

Thought for the Day: "How far we travel in life matters far less than those we meet along the way."

Author: Anonymous

GOVERNING BOARD

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City of Sacramento

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SPECIAL MEETING OF THE HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Wednesday, May 17, 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.

ADMINISTRATION

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815
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Fax: (916) 263-3779
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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 April 25, 2006
- III. Action Items
 - A. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Budget
 - B. Approval of Fiscal Year 2006-2007 Three Year Program Narrative
 - C. Approval of Three Year Program Goals and Objectives
 - D. Approval of Fiscal Year 2006-2007 Head Start and Early Head Start Center Locations
- IV. Information Items
 - A. Standing Information
 - Introduction of New Staff
 - Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey and/or Ms. Judy Weber, Social Services/Parent Involvement Specialists

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report (February, April, June, August, October) – Ms. Beverly Sanford
- Program Content Area/Mental Health Report (February, April, June, August, October) – Ms. Melanie Nicolas
- California Head Start Association (CHSA) Report
- Fiscal Report (February, May, August, November) 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, April 25, 2006
- 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.) – Mr. Roy Shier
- 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. Paula Stackhouse, Mr. Donald Clark and Ms. Ana Melara
- 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: Thursday, May 11, 2006

ITEM I-A – ROLL CALL

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

- ___ **Vacant**, Auberry Park Head Start
- ___ Coral Humphrey, 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**, Florin Meadows Head Start
- ___ Kathy Ruiz, Franklin Head Start
- ___ Kenesha Gray, Freedom Park Head Start
- ___ Dionne Wilson, Fruitridge Head Start
- ___ Vickie Snoe, Galt Head Start
- ___ **Vacant**, Grace Lutheran Head Start
- ___ Brenda Huerta, Grant Skills Center
- ___ Rebekah Boone, 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
- ___ Ana Melara, Marie Cleveland's Bright Beginnings Head Start
- ___ Sherry Gangloff, Mather Head Start
- ___ **Vacant**, Mulberry Commons Head Start
- ___ Carmen Huerta, 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
- ___ **Vacant**, Phoenix Park Head Start
- ___ **Vacant**, Sharon Neese Early Learning Center
- ___ Kim Creed, Sierra View Head Start
- ___ **Vacant**, Strizek Head Start
- ___ Paula Stackhouse, Vineland Head Start
- ___ Lynda Paulsen, Walnut Grove Head Start
- ___ Veronica Rodriquez, 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
- ___ **Vacant**, Past Parent/Community Representative
- ___ Keysha Davis, Past Parent/Community Representative

New Representatives to be seated:

- ___ Ranisha Tenner, Countrywood Head Start
- ___ Wendy Goins, Early Head Start/Home Base Head Start
- ___ Roy Shier, Male Involvement Representative

ITEM I-B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 8, 2005

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE PROGRAM YEAR 2005-2006

	CENTER	11/8	12/13	1/10	2/14	3/14	4/25	5/9	6/13	7/11	8/8	9/12	10/10
Vacant	AP												
Coral Humphrey Seated 3/06	BC					X	X						
Zebadeisha Grooms Seated 11/05	BLC	X	X	U	X	X	X						
Avonnee Diggs S/B Seated 11/05	COP	U	X	X	X	X	U						
Ranisha Tenner S/B Seated 04/06	CW						U						
Nysheka Robinson Seated 12/05	CR		X	X	U	X	X						
Vacant	CSUS												
Crystal Tapa Seated 11/05	DR	X	X	X	X	U	X						
Vacant	EHS/HB												
Kathy Ruiz Seated 03/06	F					X	X						
Vacant	FM												
Keneshia Gray Seated 11/05	FP	X	X	U	X	X	X						
Dionne Wilson Seated 11/05	FT	X	X	X	X	X	X						
Vickie Snoe Seated 03/06	G					X	X						
Vacant	GL												
Brenda Huerta Seated 11/05	GSC	X	X	X	X	X	X						
Rebekah Boone S/B Seated 03/06	H					U	X						
Monica Mejia S/B Seated 11/05	HB	U	X	X	X	E	E						
Vacant	HB												
Camilla Varo Seated 12/05	JC		X	E	X	U	U						
Minerva Gillette Reseated 03/06	K					X	U						
Tina Jimenez S/B Seated 11/05	LAR	U	X	X	X	E	U						
Sara Fuentes Seated 11/05	LVS	X	X	X	E	X	U						
Ana Melara Seated 11/05	MCBB	X	E	X	X	X	X						
Sherry Gangloff Seated 11/05	M	X	X	X	X	X	X						
Vacant	MULBC												
Carmen Huerta Seated 04/06	NC						X						
Vacant	NH1												
Vacant	NH2												
Rosalie Cornett Seated 11/05	NV	X	X	X	X	X	X						
Vacant	N												
Vacant	PA												
Vacant	PP												
Vacant	S												
Vacant	SN												
Kim Creed Seated 11/05	SVE	X	X	X	X	X	X						
Paula Stackhouse Seated 02/06	V				X	X	X						
Lynda Paulsen S/B Seated 12/05	WG		E	E	X	X	X						
Veronica Rodriguez Reseated 01/06	WP			X	X	X	X						
Inez Whitlow S/B Seated 11/05	FPR	U	X	X	X	X	E						
Vacant	FPR												
Donald Clark Reseated 03/06	GPR					X	X						
Vacant	GPR												
Vacant	MIR												
Denise Nelson Seated 11/05	OGC	X	X	X	X	X	X						
Keysha Davis S/B Seated 11/05	PPR	E	X	X	U	X	X						
Vacant	PPR												

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	LVS:	LaVerne Stewart
COP:	Center of Praise	M:	Mather
CR:	Crossroads Garden	MCBB:	Marie Cleveland Bright Beginnings
CSUS:	CA State University, Sacramento	MULBC:	Mulberry Commons
CW:	Countrywood	N:	Norwood
DR:	Dos Rios	NC:	Nedra Court
EHS:	Early Head Start	NH1:	New Helvetia 1
FM:	Florin Meadows	NH2:	New Helvetia 2
FR:	Franklin	NV:	Northview
FP:	Freedom Park	PA:	Parker Avenue
FT:	Fruitridge	PP:	Phoenix Park
G:	Galt	SN:	Sharon Neese
GL:	Grace Lutheran	S:	Strizek
GSC:	Grant Skills Center	SVE:	Sierra Vista Elementary
H:	Hillsdale	V:	Vineland
HB:	Home Based	WG:	Walnut Grove
JC:	Job Corps	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
APRIL 25, 2006

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of April 25, 2006.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

April 25, 2006
6:00 p.m.

V. Welcome

A. Call to Order/Roll Call

The meeting was called to order at 6:10 p.m. The Thought for the Day was read by Ms. Paula Stackhouse. Roll was called; quorum confirmed.

Members Present:

Coral Humphrey
Nysheka Robinson (6:25 arrival)
Zebadeisha Grooms
Crystal Tapa
Kathy Ruiz
Kenesha Gray
Dionne Wilson
Vickie Snoe
Brenda Huerta
Ana Melara
Sherry Gangloff
Rosalie Cornett
Kim Creed
Paula Stackhouse
Lynda Paulsen
Veronica Rodriquez
Donald Clark
Denise Nelson
Keysha Davis

Members Absent:

Avonnee Diggs (U)
Monica Mejia (E)
Camilla Varo (U)
Minerva Gillette (U)
Tina Jimenez (U)
Sara Fuentes (U)
Inez Whitlow (U)

New Representatives Seated:

Rebekah Boone, Hillsdale Head Start; Carmen Huerta; Nedra Court Head Start.

New Representatives Absent:

Ranisha Tenner, Countrywood Head Start; Aracely Cerpas, Nedra Court Head Start (Resigned)

VI. Consent Items

- C. Approval of Minutes for PAC Meeting of March 14, 2006 – Background by Ms. Denise Nelson. Motion by Ms. Kim Creed to approve the PAC minutes by show of hands vote. Seconded by Ms. Stackhouse. Correction: On page 2, Item IV-A, fourth bullet, change “Betty” to *Betsy* (Haas). Ayes: 18. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Kathy Ruiz). The minutes were approved as corrected.

III. Action Items

- A. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Budget – Background read by Ms. Nelson. Discussion: Ms. Nelson shared that the attached “Basic T/TA” and “Schedule H Other” budgets need to be changed from “FY 2005-2006” to *FY 2006-2007*. Ms. Norma Johnson asked that this item be tabled because the attached budget version does not include the new addition of the Hispanic Conference (under Parent Services and Staff). Motion by Ms. Zebadeisha Grooms to table this item by show of hands vote. Seconded by Ms. Creed.

Ayes: 18. Nays: 0. Abstentions: 2 (Ms. Nelson and Ms. Ruiz.)

E. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Training/Technical Assistance (T/TA) Grant Application – Background information read by Ms. Nelson.

Discussion: In answer to Mr. Donald Clark's question, Ms. Buffie Engstrom explained the "Coordination of Preschool and Daycare" under "Areas of Improvement" in the T/TA Budget. Preschool is 4 hours per day. Full-day care is for the whole day. Some parents need full-day care, but do not qualify for the full-day criteria of going to work or school. An area of improvement is to assist parents in locating day care for the rest of the day. In the past Mr. Clark noticed that computer training, particularly at the Head Start Administrative Office, had been underutilized by parents. He asked what had been done to increase parent utilization. Ms. Engstrom shared that flyers are frequently given to all PAC Representatives to take back to the centers; flyers are sent directly to the centers; flyers are given to supervisors at site supervisor meetings; flyers are given to family services workers to take to the parents, but few parents take advantage of the free, self-paced training opportunity. Ms. Engstrom will ask Mr. Donald Schmidt, Information Technology Analyst, to come to one of the PAC meetings to introduce himself.

Motion by Ms. Stackhouse to approve the Grant Application by show of hands vote. Seconded by Ms. Crystal Tapa. Ayes: 18. Nays: 0. Abstentions: 3 (Ms. Nelson, Ms. Ruiz and Ms. Nysheka Robinson [arrived late].)

VII. Information Items

A. Standing Information

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers explained the ADA Report included in the agenda. ADA begins when parents sign in and out at the Head Start centers each day. The amount of children that are present and those who are excused are calculated to come up with the monthly daily attendance. The ADA is then put into a percentile to show where SETA is percentage-wise for each center. When centers are below 85 percent, SETA looks at the attendance to determine the causes of absenteeism.
- Introduction of New Staff – None.
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey and/or Ms. Judy Weber, Social Services/Parent Involvement Specialists – Ms. Julita Bentz, Education Specialist, shared on the Disaster Conference, Saturday, April 29, 12-3:00 p.m., at Hiram Johnson High School. Flyers should now be posted at all centers. To RSVP, call Cathy Spivey at 263-4062. All of the events are free learning experiences. Child care and lunch is free. The Grandparent/Foster Parent Monthly Support Group meeting will be Wednesday, May 10, 2006, 9:00 a.m. – 12:00 p.m., SETA Redwood Room. Mr. Donald Schmidt will provide computer training. Parent Expectations Support Achievement is another topic to be presented by Ms. Bentz and Ms. Alma Walton. Pencil boxes and transition envelopes are being prepared for parents with children transitioning into kindergarten. Transition Steering Committee meetings are held the last Tuesday of each month at 9:30 a.m. at Del Paso Blvd. Call Ms. Bentz at 263-8124 for information.
 - NHSA 33rd Annual Head Start Association Training Conference – May 10-13, 2006 (Wednesday – Saturday), Detroit, Michigan – Ms. Nelson and Ms. Grooms will be attending this year's Conference.
- NHSA Scholarships/Awards and Region IX Head Start Association Education Scholarships Awards – An information and application packet was distributed. Submission deadline is May 8th. See Ms. Marie Desha if you need assistance with the application. The Dollars for Education (the Region IX Head Start Education Scholarship Award for \$1,000) application deadline is May 31st. Flyer distributed. Ms. Desha shared that all the center staff have received applications.

- Monthly Special Education Report – Ms. Beverly Sanford explained the Special Education Report which was distributed. The report charts the percentage of enrolled children with a diagnosed disability in each Head Start program. SETA is currently at 10 percent. She asked that the listed percentage for Sac. City Unified School District be corrected to reflect the actual 8 percent, rather than 9 percent as listed in the report.
 - Program Content Area/Disabilities Services Report (February, April, June, August, October) – Ms. Beverly Sanford gave an overview and update. For the month of May Ms. Sanford will be revising and going over the Disabilities Services Plan, which provides strategies for meeting the special needs of children with disabilities and their parents. She will provide the Early Childhood Development and Health Services Committee with a revised copy. She would like to meet with the Committee in June to go over the Plan. Ms. Sanford thanked Ms. Lynda Paulsen (PAC Representative) and Ms. Sherry Carlisle who met with her to discuss River Delta School District issues. Ms. Sanford is drafting a letter and requesting a formal meeting with the special education coordinator; parents should see some action taken soon. Parents may call Ms. Sanford, 263-3056, with questions.
 - Program Content Area/Mental Health Report (February, April, June, August, October) – Ms. Melanie Nicolas shared that at the beginning of April there was a Health Services Advisory Committee meeting. Ms. Michelle Callejas, Program Coordinator from the Sacramento County Mental Access Team, is a new member on the Committee. There is a new licensed mental health professional, Ms. Marilyn Palmer, who joined the Committee the second month of April. Ms. Palmer will be working with Ms. Nicolas and Dr. Art Magaña in providing preliminary assessment to children, child observation, and writing reports for recommendation, to either their pediatrician or mental health provider. Ms. Nicolas strongly encouraged PAC Representatives to attend at the Early Childhood Development and Health Services Committee. (Last week only one person attended.) These meetings are great opportunities to provide input on how services can be improved. April is Child Abuse Prevention Month. SETA has provided the centers with posters and brochures. The new Mental Health Services Protocol document will be used by PRISM reviewers beginning in 2006. It highlights specific programs and services that SETA should provide at the centers. One of the areas in which SETA would like to improve is parent education in discussing mental family violence, substance abuse, child abuse and neglect, and depression. Hopefully by this fall, each parent will receive a handbook, through parent orientation or parent meeting.
 - California Head Start Association (CHSA) Report – No report.
 - Fiscal Report (February, May, August, November) Mr. Kim Peck explained the Head Start/Early Head Start Expenditure & Budget Analysis and Cluster Budget Reports provided in the agenda. Head Start and Early Head Start are at 65 percent of the \$22,665,390 budget. SETA has until July 31, 2006 to spend the money. Monies not spent go back to the federal government. The Cluster Budget Reports show center expenditures and are kept track of on a monthly basis.
 - Community Resources/Recognitions – Parent Advisory Committee Representative/Staff – None.
 - Parent/Staff Recognitions – None.
 - Grandparent/Foster Parent Report – Mr. Donald Clark and Ms. Inez Whitlow – No report.
 - Child Care Center Food Menu – attached.
- B. California Department of Child Support Services (CDCSS) – Ms. Nelson read the letter from the CDCSS (attached), and advised Representatives to read at their convenience and call their office, (916) 464-5188, if they have questions.
- C. Governing Board Meeting Minutes – attached.

V. Committee Reports

- Executive Committee
 - Critique of the Parent Advisory Committee, March 14, 2006, was read by Ms. Kathy Ruiz.
- Personnel/Bylaws Committee – The next meeting is Friday, May 19, 9:00 a.m.

- Budget/Planning Committee – The next meeting is Monday, May 1, 12:30 p.m.
- Social/Hospitality/Fundraising – No meeting.
- Program Area Committee Reports:
 - Early Childhood Development and Health Services Committee – The next meeting is Thursday, May 18, 1:30-3:30 p.m.
 - Family and Community Partnerships/Training Committee – The next meeting is Tuesday, May 16, 9:30 a.m.
 - Monitoring/Evaluation Committee (Self-Assessment) – Committee of the Whole.
- Community Advocating Male Participation (C.A.M.P.) – (Position vacant; no meeting dates received.) Mr. Roy Shier shared that last weekend there was a model airplane event at Marvin Marshall. It was fairly well attended. The children had fun. There were radio-controlled aircraft demonstrations and they made gliders. Lots of pizza was served. Flyers should be coming out next week for the baseball event at Raley Field, Sunday, June 4th at 1:00 p.m. At 10:00 a.m., there will be a tailgate party/picnic at Crocker Park, across the street from the Crocker Art Gallery, where baseball game tickets will be handed out. Families can walk to Raley Field from the park, or drive and park in the River Cats parking areas for approximately \$6.
- Food Services Committee – The next meeting is Wednesday, May 17, 5:00 p.m.
- Early Head Start Committee – The next meeting is Thursday, May 25, 10:00 a.m.
- Community Partnerships Advisory Committee (CPAC) – Ms. Zebadeisha Grooms (Representative) – Meeting to be announced.
- Health Services Advisory Committee (HSAC) – Ms. Dionne Wilson (Representative) – Meeting to be announced.

Ms. Nelson shared that she attended the Early Childhood and Health Services Committee, the Budget and Planning Committee and the Early Head Start Committee meetings -- not as a seated committee member, but just to get information -- and she was the only person there. Ms. Nelson explained that (staff) goes through a lot to prepare for these meetings, and there is good information that is missed out on by not attending. Those who are members on a committee should not complain if they do not attend the meetings. (Ms. Desha shared that there were other Representatives at the Budget and Planning Committee meeting.)

VI. Other Reports

- Chair's Report – Ms. Nelson attended a CHSA cluster meeting and met a lot of people from other areas of California who work and advocate for children services. CHSA has a web site that posts information about the meetings.

Ms. Nelson acknowledged Ms. Stephanie Turner, Alternate #1 at La Riviera Head Start, who was present to observe the PAC meeting.

The Public Policy Symposium (usually held in April) was cancelled this year. Ms. Desha shared it is an opportunity for parents to meet with legislators and share their personal and community concerns. Every year the PAC and PC has had an opportunity to go to this event to share information. Hopefully it will happen next year.

Bylaws modifications are due by Wednesday, May 17.

Ms. Nelson brought to the meeting voter registration information/registration forms for Representatives who have had a change of address or need to register.

- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Zebadeisha Grooms, Ms. Kenesha Gray, Ms. Paula Stackhouse, Mr. Donald Clark and Ms. Ana Melara – Ms. Gangloff shared that it was a good meeting, but she had no full report to share. Ms. Stackhouse shared that although her name is listed for reporting, her first meeting won't be until May 2nd.
- Head Start Deputy Executive Director's Report - Ms. Norma Johnson shared that

as of yesterday she accepted a position with the San Diego Head Start program as the Director. Her last day is May 30th.

- Manager - Administration, Staff Development and Parent Services Report - Ms. Buffie Engstrom thanked Ms. Nelson for coming to all the meetings last week and for helping in the Personnel Department. She invited other parents to come. She apologized to Ms. Nelson for an incident that occurred in the T/TA meeting.
- Manager - Program Support Services Report - Ms. Brenda Campos-Peck shared that seven new family services workers were hired, and hopefully all centers now have them. She shared that two new Head Start centers will be opening. Galt's new center, Grizzly Hollow, is scheduled to open approximately in August. It will have one preschool and one toddler classroom. There will be no Early Head Start the first year. Phoenix Park is expected to open in August. It will have two preschool classes and one toddler class.
- Manager, Child Development and Education Services Report - Ms. Denise Lee – No report.
- Manager - EHS, Special Projects and Community Partnerships Report – Vacant.

XI. Center Updates

Ms. Tapa shared that they (parents) finally had a parent meeting at her center (Dos Rios).

Ms. Stackhouse shared that last month they (Vineland) started a two-page classroom newsletter. The newsletter, which is run by one of the parents, contains center activities. This parent has offered to train other parents who would like to publish a center newsletter.

XII. Discussion

At last month's PAC meeting Ms. Virginia Snoe shared her concerns regarding speed limits and poor parking conditions at Galt Head Start. She also contacted the City of Galt regarding speed limits and the need for a crosswalk near the center. The City of Galt has approved a crosswalk as soon as the budget allows it.

Ms. Snoe shared that she has not had a parent meeting since she has been at Galt Head Start. There have been posted trainings for traffic safety, etc., and she is not sure if the trainings are considered parent meetings. Ms. Lisa Carr, Program Officer, will find out about Galt's parent meetings and report back.

Ms. Tapa is concerned that her child's center (Dos Rios) is going to close and asked what parents can do to keep it open. Ms. Johnson shared that this is the third or fourth year they have struggled to keep children enrolled at that center. The center has had extremely low enrollment and even lower attendance, with only three children in attendance at times. One teacher had to literally go house to house to get the children to come to school. Because SETA has to employ an associate teacher and a center director, it is not cost-effective. SETA plans to use Dos Rios in a collaborative program with River Oaks next year. Centers closest to the Dos Rios area are Sharon Neese Center, Northview, and Washington Elementary. Ms. Johnson shared that someone from this (SETA) office will go to the next parent meeting to explain the situation.

Ms. Stackhouse shared she has very good communication with staff at her center. Staff arranges center meetings around parent's schedules.

XIII. Public Participation

None.

XIV. Adjournment

7:25 p.m.

ITEM III-A – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2006-2007
HEAD START/EARLY HEAD START BUDGET
(Continued Item from Meeting of Tuesday, April 25, 2006)**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start budget for Fiscal Year 2006-2007 in the amount of \$38,801,198 for Head Start, and \$4,656,217 for Early Head Start. The Budget/Planning Committee met five times with Ms. Norma Johnson, Deputy Executive Director, Head Start Children and Family Services, to provide input on the budget.

Ms. Norma Johnson will be available to answer any questions

RECOMMENDATION:

That the Parent Advisory Committee approves the Head Start/Early Head Start Budget for Fiscal Year 2006-2007.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2006-2007
THREE YEAR PROGRAM NARRATIVE**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2006-2007 Three Year Program Narrative. The Program Narrative will be sent under separate cover.

Ms. Norma Johnson will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves Fiscal Year 2006-2007 Three Year Program Narrative.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2006-2007
THREE YEAR PROGRAM GOALS AND OBJECTIVES**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Three Year Program Goals and Objectives. The Three Year Program Goals were developed by the Policy Council, Policy Committee, Parent Advisory Committee Representatives who attended the Annual Parent Leadership Institute recently held in Concord, CA. Directors at a recent director’s meeting added recommendations to reflect county-wide goals. The three year strategies to meet these goals were recently developed by SETA Head Start staff.

Please see attachment.

Ms. Buffie Engstrom will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves Three Year Program Goals and Objectives.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2006-2007 HEAD START AND
EARLY HEAD START CENTER LOCATIONS**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Head Start and Early Head Start center locations for Fiscal Year 2006-2007.

The listing of SETA-Operated Program center locations is attached for your review.

Staff will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves Fiscal Year 2006-2007 Head Start and Early Head Start center locations.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION ITEMS

STANDING INFORMATION

BACKGROUND:

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

IV. Information Items

A. Standing Information

- Introduction of New Staff
- Upcoming Meetings/Trainings/Conferences/Events
 - Ms. Alma Hawkins, Ms. Belinda Malone, Mr. Robert Silva, Ms. Julita Bentz, Ms. Cathy Spivey and/or Ms. Judy Weber, Social Services/Parent Involvement Specialists
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report (February, April, June, August, October) – Ms. Beverly Sanford
- Program Content Area/Mental Health Report (February, April, June, August, October) – Ms. Melanie Nicolas
- California Head Start Association (CHSA) Report
- Fiscal Report (February, May, August, November) 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, April 25, 2006
- Personnel/Bylaws Committee
- Budget/Planning Committee
- Social/Hospitality/Fundraising Committee
- 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.) – Mr. Roy Shier
- 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 APRIL 25, 2006 MEETING

GOOD	NEEDS IMPROVEMENT
1. Attendance	1. Committee reports
2. Participation by Representatives in making motions	2. No talking in the audience (voices carry)
3. Requesting point of personal privilege <u>before</u> going to the restroom	
4. Reports by Head Start staff	
5. Timely meeting	
6. Chair did a good 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. Paula Stackhouse, Mr. Donald Clark and Ms. Ana Melara
- 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:

ITEM X – ADJOURNMENT