. Hogan to those interested.
 - Reimbursements – Mr. Allen Brock, Fiscal Department, who is responsible for reimbursement for Policy Council and Parent Advisory Committee meetings, explained the reimbursement process. Reimbursement is for childcare and transportation.
 - Personnel – Mr. Jim O’Bra – Ms. Engstrom reported for Mr. O’Bra. Parent participation is important in the personnel process. Parents are asked to screen applications for staff positions. Parents sit on hiring interview panels to help determine who is hired. The Policy Council approves the hiring and termination of Head Start staff. Parents are trained in the process.

IV. ACTION ITEMS (2005-2006 PARENT ADVISORY COMMITTEE)

A. Election of Policy Council Representatives and Alternates

Ms. Nelson read the background information. Motion by Ms. Loretta McClendon to elect six Representatives and six Alternates by show of hands. The first six will be Representatives, next six will be Alternates. Seconded by Ms. Kim Creed. Ayes: 21. Nays: 0. Abstention: 1 (Ms. Denise Nelson).

Vote results: Sherry Gangloff 5 votes; Zebadeisha Grooms 4 votes; Brenda Huerta 3 votes; Joanne Castillo and Kenesha Gray 2 votes each; Donald Clark, Themaris West, Sara Fuentes and Dionne Wilson 1 vote each. The first five listed were elected Representatives.

Second (run-off) vote: Donald Clark 12 votes, Themaris West 3 votes; Sara Fuentes 4 votes; and Dionne Wilson 1 vote. Mr. Clark was elected the sixth Representative. The remaining Members were elected Alternates in the order given.

B. Election of Representatives and Alternates to Attend the Annual National Head Start Association Parent Training Conference

Ms. Nelson read the background information and the Conference Attendance Guidelines. Ms. Johnson shared that SETA has not sent anyone to the Conference for the last six years because of the shortness of time frame. SETA doubled up the number going to the National in April or May. This year it will be in Michigan. Instead of sending two parents to the National Parent Conference, parents may decide to send four to the National Conference. The Senate has just approved their version of the new Head Start Act. They are trying to minimize the impact of the National Head Start Association in terms of lobbying and advocating on behalf of children and families. Regulations may or may not be in place in time to prohibit the next conference. This may be the last year that the National Head Start Association has a National Conference. Ms. Marie Desha shared that the Agency is responsible for lodging, airfare, meals and childcare reimbursement. She asked members to attend the travel prior to going.

Motion by Ms. McClendon to approve by show of hands two Representatives and two Alternates to attend the Conference. The first two Representatives will go to the Conference, the next two will be Alternates. Seconded by Ms. Brenda Huerta. Ms. Desha shared to make sure childcare is in place and to notify her immediately if unable to attend so an Alternate can be sent. The Conference is Friday through Tuesday, December 16th – 20th.

Ayes: 20. Nays: 0. Abstentions: 2 (Ms. Nelson and Mr. Clark). Motion Carried.

Nominees: Kim Creed, Sherry Gangloff, Kenesha Gray, Zabedeisha Grooms, Joanne Castillo, Lucia Hernandez, Loretta McClendon and Denise Nelson. Each nominee explained their interest in going to the Conference.

Vote results: Ms. Denise Nelson with 6 votes, and Ms. Loretta McClendon with 5 votes were elected Representatives.

Ms. Sherry Gangloff with 4 votes and Ms. Joanne Castillo with 2 votes were elected Alternates in the order given. Ms. Kim Creed, Ms. Keysha Davis, Ms. Zebedeisha Grooms and Ms. Lucia Hernandez received 1 vote each.

Whoever is elected Chair will attend the Michigan conference.

III. INFORMATION ITEMS (CONTINUED)

B. Upcoming Meetings, Trainings, Conferences and Events

Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz, Ms. Cathy Spivey, Ms. Judy Weber and Ms. Marie Desha – Ms. Hawkins reported that the latest edition of Building Readers will go out to all centers and Delegate Agencies for every parent. The Grandparent/Foster Parent Support Meeting is tomorrow, November 9. Flyer distributed. A Know your Legal Rights Workshop will be at Hometown Buffet Friday, November 18th. Must pre-register. Flyer distributed. Flyer entitled Words was distributed. Statistics show that rich people talk to their children more. For lower income children, abilities in letter recognition, math skills, following directions and vocabulary is low. Parents should speak more and use longer sentences with their children. The FLIP – Family Literacy Involvement Program – has new books this month in Spanish and English. There is no infant book this month. The Career Incentive Program reimburses parents for some of the costs of tuition and books for going to school. There is up to \$335 reimbursement for books. Family Services Workers have the paperwork at the centers. Please take back all information from meetings to the centers.

V. DISCUSSION

Ms. Huerta asked if the FSW's would be getting assistance. Ms. Sharon Adams shared that they just finished doing interviews and there was a team out there assisting. Ms. Campos-Peck shared that they are putting together a team and working out work plans on how to support FSW's.

PAC Members receive a SETA job announcement for every position that is open. Positions are also posted on the web.

There are security concerns at Nedra Court. The doors are always unlocked by necessity, which would allow someone to come in unnoticed. Staff may not be able to get to a phone. There are bells on the door and gates. Ms. Campos-Peck said they, along with the Parent Committee, should get together and look into getting a panic button for the back classrooms. Staff – either Ms. Campos-Peck, Ms. Engstrom or a Coordinator – will discuss this at next month's parent meeting.

Classes at Dos Rios start at 8:30 a.m. It was asked whether parents have to wait outside in the cold until 8:30 a.m., or if they may go in at 8:00 a.m. and wait with the child until 8:30. Ms. Campos-Peck said that beginning Thursday it will be okay. She will talk to staff because the classes in the afternoon are different because they are switching over from morning to afternoon. In general, parents are welcome early if there is a parent area. Ms. Adams added that parents may not sign in or drop children off until 8:30 a.m., but they can go into the building and wait in the parent area. This will be taken back to the Program Officers to see if there is an area where parents can wait until class starts.

VI. PUBLIC PARTICIPATION

Ms. Betty Walker, parent at Northview Head Start, thanked everyone who she was involved with over the past three years. She advised new board members that they have an opportunity to learn and advance beyond Head Start. Head Start is a great launching pad. Staff is here to support any parent who needs some encouragement.

Ms. Desha announced that there will be a Special Policy Council meeting 9:00 a.m., Tuesday, December 20th, 9:00 a.m., Boardroom. (Tentative due to Officer elections.) The PC/PAC Orientation will be Friday, January 6th, 9:00 a.m.-12:30, Boardroom, lunch provided after training. The PC/PAC and Delegate Agency Officer Training is Friday, January 13th, 9:00 a.m. – 12:00 p.m. Lunch provided from 12-1:00 p.m. The California Head Start Parent Conference will take place at the Sheridan Grand Hotel, January 17th- 18th; the General Conference will take place at the same location the 18th – 20th.

VII. ADJOURNMENT

The meeting was adjourned at 8:34 p.m.

MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

December 13, 2005
6:00 p.m.

I. Welcome

A. Call to Order/Roll Call

The meeting was called to order at 6:12 p.m. The Thought for the Day was read by Ms. Sherry Gangloff. Roll was called. Quorum confirmed.

Members Present:

Coral Lee Humphrey, (Alternate for Joanne Castillo)
Zebadeisha Grooms
Crystal Tepa
Kenesha Gray
Dionne Wilson
Brenda Huerta (6:20 arrival)
Minerva Gillette
Sara Fuentes
Sherry Gangloff
Rosalie Cornett
Shikira Hill
Kim Creed
Lillia Avina (6:20 arrival)
Veronica Rodriguez
Donald Clark
Denise Nelson

Members Absent:

Ms. Joanne Castillo (AP)
Ana Melara (E)
Themaris West (U)
Lucia Hernandez (U)

- A. **PAC Meeting Attendance Update** - Ms. Denise Nelson reviewed the absence reporting procedures.

III. Information Items

A. Standing Information

- Introduction of Newly Seated Representatives

New Representatives seated: Avonnee Diggs, Center of Praise; Nysheka Robinson, Crossroads; Cesar Garcia, Hillsdale; Camilla Varo, Job Corp; Tina Jimenez, LaRiviera; Yvette Lee (Smith), Alternate for Joanne Castillo, New Helvetia 1; Inez Whitlow, Foster Parent Representative; Eileen Rowland, Grandparent Representative; Keysha Davis, Past Parent/Community Representative.

New Representatives absent: Belinda Davenport, Countrywood (U); Guadalupe Morales, CSUS (U); Tessa Solomon, Early Head Start (U); Monica Mejia, Home Base (U); Jenny Echols, Auberry Park (U);

II. **Consent Items (2004-2005 Parent Advisory Committee)**

- A. Approval of Minutes for PAC Meeting of November 8, 2005** – Background read by Ms. Denise Nelson. Motion by Ms. Gangloff to approve the minutes by show of hands. Seconded by Ms. Minerva Gillette. Ayes: 24. Nays: 0. Abstentions: 1 (Ms. Denise Nelson). Motion carried. (Typo corrections to be given to Clerk of the Committee.)

III. **Information Items (Continued)**

A. Standing Information

- Ice Breaker - Board Members and staff played an ice breaker activity called Human Bingo.
- Head Start and Program Governance Overview – Ms. Norma Johnson, Deputy Executive Director of Head Start Children and Family Services, explained the Head Start Shared Governance Organization Chart handout and how SETA is the Grantee over the Delegate Agencies. Head Start has a budget of 50 million dollars to serve 6,370 children and families through Head Start, Early Head Start and State funded programs. SETA's Governing Body is composed of five people: two from the City Council, Robie Waters, Bonnie Pennell; two from the County Board of Supervisors, Don Nottolli, Illa Collin; and one from the public sector, Sophia Scherman. SETA Head Start has another governing body which is the Policy Council, of which six of the Parent Advisory Committee members sit. Ms. Johnson explained the difference between Policy Councils and the Policy Committees. The Parent Advisory Committee assists in making decisions, deciding policy, interviewing and hiring staff associated with the SETA Operated Program. The Policy Council is responsible for what happens in the County in all of the programs, including SETA Operated. Ms. Denise Lee is Program Manager for the centers. The process for handling issues is, first take it to the Site Supervisor, then to the Program Officer, then to Ms. Lee. Ms. Buffie Engstrom is in charge of Administration.

B. How to Present and Make a Motion

- Ms. Denise Nelson, Chair – Ms. Nelson went over the How to Make a Motion handout. Ms. Marie Desha asked Members to familiarize themselves with the parliamentary terms.

IV. **Action Items**

- A. Election of Parent Advisory Committee Officers 2005-2006** - Background information read by Ms. Denise Nelson. Motion by Ms. Sherry Gangloff to elect the Parent Advisory Committee Officers by show of hands vote. Seconded by Ms. Kenesha Gray. Ayes: 24. Nays: 0. Abstentions: 1 (Ms. Nelson). Motion carried.

Duties of Officers read by Ms. Nelson in sequence.

(Ms. Camilla Varo excused at 7:08 p.m., prior to the election of the Chair.)

Vote results:

Chair: The sole nominee was Ms. Denise Nelson. With a unanimous vote, Ms. Nelson was elected Chair.

(The following nominees explained why they want to hold the prospective positions.)

Vice Chair: Nominees were Sherry Gangloff (19 votes) and Keysha Davis (4 votes). Ms. Gangloff was elected Vice Chair. (The Chair abstained.)

Secretary: Nominees were Shikira Hill (17 votes) and Tina Jimenez (5 votes). Ms. Hill was elected Secretary. (The Chair abstained.)

Treasurer: Nominees were Tina Jimenez (12 votes) and Cesar Garcia 10 votes). Ms. Jimenez was elected Treasurer. (The Chair abstained.)

Parliamentarian: The sole nominee was Minerva Gillette. With 23 votes, Ms. Gillette was elected Parliamentarian. (The Chair abstained.)

- B. Selection of Parent Advisory Committee Members 2005-2006** - Background information given by Ms. Nelson. Motion by Ms. Gray to place Members on each Parent Advisory Committee by of show of hands vote. Seconded by Ms. Gangloff. Ayes: 23. Nays: 0. Abstentions: 1 (Ms. Denise Nelson). Motion carried.

Personnel/Bylaws Committee Representatives: (Further background provided by Ms. Desha.) Selected Representatives were Minerva Gillette (Parliamentarian), Shikira Hill, and Crystal Tapa.

Budget/Planning Committee: (Further background provided by Ms. Johnson.) Selected Representatives were Cesar Garcia, Inez Whitlow, and Avonnee Diggs.

Social/Hospitality/Fundraiser Committee: (Further background provided by Ms. Desha.) Selected Representatives were Shikira Hill (Secretary), Tina Jimenez (Treasurer), and Keysha Davis.

Program Area Committees (Additional Representatives were requested by Ms. Engstrom.)

- **Child Development & Health Services Committee:** (Further background provided by Ms. Denise Lee.) Selected Representatives were Sherry Gangloff, Kim Creed, Tina Jimenez and additional Representative, Brenda Huerta.
- **Family & Community Partnerships/Training Committee:** (Further background provided by Ms. Engstrom.) Selected Representatives were Yvette Lee (Smith), Kenesha Davis, Zebadeisha Grooms, and additional Representatives, Sara Fuentes, Rosalie Cornett, and Nysheka Robinson.

Monitoring/Evaluation (Self Assessment) Committee: (Committee of the Whole.)

Food Services Committee: (Further background provided by Ms. Engstrom.) Selected Representatives were Crystal Tapa, Shikira Hill, Minerva Gillette and Rosalie Cornett.

Early Head Start Committee: (Further background provided by Ms. Denise Lee.) Selected Representatives were Tina Jimenez, Zebadeisha Grooms, and Yvette Lee (Smith).

- C. Election of Representative and Alternate to the SETA Head Start/Early Head Start Community Partnerships Advisory Committee (CPAC)** - Ms. Nelson read background information. Motion by Mr. Donald Clark to elect one Representative and one Alternate by show of hands vote. Seconded by Ms. Grooms. Ayes: 22. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Hill.) Motion carried.

(Each Representative gave their reasons for wanting to hold the position.)

Vote results: Nominees were Zebadeisha Grooms (13 votes) and Donald Clark (9 votes). Ms. Grooms was elected Representative; Mr. Clark was elected Alternate. (Abstentions: Ms. Nelson and Ms. Hill.)

- D. Election of Representative and Alternate to the SETA Head Start/Early Head Start Health Services Advisory Committee (HSAC)** - Ms. Nelson read background information. (Further background provided by Ms. Engstrom.) Motion by Ms. Tapa to elect one Representative and one Alternate by show of hands vote. Seconded by Ms. Grooms. Ayes: 23. Nays: 0. Abstentions: 1 (Ms. Nelson).

Vote results: Nominees were Donald Clark (4 votes), Crystal Tapa (2 votes), Dionne Wilson (9 votes), Sherry Gangloff (4 votes) and Kim Creed (4 votes). Each gave their reasons for wanting to hold the position. Ms. Wilson was elected Representative. A second vote was called to break the 3-way tie (4 votes each) for Alternate.

Tie-breaker vote results: Mr. Clark (11 votes), Ms. Gangloff (4 votes), Ms. Creed (7 votes). Mr. Clark was elected Alternate.

All Officers took their seating positions.

III. Information Items (Cont')

- Introduction of Staff – No new staff.

- Upcoming Meetings/Trainings/Conferences/Events – Background given by Ms. Nelson.
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber, Social Services/Parent Involvement Specialists – Ms. Spivey handed out information. Ms. Nelson handed out a flyer for Ms. Julita Bentz on Countrywide Transition Fair, Preparing Your Children for Kindergarten, 9:00 a.m.-1:30 p.m., February 3, 2006, SETA Head Start. Lunch provided. The first 75 to attend will receive a free backpack. No child care provided. Contact Julita Bentz, 263-8124. Please invite at least three parents from your center to attend.
 - Ms. Engstrom shared that the Grandparent Support Group meeting is tomorrow between 9:00 -9:30 to noon. Food will be provided. Saturday there will be a Daddy and Me activity at Hiram Johnson, 12:00-3:00 p.m. Child care provided. Some Members had not received event information at their centers. Effective immediately, quantities of flyers will be provided at PAC meetings for Members to take back to their centers.
 - Ms. Spivey explained the new self-assessment tools (Program Assessment, and Monitoring) that she and Ms. Belinda Malone, Team Leaders, will be using. Centers will be assessed monthly to go over strengths and areas that need improvement. A report will be provided in February to the PAC and PC, and the final exit report will be given in May. The Sharon Neese Center will be assessed tomorrow, and New Helvetia 2 on Thursday.
 - Policy Council Special Meeting, Tuesday, December 20, 2005, 9:00 a.m.-Canceled. Next Policy Council Special Meeting, Wednesday, December 21, 2005, 9:00 a.m., SETA Board Room. Ms. Engstrom shared that there are three hiring lists that need to be approved. Whoever is on the PC is asked to participate.
 - 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). Attend only if you have child care is available. Light rail passes are available (See Ms. Desha). Ms. Gray, Ms. Davis, Ms. Creed, Ms. Yvette Lee (Smith) and Ms. Fuentes will attend, in addition to those previously signed up.
 - 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 – None.
- Parent/Staff Recognitions – PAC Representatives/Staff – Ms. Nelson gave appreciation gifts to staff and Committee Members.
- Child Care Center Food Menu – Attached.

V. Committee Reports

- Executive Committee
 - Critique of the Parent Advisory Committee, November 8, 2005, read by Ms. Gangloff.

VI. Other Reports

- Chair's Report – Ms. Nelson shared further information on the CHSA Parent Conference and Annual Educational Conference January 17-20, 2006. Ms. Nelson named keynote speakers and topics for the wide variety of workshops for parents and staff.
- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Brenda Huerta, Ms. Kenesha Gray, Ms. Joanne Castillo and Mr. Donald Clark - Ms. Grooms shared that she attended her first meeting which covered introductions. Ms. Gangloff shared that they voted and elected PC/PAC Members to go to Washington DC.
- Head Start Deputy Executive Director's Report – Ms. Norma Johnson – No report.
- Manager - Administration Operations Report – Ms. Buffie Engstrom shared that she has Labor Relations, Personnel, Substitutes, Staff Development, Parent Training, Family Partnerships, Self Assessment, Monitoring and Content for the County. She asked parents to help screen applications and sit on the panel exams either a day or morning next week. There are currently 23 openings for Associate Teacher. Volunteers were Ms. Kenesha Gray, Ms. Keysha Davis, Ms. Rosalie Cornett, Ms. Avonnee Diggs, Ms. Sara Fuentes, Ms. Brenda Huerta and Ms. Yvette Lee (Smith).
- Manager - Grantee Program Operations Report – Ms. Denise Lee welcomed Members to their new seats and thanked them for participating on the PAC. Ms. Lee oversees the Educational, Mental Health, and Special Education Services at the centers. It is extremely important for PAC parents to give their input and feedback because they represent the parents at the centers.
- Manager - Program Support Services Report – Ms. Brenda Campos-Peck – No report.
- Manager - EHS, Special Projects and Community Partnerships Report – Vacant.

VII. Center Updates

The children at Ms. Gray's center (Freedom Park) made a quilt for display. Ms. Grooms's teacher (at Broadway ELC) gives her child a book everyday to take home and return the next day. Each day, Ms. Grooms and her son read together, which is a strong activity.

VIII. Discussion

Ms. Gangloff shared that at the last parent meetings she attended (at Mather), parents had food but children didn't; they were given crackers and water. She doesn't know if it is a money issue or a menu issue. Ms. Engstrom shared that the parents choose how to have their parent meetings, and it would be worth while to ask the Site Supervisor and Family Services Worker to see if this is how it was originally set up. Ms. Engstrom shared that Ms. Gangloff would be receiving a parent meeting budget at the PAC meeting and will see exactly how much money there is. She instructed her to follow up with Ms. Sharon Adams, Program Officer over Family and Parent Involvement in the SETA Operated Program (263-3727).

Ms. Gray's son had Lap D testing and it was determined there was something lacking. She inquired whether there was a way for parents to receive test packets to take home and go over with their children. Ms. Lee instructed her to talk to her teacher about activities and ask for things to take home. A good time to discuss the educational goals would be at parent meetings or conferences, which are held every other month. Lesson plans are posted in the classrooms. Check with your teacher each day at check-in and check-out times. Requirements for assessment is within the first 45 days of enrollment, with rescreening within 12 months or at the child's next birthday. If parents feel their child needs to be reassessed, they will rescreen.

IX. Public Participation

Ms. Nelson thanked Spanish Translator, Mr. Diego Arauco, for attending the meeting.

X. Adjournment

Meeting adjourned at 8:45 p.m.

ITEM III-A – ACTION ITEM

ELECTION OF POLICY COUNCIL ALTERNATES 2005-2006 (PAC)

BACKGROUND:

There are currently six (6) Alternate positions 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:

That the Parent Advisory Committee elect six (6) Alternates to the Policy Council.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION ITEM

REVIEW OF APPLICATION AND ELECTION OF GRANDPARENT REPRESENTATIVE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Grandparent Application to be reviewed and to elect candidate for Program Year 2005-2006.

RECOMMENDATION:

That the Parent Advisory Committee elect one (1) Grandparent Representative.

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
 - Ms. Alma Walton, Ms. Belinda Malone, Mr. Robert Silva and Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber, Social Services/Parent Involvement Specialists
 - 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).
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- Program Content Area/Mental Health Report – Ms. Melanie Nicolas
- 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 – Mr. Donald Clark and Ms. Inez Whitlow
- 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 Committee to present a report

- ✓ Executive Committee
 - Critique of the Parent Advisory Committee, December 13, 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) – Committee of the Whole
- ✓ Community Advocating Male Participation (C.A.M.P.) – Vacant
- ✓ Food Services Committee
- ✓ Early Head Start Committee
- ✓ Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms (Representative)
- ✓ Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson (Representative)

NOTES:

PAC EXECUTIVE COMMITTEE CRITIQUE
OF THE NOVEMBER 8, 2005 MEETING

GOOD	NEEDS IMPROVEMENT
1. Participation by new Representatives	1. Cell phones should be turned off
2. Attendance by SETA Head Start and staff	2. Side bars (talking without being recognized by the Chair)
3. Lori Black taking excellent notes and conveying them so clearly	3. Leaving seat without being acknowledged by the Chair
4. Chair, Denise Nelson – Great job.	

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) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Kenesha Gray, Ms. Sarah Fuentes, Thamaris West and Mr. Donald Clark
- Head Start Deputy Executive Director's Report - Ms. Norma Johnson
- Manager - Administration, Staff Development and Parent Services Report - Ms. Buffie Engstrom
- Manager - Program Support Services Report - Ms. Brenda Campos-Peck
- Manager, Child Development and Education Services Report - Ms. Denise Lee
- 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:
