

Thought for the Day: "Make it your goal to learn something new everyday and you will journey to new worlds filled with new possibilities"

Author: Esteemed Human Development International

## GOVERNING BOARD

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County of Sacramento

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## ADMINISTRATION

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Executive Director

**MAUREEN DERMOTT**  
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## HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

**Date:** Tuesday, March 13, 2007

**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 the Public Participation item 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

- I. Welcome
  - A. Call to Order/Roll Call
  - B. PAC Meeting Attendance Update
- II. Consent Items
  - A. Approval of Minutes for PAC Meeting of February 13, 2007
- III. Action Items
  - A. Selection of Representatives and Alternates to the National Head Start Association Conference
  - B. Election of Policy Council Representative and Alternates
- IV. Information Items
  - A. Standing Information
  - B. Introduction of New Staff
    - Upcoming Meetings/Trainings/Conferences/Events
      - Ms. Alma Walton, Ms. Belinda Malone or Mr. Robert Silva, Social Services/Parent Involvement Specialists
      - California Head Start Association (CHSA Annual Parent Conference (See Attachment) January 29-30, 2007 (Monday – Tuesday)
      - California Head Start Association (CHSA Annual General Conference January 31–February 2, 2007 Wednesday – Friday)

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report  
Ms. Beverly Sanford
- California Head Start Association (CHSA) Report
- Fiscal Reports – Mr. Rick Pryor (see attachment)
- Community Resources/Recognitions – Parent Advisory Committee  
Representative/Staff
- Parent Recognitions
- Grandparent Report – Mr. Donald Clark
- Child Care Center Food Menu (Attached)

C. Governing Board Meeting Minutes of January 11, 2007

V. **Committee Reports**

- Executive Committee
  - Critique of the Parent Advisory Committee, February 13, 2007
- 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 (AKA  
Parent/Family Support 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. Esmeralda Garcia (Representative)
- Health Services Advisory Committee (HSAC)) – Ms. Templa Allen

VI. **Other Reports**

- Chair's Report – Mr. Donald Clark
- Policy Council Reports(s) – Ms. Sherry Gangloff, Ms. Tyrna Larkins,  
Ms. Templa Allen, Ms. Caroline Guerra, and Ms. Kathy Ruiz
- Head Start Deputy Director's Report – Ms. Maureen Dermott
- Manager – Program Support Services Report –  
Ms. Brenda Campos-Peck
- Manager, Child Development and Education Services Report –  
Ms. Denise Lee
- Manager - Parent/Family Support – Ms. Lisa Carr

VII. **Center Updates**

VIII. **Discussion**

IX. **Public Participation**

X. **Adjournment**

**Distribution Date: Thursday, March 8, 2007**

**ITEM I - A – ROLL CALL**

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

- \_\_\_ **Vacant**, Auberry Park Head Start
- \_\_\_ Carolina Guerra, Bannon Creek Head Start
- \_\_\_ Shannon Montgomery, Broadway Early Learning Center
- \_\_\_ Robert Walton, Center of Praise Head Start
- \_\_\_ **Vacant**, Countrywood Head Start
- \_\_\_ **Vacant**, Crossroads Garden Head Start
- \_\_\_ Dominic Garcia, CSUS Head Start
- \_\_\_ Salina Davey, Early Head Start /Home Base
- \_\_\_ Laura Angel, Florin Meadows Head Start
- \_\_\_ Kathy Ruiz, Franklin Head Start
- \_\_\_ **Vacant**, Freedom Park Head Start
- \_\_\_ Leticia Cardenas, Fruitridge Head Start
- \_\_\_ Virginia Snoe, Galt Head Start
- \_\_\_ **Vacant**, Grace Lutheran Head Start
- \_\_\_ Esmeralda Garcia, Grant Skills Center
- \_\_\_ **Vacant**, Grizzly Hollows
- \_\_\_ Kellie Wilson, Hillsdale Head Start
- \_\_\_ **Vacant**, Home Base
- \_\_\_ Tyrna Larkins, Home Base
- \_\_\_ **Vacant**, Hopkins Park Head Start
- \_\_\_ **Vacant**, Illa Collin Head Start
- \_\_\_ Sonya McLorin, Job Corps Head Start
- \_\_\_ **Vacant**, Kennedy Estates Head Start
- \_\_\_ Maria Rangel, La Riviera Head Start
- \_\_\_ **Vacant**, LaVerne Stewart Head Start
- \_\_\_ **Vacant**, Marie Cleveland’s Bright Beginnings Head Start
- \_\_\_ Sherry Gangloff, Mather Head Start
- \_\_\_ Sandra Valencia, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia 1 Head Start
- \_\_\_ **Vacant**, New Helvetia 2 Head Start
- \_\_\_ **Vacant**, Northview Head Start
- \_\_\_ Vanessa Valencia, Norwood Head Start
- \_\_\_ **Vacant**, Parker Avenue Head Start
- \_\_\_ **Vacant**, Phoenix Park Head Start
- \_\_\_ **Vacant**, Sharon Neese Early Learning Center
- \_\_\_ **Vacant**, Sierra View Head Start
- \_\_\_ **Vacant**, Solid Foundation Head Start
- \_\_\_ **Vacant**, Strizek Park Head Start
- \_\_\_ Templa Allen, Vineland Head Start
- \_\_\_ **Vacant**, Walnut Grove Head Start
- \_\_\_ Samantha Vang, Whispering Pines Head Start
- \_\_\_ **Vacant**, Foster Parent Representative
- \_\_\_ **Vacant**, Foster Parent Representative
- \_\_\_ Donald Clark, Grandparent Representative
- \_\_\_ **Vacant**, Grandparent Representative
- \_\_\_ Roy Shier, Male Involvement Representative
- \_\_\_ Coral Humphrey, Past Parent/Community Representative
- \_\_\_ Kim Creed, Past Parent/Community Representative

**New Representatives to be seated:**

- \_\_\_ Maria Torres, Phoenix Park
- \_\_\_ Amanda Pennington, 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	11/14	12/12	1/9	2/13	3/13	4/9	5/8	6/12	7/10	8/14	9/10	10/9
Franquell Pharms S/B Seated 11/06	AP	E	U	X	U								
Carolina Guerra Seated 11/06	BC	X	X	U	X								
Shannon Montgomery Seated 12/06	BLC		X	X	U								
Robert Walton Seated 11/06	COP	X	X	X	X								
<b>Vacant</b>	CW												
Nysheka Robinson Seated 12/05	CR	X	X	U	U								
Dominic Garcia Seated 11/06	CSUS	X	U	X	X								
Salina Davey Seated 11/06	EHS/HB	X	X	X	X								
Kathy Ruiz Seated 11/06	F	X	X	X	X								
Laura Angel Seated 09/06	FM	X	X	X	X								
<b>Vacant</b>	FP												
Leticia Cardena S/B Seated 02/07	FT				U								
Virginia Snoe Seated 03/06	G	X	X	X	X								
<b>Vacant</b>	GH												
<b>Vacant</b>	GL												
Esmeralda Garcia Seated 11/06	GSC	X	X	X	X								
Kellie Wilson Seated 11/06	H	X	U	X	E								
<b>Vacant</b>	HB												
Tyrna Larkins Seated 11/06	HB	X	E	E	X								
<b>Vacant</b>	HP												
<b>Vacant</b>	IC												
Sonya McLorin Seated 02/07	JC				X								
Mary Alston Seated 11/06	K	X	X	U	U								
Maria Rangel Seated 11/06	LAR	X	U	X	U								
<b>Vacant</b>	LVS												
<b>Vacant</b>	MCBB												
Sherry Gangloff Seated 11/05	M	X	E	X	X								
Sandra Valencia Seated 02/07	NC	X	U	U	X								
<b>Vacant</b>	NH1												
<b>Vacant</b>	NH2												
<b>Vacant</b>	NV												
Vanessa Valencia Seated 11/06	N	X	X	E	X								
<b>Vacant</b>	PA												
Stephanie Vasquez S/B Seated 1/07	PP			U	U								
<b>Vacant</b>	SF												
<b>Vacant</b>	SN												
Amanda Pennigton S/B Seated 02/07	SP	AP			U								
<b>Vacant</b>	SVE												
Templa Allen Seated 11/06	V	X	X	X	X								
Blanca Maravilla S/B Seated 12/06	WG		E	E	U								
Samantha Vang Seated 11/06	WP	X	E	E	X								
<b>Vacant</b>	FPR												
<b>Vacant</b>	FPR												
Donald Clark Reseated 03/06	GPR	X	X	E	X								
<b>Vacant</b>	GPR												
Roy Shier Seated 05/06	MIR	X	X	X	X								
<b>Vacant</b>	OGC												
Kim Creed Seated 11/06	PPR	X	X	U	X								
Coral Humphrey Seated 11/06	PPR	X	E	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, Mr. Donald Clark, 641-7933 or the PAC Secretary, Ms. Lori Black at 263-4068.**

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE  
PROGRAM YEAR 2005-2006  
(Continued)

**Head Start Center Abbreviations**

<b>AP:</b>	Auberry Park	<b>JC:</b>	Job Corps
<b>BC:</b>	Bannon Creek	<b>K:</b>	Kennedy Estates
<b>BLC:</b>	Broadway Early Learning Center	<b>LAR:</b>	La Riviera
<b>COP:</b>	Center of Praise	<b>LVS:</b>	LaVerne Stewart
<b>CR:</b>	Crossroads Garden	<b>M:</b>	Mather
<b>CSUS:</b>	CA State University, Sacramento	<b>MCBB:</b>	Marie Cleveland Bright Beginnings
<b>CW:</b>	Countrywood	<b>N:</b>	Norwood
<b>EHS:</b>	Early Head Start	<b>NC:</b>	Nedra Court
<b>FM:</b>	Florin Meadows	<b>NH1:</b>	New Helvetia 1
<b>FR:</b>	Franklin	<b>NH2:</b>	New Helvetia 2
<b>FP:</b>	Freedom Park	<b>NV:</b>	Northview
<b>FT:</b>	Fruitridge	<b>PA:</b>	Parker Avenue
<b>G:</b>	Galt	<b>PP:</b>	Phoenix Park
<b>GH:</b>	Grizzly Hollows	<b>SF:</b>	Solid Foundation
<b>GL:</b>	Grace Lutheran	<b>SN:</b>	Sharon Neese
<b>GSC:</b>	Grant Skills Center	<b>SP:</b>	Strizek Park
<b>H:</b>	Hillsdale	<b>SVE:</b>	Sierra Vista Elementary
<b>HB:</b>	Home Based	<b>V:</b>	Vineland
<b>HP:</b>	Hopkins Park	<b>WG:</b>	Walnut Grove
<b>IC:</b>	Illa Collin	<b>WP:</b>	Whispering Pines

**Representative Abbreviations**

<b>FPR:</b>	Foster Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>MIR:</b>	Male Involvement Representative
<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee

**ITEM II-A – CONSENT ITEM**

**APPROVAL OF MINUTES FOR PAC MEETING**

**February 13, 2007**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of February 13, 2007.

**NOTES:**

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

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

**ITEM III-A – ACTION ITEM**

**SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE NATIONAL HEAD START ASSOCIATION TRAINING CONFERENCE**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to select one (1) Parent Advisory Committee Representative to attend the National Head Start Association's 34<sup>th</sup> Annual Training Conference, April 15-19, San Antonio, Texas.

Please see attached Conference Attendance Guidelines and conference information.

**NOTES:**

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

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

**PARENT ADVISORY COMMITTEE**  
**REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES**

The following guidelines for Parent Advisory Committee Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Parent Advisory Committee (PAC) Representatives who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The PAC Representative must give a written report to the PAC at the next scheduled PAC meeting upon his/her return from the parent conference (local or out-of-state).
3. The PAC Representative's report must include the PAC Representative's name, conference date, title, location, workshops attended, and networking information.
4. Any additional comments.



**ITEM III-B – ACTION ITEM**  
**ELECTION OF POLICY COUNCIL REPRESENTATIVE AND ALTERNATES**

**BACKGROUND:**

There is currently one (1) Representative and six (6) Alternate vacate 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 moth 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 PAC elect one (1) Policy Council Representative and six (6) Alternates to the Policy Council.

**NOTES:**

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

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

**ITEM IV-A – INFORMATION ITEM**

**STANDING INFORMATION**

**BACKGROUND:**

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

- A. Standing Information
  - Introduction of New Staff
  - Upcoming Meetings/Trainings/Conferences/Events
    - Ms. Alma Walton, Ms. Belinda Malone or Robert Silva, Social Services/Parent Involvement Specialists
    - California Head Start Association (CHSA Annual Parent Conference (See Attachment) January 29-30, 2007 (Monday – Tuesday)
    - California Head Start Association (CHSA Annual General Conference January 31–February 2, 2007 Wednesday – Friday), Staff Reports Available.
  - Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
  - Monthly Special Education Report – Ms. Beverly Sanford  
Program Content Area/Disabilities Services Report  
Ms. Beverly Sanford
  - California Head Start Association (CHSA) Report
  - Fiscal Reports – Mr. Rick Pryor (see attachment)
  - Community Resources/Recognitions – Parent Advisory Committee Representative/Staff
  - Parent Recognitions
  - Grandparent Report – Mr. Donald Clark
  - Child Care Center Food Menu (Attached)

**NOTES:**

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**ITEM IV – B - COMMITTEE REPORTS**

**GOVERNING BOARD MEETING MINUTES OF JANUARY 11, 2007**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board meeting minutes.

**NOTES:**

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## ITEM V – COMMITTEE REPORTS

### BACKGROUND:

This agenda item provides an opportunity for the PAC Executive Committee to present a report.

- Executive Committee
  - Critique of Parent Advisory Committee, February 13, 2007
- Personnel/Bylaws Committee
- Social/Hospitality/Fundraising Committee
- Program Area Committee Reports:
  - Early Childhood Development and Health Services Committee
  - Family and Community Partnerships/Training Committee (AKA Parent/Family Support 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. Esmeralda Garcia (Representative)
- Health Services Advisory Committee (HSAC) – Ms. Templa Allen (Representative)

### NOTES:

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## ITEM V – COMMITTEE REPORTS

### BACKGROUND:

This agenda item provides an opportunity for the PAC Executive Committee to provide a report.

- Executive Committee
  - Critique of the Parent Advisory Committee meeting, February 13, 2007

### PAC EXECUTIVE COMMITTEE CRITIQUE OF THE FEBRUARY 13, 2007 MEETING

GOOD	NEEDS IMPROVEMENT
1. Chair conducted a timely meeting	1. Punctuality
2. Representatives recognizing Chair in asking question of personal privilege	2. Attendance
3. Ethics Training by Ms. Andrea Harvey was informative	

### NOTES:

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**ITEM VI – OTHER REPORTS**

**BACKGROUND:**

This agenda item provides an opportunity for other reports to be shared with PAC.

- Chair's Report – Mr. Donald Clark
- Policy Council Reports(s) – Ms. Sherry Gangloff, Ms. Tyrna Larkins, Ms. Templa Allen, Ms Carolina Guerra, and Ms. Kathy Ruiz
- Head Start Deputy Director's Report – Ms. Maureen Dermott
- Manager – Grantee Program Operations Report – Ms. Denise Lee
- Manager, Program Support Services Report – Ms. Brenda Campos-Peck
- Manager – Parent/Family Support – Ms. Lisa Carr

**NOTES:**

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**ITEM VII – CENTER UPDATES**

**BACKGROUND:**

This agenda item provides an opportunity for Head Start (SOP) Parent Advisory Committee Representatives to give an update on their center activities.

**NOTES:**

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**ITEM VIII – DISCUSSION**

**BACKGROUND:**

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

**NOTES:**

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## **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:**

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**ITEM X - ADJOURNMENT**

**MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**  
**MINUTES/SYNOPSIS**

*(Minutes reflect the actual progression of the meeting.)*

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

February 13, 2007  
6:00 p.m.

**I. Welcome**

- A. Call to Order/Roll Call: The meeting was called to order by Mr. Donald Clark at 6:10 a.m. Ms. Virginia Snoe called the roll. Ms. Sonya McLorin, Job Corps Head, Ms. Sandra Valencia, Nedra Head Start, were seated as new members.

**Members Present:**

Carolina Guerra  
Robert Walton (arrived at 6:47 a.m.)  
Dominic Garcia  
Salina Davey  
Laura Angel  
Kathy Ruiz  
Virginia Snoe  
Esmeralda Garcia  
Tyrna Larkins  
Sherry Gangloff  
Vanessa Valencia  
Templa Allen  
Samantha Vang  
Donald Clark  
Roy Shier  
Sonya McLorin  
Sandra Valencia  
Kim Creed (arrived at 6:20 p.m.)

**Members Absent:**

Franquell Pharms (unexcused)  
Shannon Montgomery (unexcused)  
Nysheka Robinson (unexcused)  
Kellie Wilson (excused)  
Coral Humphrey (unexcused)  
Ashley Cleveland (unexcused)

**New Representatives Seated:**

Sonya McLorin, Job Corps Head Start  
Sandra Valencia, Nedra Head Start

**New Representatives Absent:**

Stephanie Vasquez, Phoenix Park Head Start (unexcused)  
Amanda Pennington, Strizek Head Start (unexcused)  
Blanca Maravilla, Walnut Grove Head Start (unexcused)  
Leticia Cardenas, Fruitridge Head Start (unexcused)

- A. PAC Meeting Attendance Update: Mr. Clark asked member to review the attendance and notify staff of any errors.

## II. Consent Item

### A. Approval of Minutes for PAC Meeting of January 9, 2007

The minutes were reviewed. There were no questions or corrections.

Moved/Gangloff, second/Guerra, to approve the minutes of the January 9, 2007 meeting by show of hands vote.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: (Allen and Clark)

Ms. Kim Creed arrived at 6:20 a.m.

## III. Information Items

### A. Standing Information

- National Head Start Association Parent Conference Reports: Mr. Clark asked that any questions about the reports be brought up at the March meeting.
- California Head Start Association Parent Conference Reports: These reports are due in to Ms. Marie Desha on Friday, February 16 and will be included in the March PAC packet.
- Current Children and Family Services Department Organizational Chart: Ms. Maureen Dermott reported that the organizational chart was modified in October and is provided as a tool to guide board members to staff and departments. Updates will be provided as needed. Mr. Clark asked that Workforce Development be included with the Head Start organizational chart.

## V. Discussion

Ms. Templa Allen spoke of parent magazines that can be found at doctors' offices. She stated that there are good articles in the magazines and encouraged board member to collect them at doctors' offices and take them to their sites.

Mr. Roy Shier reported that a flyer for the next Daddy and Me activity will be distributed shortly. The event will be held February 17 at Crocker Art Museum, from 10:00 a.m. until 1:00 p.m.

Ms. Kim Creed left the meeting at 6:28 a.m.

## IV. Committee Reports

- Executive Committee
  - Ms. Kathy Ruiz reviewed the critique of the Parent Advisory Committee, January 9, 2007

A break was taken from 6:30 p.m. until 6:35 p.m.

B. AB 1234 Ethics Training

Ms. Marie Desha provided an overview of AB 1234 and introduced Ms. Andrea Harvey, Education Coordinator. Ms. Harvey guided PAC members through the Ethics Training that be provided to all board members under SETA's umbrella. Board members were urged to retain a copy of their certificate of completion.

V. **Public Participation**: No comments.

VI. **Adjournment**: Meeting adjourned at 7:38 a.m.