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Thought for the Day: "When you see the value of continued growth, the circumstances around you become stepping stones."

Author: Clyde M. Narrimore

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

Date: Wednesday, June 6, 2007

Time: 9:00 a.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 on 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

- I. Welcome**
 - A. Call to Order/Roll Call
 - B. PAC Meeting Attendance Update

- II. Consent Items**
 - A. Approval of Minutes for PAC Meetings of May 8, 2007

- III. Action Items**
 - A. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity
 - B. Approval of Procurement of Resurfacing of Building Exterior for Northview Early Learning Center
 - C. Approval of Head Start Budget Modification for 2006-2007
 - D. Approval of SETA Head Start/Early Head Start Program Narrative Cost-Of-Living Adjustment (COLA)

II. Information Items

A. Review of all other Procurement Projects

B. Standing Information Items

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Special Education Report (Provided in the months of February, April, June, August, and October) – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Reports (Provided in the months of February, April, June, August, and October) – Ms. Beverly Sanford
- Program Content Area/Mental Health Reports (Provided in the months of February, April, June, and October) – Ms. Melanie Nicolas
- Child Care Center Food Menu (Attached) – Mr. Donald Clark, Chair

III. Discussion

IV. Public Participation

V. Adjournment

DISTRIBUTION DATE: FRIDAY, JUNE 1, 2007

ITEM I – ROLL CALL

___ **Vacant**, Auberry Park Head Start
___ Carolina Guerra, Bannon Creek Head Start
___ Shannon Montgomery, Broadway Early Learning Center
___ Charleen Culbertson, Center of Praise Head Start
___ **Vacant**, Countrywood Head Start
___ **Vacant**, Crossroad Gardens Head Start
___ Dominic Garcia, CSUS Head Start
___ **Vacant**, Early Head Start/Home Base
___ Laura Angel, Florin Meadows Head Start
___ Kathy Ruiz, Franklin Head Start
___ **Vacant**, Freedom Park Head Start
___ **Vacant**, Fruitridge Head Start
___ Virginia Snoe, Galt Head Start
___ **Vacant**, Grace Lutheran Head Start
___ Esmeralda Garcia, Grant Skills Head Start
___ **Vacant**, Grizzly Hollow Head Start
___ Lisa Schubert, Hillsdale Head Start
___ Salina Davey, Home Base
___ **Vacant**, Home Base
___ **Vacant**, Hopkins Park Head Start
___ **Vacant**, Illa Collin Head Start
___ Sonya McLorin, Job Corps Head Start
___ **Vacant**, Kennedy Estates Head Start
___ Sonia Mejia, La Riviera Head Start
___ **Vacant**, LaVerne Stewart Head Start
___ **Vacant**, Marie Cleveland's Bright Beginnings Head Start
___ Sherry Gangloff, Mather Head Start
___ **Vacant**, Nedra Court Head Start
___ **Vacant**, New Helvetia 1 Head Start
___ **Vacant**, New Helvetia 2 Head Start
___ Brandi Pajarito, Northview Head Start
___ Vanessa Valencia, Norwood Head Start
___ **Vacant**, Parker Avenue Head Start
___ Maria Torres, Phoenix Park Head Start
___ Elizabeth Adams, Sharon Neese Early Learning Center
___ Kieston Murray, Sierra View Head Start
___ **Vacant**, Solid Foundation Head Start
___ **Vacant**, Strizek Park Head Start
___ Carol Aronis, Vineland Head Start
___ **Vacant**, Walnut Grove Head Start
___ **Vacant**, Whispering Pines Head Start
___ **Vacant**, Foster Parent Representative
___ **Vacant**, Foster Parent Representative
___ Donald Clark, Grandparent Representative
___ **Vacant**, Grandparent Representative
___ Ron Shanklin, Male Involvement Representative
___ Coral Humphrey, Past Parent/Community Representative
___ Kim Creed, Past Parent/Community Representative

New Representatives to be seated:

___ Jessica Page-Delmonte, Early Head Start/Home Base
___ Lilia Lopez-Nardozi, Home Base Head Start
___ Crystal Tapa, New Helvetia II
___ Vanelsia Fentress, Strizek Head Start

ITEM I – B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 14, 2006

PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2006-2007

COMMITTEE MEMBER	CENTER	11/10	12/12	1/9	2/13	3/13	4/10	5/8	6/12	7/10	8/14	9/10	10/9
Vacant	AP												
Carolina Guerra Seated 11/06	BC	X	X	U	X	U	X	X					
Shannon Montgomery Seated 12/06	BLC		X	X	U	X	X	X					
Charleen Culbertson Seated 05/07	COP							X					
Vacant	CW												
Vacant	CR												
Dominic Garcia Seated 11/06	CSUS	X	U	X	X	X	E	X					
Vacant	EHS/HB												
Kathy Ruiz Seated 11/06	F	X	X	X	X	X	X	E					
Laura Angel Seated 09/06	FM	X	X	X	X	U	X	U					
Vacant	FP												
Vacant	FT												
Virginia Snoe Seated 03/06	G	X	X	X	X	X	X	U					
Vacant	GH												
Vacant	GL												
Esmeralda Garcia Seated 11/06	GSC	X	X	X	X	X	X	X					
Lisa Schubert Seated 05/07	H							X					
Salina Davey Seated 03/07	HB					X	X	X					
Lilia Lopez-Nardozzi S/B Seated 05/07	HB							E					
Vacant	IC												
Sonya McLorin Seated 02/07	JC				X	E	X	U					
Vacant	K												
Sonia Mejia Seated 04/07	LAR						X	X					
Vacant	LVS												
Vacant	MCCB												
Sherry Gangloff Reseated 04/07	M	X	E	X	X	U	X	E					
Vacant	NC												
Vacant	NH1												
Vacant	NH2												
Brandi Pajarito S/B Seated 04/07	NV						U	X					
Vanessa Valencia Seated 11/06	N	X	X	E	X	X	X	X					
Vacant	PA												
Maria Torres Seated 03/07	PP					X	X	U					
Vacant	SF												
Elizabeth Adams Seated 04/07	SN						X	X					
Silvia Cazares S/B Seated 05/07	SP							E					
Kieston Murray Seated 03/07	SVE					X	X	X					
Carol Aronis 05/07	V							X					
Vacant	WG												
Vacant	WP												
Vacant	FPR												
Vacant	FPR												
Donald Clark Seated 03/06	GPR	X	X	E	X	X	X	X					
Vacant	GPR												
Ron Shanklin Seated 04/07	MIR						X	X					
Vacant	OGC												
Kim Creed Seated 11/06	PPR	X	X	U	X	E	X	X					
Coral Humphrey Seated 11/06	PPR	X	E	X	E	X	X	X					

Members: If you cannot attend a meeting and are going to be absent, you must:

- 1. First, call your Alternate to see if they can attend in your place,**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha at 263-4082, and**
- 3. Third, please call PAC Chair, Mr. Donald Clark, 641-7933 or the PAC Secretary, Ms. Amber Stevens at 263-3993**

PARENT ADVISORY COMMITTEE MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2007-2008
(Continued)

Head Start 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:	Crossroad Gardens	MCBB:	Marie Cleveland Bright Beginnings
CSUS:	CA State University, Sacramento	N:	Norwood
CW:	Countrywood	NC:	Nedra Court
DR:	Dos Rios	NH1:	New Helvetia 1
EHS:	Early Head Start	NH2:	New Helvetia 2
FM:	Florin Meadows	NV:	Northview
FR:	Franklin	PA:	Parker Avenue
FP:	Freedom Park	PP:	Phoenix Park
FT:	Fruitridge	SF:	Solid Foundation
G:	Galt	SN:	Sharon Neese
GL:	Grace Lutheran	SP:	Strizek Park
GSC:	Grant Skills Center	SVE:	Sierra View
H:	Hillsdale	V:	Vineland
HB:	Home Based	WG:	Walnut Grove
HP:	Hopkins Park	WP:	Whispering Pines
IC:	Illa Collin		
JC:	Job Corps		

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

May 8, 2007

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of May 8, 2007.

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

May 8, 2007
6:00 p.m.

I. Welcome

- A. Call to Order/Roll call – The meeting was called to order at 6:05 p.m. Roll was called; quorum confirmed.

Members Present:

Carolina Guerra
Dominic Garcia
Shannon Montgomery (6:19)
Esmeralda Garcia
Salina Davey
Sonia Mejia
Vanessa Valencia
Elizabeth Adams
Kieston Murray
Donald Clark
Ron Shanklin
Coral Humphrey
Kim Creed (6:24)
Charleen Culbertson (6:11)

Members Absent:

Kathy Ruiz (E)
Laura Angel (U)
Virginia Snoe (U)
Leticia Cardenas (U)
Sonya McLorin (U)
Sherry Gangloff (E)
Maria Torres (U)

New Representatives Seated:

Charlene Culbertson, Center of Praise Head Start
Lisa Schubert, Hillsdale Head Start
Brandi Pajarito, Northview Head Start
Carol Aronis, Vineland Head Start

New Representatives Absent:

Lilia Lopez-Nardozi, Home Base Head Start (E)
Silvia Cazares, Strizek Head Start (E)

- B. PAC Meeting Attendance Update – Ms. Salina Davey

II. Consent Items

- A. Approval of minutes for PAC Meetings on March 13 and April 10, 2007 – Mr. Donald Clark – Informational purpose and no need to vote or adopt.
Chair went off the agenda to Action Item III B.

III. Action Items (Out of order)

- B. Selection of Representative and Alternate to the SETA Head Start Health Services (HSAC) – Ms. Campos-Peck shared information regarding the committee. Motion by Ms. Carol Aronis to elect by show of hands vote one (1) Representative and one (1) Alternate to serve on the committee. Seconded by Ms. Vanessa Valencia. Ayes: 14. Nay: 0. Abstentions: 1 (Mr. Donald Clark)

Vote results: Lisa Schubert, 9 votes and Esmeralda Garcia, 5 votes. **Ms. Lisa Schubert was elected Representative and Ms. Esmeralda Garcia was elected Alternate.**

III. **Action Items**

A. Election of Parent Advisory Committee Parliamentarian – Mr. Donald Clark shared information on what a Parliamentarian entitles. Motion by Ms. Coral Humphrey to elect by show of hands vote for a Parliamentarian. Seconded by Ms. Vanessa Valencia. Ayes: 15. Nays: 0. Abstentions: 1 (Mr. Donald Clark)

Vote results: Kieston Murray, 12 votes and Ron Shanklin, 3 votes. **Mr. Kieston Murray was elected Parliamentarian.**

C. Election of Policy Council Representatives and Alternates 2006-2007 – Motion by Ms. Vanessa Valencia to elect by show of hands vote one (1) Representative for the Policy Council. Vote: Ayes: 14. Nay: 0. Abstentions: 1 (Mr. Donald Clark). Motion by Ms. Vanessa Valencia to elect by show of hands five (5) Alternates to serve on committee. Seconded by Ms. Elizabeth Adams. Ayes: 14. Nay: 0. Abstentions : 2 (Mr. Donald Clark and Mr. Keiston Murray)

Vote results: Mr. Kieston was elected Representative. Ms. Lisa Schubert, Ms. Brandi Pajarito, Ms. Carol Aronis, and Mr. Ronald Shanklin elected Alternates.

IV. **Information Items**

A. Standing Information

- Introduction of New Staff – Mr. Donald Clark – Ms. Terri Carpenter, Public Information Officer. Responsibilities include media and marketing for SETA/Head Start (left business cards on the table for committee.)
- Parent/Family Support Unit Events and Activities Report – Ms. Lisa Carr – The next “Daddy and Me” will be on Sunday, June 3, 2007. The event will be a Rivercats baseball game. Families will meet at 925 Del Paso Blvd (Head Start Main Office Parking Lot). Time is from 11:00 a.m. – 4:00 p.m. Tickets are given out on a first call first serve bases. Lunch is provided at 11:00 a.m. – 12:30 p.m. Game time is at 1:00 p.m. Free parking in Downtown Sacramento (Fee to park at the stadium). Flyers are available. Please R.S.V.P. to Mr. Bob Silva by June 1, 2007 at 263-3809.
Grandparent/Foster Parent Support Group – A schedule of all support group meetings through November 2008 was handed out. Family Day in the Park flyers were handed out. It will be on October 5, 2007 from 10:00 a.m. – 2:00 p.m. It will be held in William Land Park.
- Calendar of Events (Attached) – Mr. Donald Clark – Region IX Education Scholarship Awards application due date is May 31, 2007, no exceptions. (Flyer is going out to all SETA Operated and Delegate Agencies, Early Learning Centers.) Any questions call Ms. Marie Desha at 263-4082.
- Annual NHSA Training Oral Reports – Event – April 16 – 20, 2007. San Antonio, TX. – Mr. Donald Clark – In attendance: Mr. Donald Clark, Mr. Kieston Murray, Mr. Montez, Ms. Josie Clever, and Mr. Nathaniel Gale. Mr. Donald Clark reported on training. Mr. Kieston Murray reported on

- workshops he attended at the training. Written Reports are due on Friday May 11, 2007.
 - Parent Voices Stand For Children Oral Reports – Event – May 2, 2007 – Mr. Donald Clark - Ms. Marie Desha and Ms. Tanya Goode participated. Ms. Marie Desha reported on event and shared Parent Voices Legislature concerns.
 - Annual Parent Leadership Institute Reports – Mr. Donald Clark - Key Presenter was Ms. Betsy Hass. Mr. Donald Clark shared concern of low parent participation.
 - Community Resources – Parent Advisory Committee Representative/ Staff – Mr. Donald Clark – Ms. Salina Davey shared that the Business Information Center (BIC) is located at the Del Paso location.
 - Parent/Staff Recognitions – Mr. Donald Clark - Ms. Marie Desha recognized Ms. Elizabeth Adams, for her participation in the Parent Leadership Institute.
 - Grandparent/Foster Parent Report – Mr. Donald Clark – No report.
 - Fiscal Report (Provided in the months of February, May, August, and November) – Mr. Rick Pryor shared the total budget for SETA Head Start/Early Head Start. Ms. Denise Lee shared that each center is allocated fiscal funds for field trips and parent activities. Ms. Lee went over how the funds should be appropriately spent.
- C. Governing Board Meeting Minutes of March 1, 2007 – (Attached) – Mr. Donald Clark – Attached for review.

III. **Committee Reports**

- Personnel/Bylaws Committee – Next meeting is on May 31, 2007 at 10:00 a.m. – SETA Head Start - Redwood Room.
- Budget/Planning Committee – Meetings complete.
- Social/Hospitality/Fundraising – Next meeting is on June 6, 2007.
- Program Area Committee Reports:
 - Early Childhood Development and Health Services Committee Report – No report.
 - Family and Community Partnerships/Training Committee (AKA Parent/Family Support Committee – No report.
 - Monitoring/Evaluation Committee (Self-Assessment) – Committee on the Whole – No report.
- Community Advocating Male Participation (C.A.M.P.) – Mr. Ron Shanklin – Gave a report on the field trip to Gold Rush Discovery Museum.
- Food Services Committee – Next meeting will be on June 12, 2007 prior to the PAC meeting at 5:30 p.m.
- Early Head Start Committee – No meeting in April. Next meeting will

be on Wednesday, May 23, 2007 at 9:30 a.m. – SETA Head Start – Redwood Room.

- Community Partnerships Advisory Committee (CPAC) – Ms. Salina Davey (Alternate) attended the meeting for Ms. Esmeralda Garcia – Shared information on Health Net, Ms. Evelyn Stone is available at 935-1441 or cell 549-5184, KPIE Kindergarten Transition Public meeting tomorrow in Board room at 10:00 a.m.; SMUD Heat programs are available. For more information call 567-5200.
- Health Services Advisory Committee (HSAC) – No report.

IV. Other Reports

- Chair's Report – Mr. Donald Clark – No report.
- Policy Council Report(s) – Ms. Sherry Gangloff, Ms. Carolina Guerra, Ms. Kathy Ruiz, Ms. Salina Davey, and Ms. Esmeralda Garcia – No report.
- Head Start Deputy Director's Report – Ms. Maureen Dermott – Shared Grant re-application was hand delivered and submitted on Friday April 27, 2007. Shared that all centers are currently having carpets cleaned. Grand opening at Grizzly Hollow center took place on May 4, 2007. Ms. Maureen Dermott reinforced the importance of Parent Participation at the Parent Leadership Institute May 3 – 4, 2007.
- Manager, Program Support Services Report – Ms. Brenda Campos-Peck – Report already given.
- Manager, Child Development and Education Services Report – Ms. Denise Lee – Reminded Committee that centers are open all summer. Please continue to keep enrollment and attendance up.
- Manager, Parent/Family Support – Ms. Lisa Carr – Shared that the Flourishing Families/Healthy Marriage training began two weeks ago with 4 couples currently participating. The Parent/Family Support Unit is still recruiting volunteers for more reading tutors. If you are interested please call Ms. Alma Hawkins at 263-0540. Training is provided.
- Manager, Fiscal – Ms. Thelma Manzano – No report.

V. Center Updates

Ms. Carolina Guerra – Thanked the agency for getting the carpets cleaned.

VI. Discussion – None

VII. Public Participation – None

VIII. Adjournment – Adjourned at 8:24 p.m.

ITEM III- A – ACTION ITEM

**APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE
JOINT PARENT ACTIVITY**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to discuss and approve a joint parent activity with the Policy Council. An update on the parent activity will be shared at the Committee meeting.

See attached information on parent activity.

RECOMMENDATION:

That the Parent Advisory Committee approve a joint parent activity with the Policy Council.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM III- B- ACTION ITEM

APPROVAL OF PROCUREMENT FOR RESURFACING OF BUILDING EXTERIOR FOR NORTHVIEW EARLY LEARNING CENTER

BACKGROUND:

SETA's Early Learning Center at Northview is in dire need of repairs to the exterior walls. The facility which is owned by SETA contains 4 classrooms and provides services for 88 children. The exterior walls have holes and cracking from extended service and weathering and need to be resurfaced.

SETA is requesting procurement of services to provide all labor and materials to complete the project of retexturing the exterior surface of the new Northview Early Learning Center. This will consist of a heavy acrylic texture finish with a base coat and mesh to cover existing surface. The cost of this project should not exceed \$60,000.

RECOMMENDATION:

That the Parent Advisory Committee approve the procurement of services to provide resurfacing of the Northview Early Learning Center exterior walls

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III- C – ACTION ITEM

APPROVAL OF HEAD START BUDGET MODIFICATION FOR 2006-2007

BACKGROUND:

The Head Start grant operates from August 1 through July 31 of each year.

Due to various staff vacancies in Head Start and Early Head Start there have been significant savings identified. To decrease the amount of unexpended dollars which are unusable in future years, SETA is requesting a budget modification of the 2006-2007 Head Start budget. A total of \$850,000 will be moved to Salaries and Benefits to the Equipment, Supplies, and Other Expenses line item. These dollars will be spent to provide necessary equipment, repairs, and supplies to SETA's Early Learning Centers.

Further information and details will follow under separate cover.

RECOMMENDATION:

That the Parent Advisory Committee approve the budget modification to the 2006-2007 Head Start budget.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III- D – ACTION ITEM

SETA HEAD START/EARLY HEAD START PROGRAM NARRATIVE COST-OF-LIVING ADJUSTMENT (COLA)

BACKGROUND:

SETA has been allocated a 1.5% COLA, totaling \$532,018 for Head Start and \$69,843 for Early Head Start for FY 07'-08'.

SETA has allocated a cost of living increase of 2% in employee salaries and wages; a 1% increase in employee benefits; and a 1.5% increase in Delegate Agency budgets in our 07'-08' projected budget, as well as other costs subject to cost of living increases.

RECOMMENDATION:

That the Parent Advisory Committee review and approve the SETA Head Start Program Narrative Cost-of-Living Adjustment (COLA).

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION ITEMS

REVIEW OF OTHER PROCUREMENT PROJECTS

BACKGROUND:

This item provides an opportunity for staff to review other Head Start procurement projects.

NOTES:

ITEM IV-B – INFORMATION ITEMS

STANDING INFORMATION

BACKGROUND:

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

A. Standing Information

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Special Education Report – (Provided in the months of February, April, June, August, and October) – Ms. Beverly Sanford
- Program Content Area/Disabilities Report (Provided in the months of February, April, June, August, and October) – Ms. Beverly Sanford
- Program Content Area/Mental Health Report (Provided in the months of February, April, June, August, and October) – Ms. Melanie Nicolas
- Child Care Center Food Menu (Attached)

NOTES:

ITEM V - DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VI – 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:
