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Thought for the Day: "Believe in yourself. What you believe yourself to be right now, you are. What you believe you can be in the future, you will become"

Author: Esteemed Human Development International, Ms. Betsy Haas

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

Date: Friday, December 12, 2008
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 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.

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Distribution Date: Thursday, December 4, 2008

ITEM I-A – ROLL CALL

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

- ___ **Vacant**, Auberry Park Head Start
- ___ **Vacant**, Bannon Creek Head Start
- ___ **Vacant**, Broadway Early Learning Center
- ___ Frank Jackson, Center of Praise Head Start
- ___ Itzel Oregon, Countrywood Head Start
- ___ Nadia Ramirez, Crossroads Garden Head Start
- ___ **Vacant**, CSUS Head Start
- ___ Erika Lopez, Early Head Start /Home Base
- ___ **Vacant**, Florin Meadows Head Start
- ___ **Vacant**, Freedom Park Head Start
- ___ Crystal Guevara, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ Maria Calderon, Grant Skills Center
- ___ Tracy Engebretsen, Grizzly Hollows
- ___ Paula Watts, Hillsdale Head Start
- ___ Salina Davey, Home Base
- ___ Erin Kimbro, Home Base
- ___ **Vacant**, Hopkins Park Head Start
- ___ **Vacant**, Illa Collin Head Start
- ___ Katherine Arrue, Job Corps Head Start
- ___ David Quintero, Kennedy Estates Head Start
- ___ Mary Brown, La Riviera Head Start
- ___ Victor Goodwin, Jr., LaVerne Stewart Head Start
- ___ **Vacant**, Marie Cleveland’s Bright Beginnings Head Start
- ___ **Vacant**, Mather Head Start
- ___ **Vacant**, Nedra Court Head Start
- ___ **Vacant**, New Helvetia 1 Head Start
- ___ Yvette Hernandez, New Helvetia 2 Head Start
- ___ **Vacant**, Northview Head Start
- ___ Davida Acker, Norma Johnson Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ **Vacant**, Phoenix Park Head Start
- ___ Robert Benoit, Sharon Neese Early Learning Center
- ___ **Vacant**, Sierra View Head Start
- ___ Kiesha Spriggs, Solid Foundation Head Start
- ___ **Vacant**, Strizek Park Head Start
- ___ Greg Oviedo, Vineland Head Start
- ___ Nalley Figueroa, Walnut Grove Head Start
- ___ **Vacant**, Whispering Pines Head Start
- ___ LaDoris McDavid, Foster Parent Representative
- ___ Carol Aronis, Grandparent Representative
- ___ **Vacant**, Male Involvement Representative
- ___ Kathy Ruiz, Outgoing Chair
- ___ Jeanine Vandermolten, Past Parent/Community Representative
- ___ Lynn Reynolds-Showalter, Past Parent/Community Representative

New Representatives to be seated:

- ___ Susan Allen, Bannon Creek Head Start
- ___ Donovan Harrison, Broadway ELC Head Start
- ___ Sandra Garcia, Marie Cleveland’s Bright Beginnings Head Start
- ___ Christian Ramirez, Nedra Court Head Start
- ___ Sara Diaz, Northview Head Start
- ___ Akila Dennis, Parker Avenue Head Start
- ___ Nicole Gordon, Phoenix Park Head Start

ITEM I - B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2008

PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2008-2009

COMMITTEE MEMBER	CENTER	11/13	12/12	1/20	2/17	3/17	4/21	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Vacant	AP													
Miriam Wheathey S/B Seated 11/08	BC	E												
Donovan Harrison S/B Seated 11/08	BLC	E												
Frank Jackson Seated 11/08	COP	X												
Itzel Oregon Seated 3/08	CW	X												
Nadia Ramirez Seated 11/08	CR	X												
Vacant	CSUS													
Erika Lopez Seated 11/08	EHS/HB	X												
Vacant	FM													
Vacant	FP													
Crystal Guevara Seated 11/08	FT	X												
Vacant	G													
Tracy Engebretsen Seated 11/08	GH	X												
Maria Calderon Seated 11/08	GSC	X												
Paula Watts Seated 11/08	H	X												
Salina Davey Seated 11/08	HB	X												
Erin Kimbro Seated 11/08	HB	X												
Vacant	IC													
Vacant	HP													
Katherine Arrue Seated 11/08	JC	X												
David Quintero Seated 11/08	K	X												
Mary Brown Seated 11/08	LAR	X												
Victor Goodwin, Jr. Seated 11/08	LVS	X												
Sandra Garcia S/B Seated 11/08	MCBB	U												
Vacant	M													
Vacant	NC													
David Acker Seated 11/08	NJ	X												
Vacant	NH1													
Yvette Hernandez Seated 11/08	NH2	X												
Christie Nunez S/B Seated 11/08	NV	AP												
Akila Dennis S/B Seated 11/08	PA	U												
Nicole Gordon S/B Seated 11/08	PP	AP												
Kiesha Spriggs Seated 11/08	SF	X												
Robert Benoit Seated 11/08	SN	X												
Vacant	SP													
Vacant	SVE													
Greg Oviedo Seated 11/08	V	X												
Nallely Figueroa Seated 11/08	WG	X												
Vacant	WP	X												
LaDoris McDavid Seated 11/08	FPR	X												
Carol Aronis Seated 11/08	GPR	X												
Vacant	MIR													
Kathy Ruiz Seated 11/07	OGC	X												
Jeanine Vandermolen Seated 11/08	PPR	X												
Lynn Reynolds-Showalter Seated 11/08	PPR	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, Ms. Kathy Ruiz, 743-9945 or the PAC Secretary, Ms. Lori Black at 263-4068.

ITEM I- B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2007

PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2007-2008

COMMITTEE MEMBER	CENTER	11/13	12/11	1/15	2/12	3/11	4/30	5/13	6/10	7/08	8/26	9/09	10/14	11/13
Vacant	AP													
Vacant	BC													
Donovan Harrison Seated 11/07	BLC	X	U	X	X	E	X	X	X	X	X	X	X	E
Vacant	COP													
Itzel Oregon Seated 3/08	CW					X	X	E	X	X	X	X	X	X
Vacant	CR													
Jeanine Vandermolen Seated 11/07	CSUS	X	X	X	X	X	X	X	X	X	X	X	X	X
Vacant	EHS/HB													
Vacant	FM													
Vacant	FP													
Vacant	FT													
Vacant	G													
Vacant	GH													
Vacant	GSC													
Vacant	H													
Salina Davey Seated 11/07	HB	X	X	X	X	X	X	X	X	X	X	X	X	X
Erin Kimbro Seated 11/07	HB	X	X	X	X	X	X	X	X	X	X	X	X	X
Vacant	IC													
Katherine Arrue Seated 12/07	JC		X	X	X	X	X	E	X	X	X	X	E	X
Vacant	K													
Vacant	LAR													
Vacant	LVS													
Vacant	MCBB													
Vacant	M													
Vacant	NC													
Vanessa Valencia Seated 11/07	NJ	X	X	X	X	X	X	X	X	E	X	E	X	X
Vacant	NH1													
Vacant	NH2													
Talina Hutton S/B Seated 4/08	NV						E	X	X	X	X	X	X	E
Vacant	PA													
Nicole Gordon S/B Seated 11/07	PP	U	X	X	X	X	X	X	X	X	X	X	X	E
Kiesha Spriggs Seated 12/07	SF		X	U	E	X	X	X	X	X	X	X	X	X
Vacant	SN													
Vacant	SP													
Vacant	SVE													
Carol Aronis Seated 11/07	V	X	X	X	X	X	X	X	X	X	X	E	X	X
Vacant	WG													
Vacant	WP													
LaDoris McDavid Reinstated 8/08	FPR										X	X	E	X
Venelsia Fentress Seated 11/07	GPR	X	X	X	X	X	E	X	X	X	X	X	E	X
Vacant	MIR													
Vacant	OGC													
Lynn Reynolds-Showalter Seated 11/07	PPR	X	X	X	X	X	X	X	X	X	E	E	X	X
Kathy Ruiz Seated 11/07	PPR	X	X	X	X	X	X	X	X	X	X	X	E	X

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2008-2009
(Continued)

Head Start Center Abbreviations

AP:	Auberry Park	JC:	Job Corps
BC:	Bannon Creek	K:	Kennedy Estates
BLC:	Broadway Early Learning Center	LAR:	La Riviera
COP:	Center of Praise	LVS:	LaVerne Stewart
CR:	Crossroads Garden	M:	Mather
CSUS:	CA State University, Sacramento	MCBB:	Marie Cleveland Bright Beginnings
CW:	Countrywood	NJ:	Norma Johnson
EHS:	Early Head Start	NC:	Nedra Court
FM:	Florin Meadows	NH1:	New Helvetia 1
FR:	Franklin	NH2:	New Helvetia 2
FP:	Freedom Park	NV:	Northview
FT:	Fruitridge	PA:	Parker Avenue
G:	Galt	PP:	Phoenix Park
GH:	Grizzly Hollow	SF:	Solid Foundation
GL:	Grace Lutheran	SN:	Sharon Neese
GSC:	Grant Skills Center	SP:	Strizek Park
H:	Hillsdale	SVE:	Sierra View
HB:	Home Based	V:	Vineland
HP:	Hopkins Park	WG:	Walnut Grove
IC:	Illa Collin	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
NOVEMBER 13, 2008

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of November 13, 2008.

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

November 13, 2008
6:00 p.m.

I. Welcome

- A. Call to Order/Roll Call - The meeting called to order at 6:02 p.m. Attendees recited the Pledge of Allegiance. The Thought for the Day was read by Ms. Salina Davey. Roll was called; a quorum was confirmed.

Members Present:

Itzel Oregon
Jeanine Vandermolen
Salina Davey
Erin Kimbro
Katherine Arrue
Vanessa Valencia
Kiesha Spriggs
Carol Aronis
LaDoris McDavid
Venelsia Fentres
Lynn Reynolds-Showalter
Kathy Ruiz

Members Absent:

Donovan Harrison (E)
Talina Hutton (U) (E)
Nicole Gordon (E)

- B. PAC Meeting Attendance Update – (Attached.)

II. Consent Items (2007-2008 Parent Advisory Committee)

- A. Approval of Minutes for PAC Meeting of October 14, 2008 - Motion by Ms. Itzel Oregon to approve the minutes by show of hands. Seconded by Ms. Carol Aronis. No discussion. Ayes, 11. Nays, 0. Abstentions, 1 (Ms. Kathy Ruiz). Motion carried.

III. Information Items

- A. Standing Information

- PC/PAC Annual End of Year Appreciation, Saturday, October 18, 2008, Lyons Gate Hotel and Conference Center - Ms. Aronis shared that the food was good and the event was really nice. Ms. Davey said the event was well planned and organized; she had a very exciting and happy day. Ms. Erin Kimbro had a lot of fun and enjoyed it very much.
 - Recognition of Parent Advisory Committee/Staff 2007-2008 – Awards and certificates were presented to parents and staff who were unable to attend the End of Year Appreciation event. Ms. Ruiz read a thank you card from Ms. Marie Desha to the PAC.

- Fiscal Report – Mr. Rick Pryor, Fiscal Chief, reported for Mr. Roger Bartlett, the new Head Start Fiscal Manager (out of town today). Mr. Pryor appreciates the work and effort the PAC puts into this (budget process). The budget report was revised for the PAC and PC, including informational material on what the budget is, what has been spent year to date, and it has been broken down by categories. SETA over-spent in some categories; under-spent on others. There is a budget review committee that meets monthly and goes over the budget to see what has been over/under spent. Some invoices came in late and had to come out of this year's budget. 66 percent of Recognition monies have already been spent for the year. Ms. Denise Lee shared that PAC should look at "S/B" (should be) on the reports to get a sense of whether we are higher than or lower than where we should be on the budget. Head Start Basic is the highest budget, at 16.65 percent, which is slightly below than the estimated 16.67 percent for September. Budget reports attached.
- Seating of New Parent Advisory Committee Representatives (2008-2009) (Ms. Ruiz has been termed out, but will hold Chair position until a new chair is elected.) Ms. Ruiz thanked all current Representatives for their participation on PAC (2007-2008). New PAC Representatives were seated.

New Representatives Seated:

Frank Jackson, Center of Praise; Nadia Ramirez, Crossroad Gardens; Erika Lopez, Early Head Start/Home Base; Crystal Guevara, Fruitridge; Paula Watts, Hillsdale; Maria Calderon, Grant Skill Center; Tracy Engebretsen, Grizzly Hollows; Salina Davey, Home Base; Erin Kimbro, Home Base; Katherine Arrue, Job Corps; David Quintero, Kennedy Estates; Mary Brown, La Riviera; Victor Goodwin Jr., LaVerne Stewart; Yvette Hernandez, New Helvetia 2; Davida Acker, Norma Johnson; Robert Benoit, Sharon Neese; Kiesha Spriggs, Solid Foundation; Greg Oviedo, Vineland; Nallely Figueroa, Walnut Grove; LaDoris McDavid, Foster Parent Rep.; Carol Aronis, Grandparent Rep.; Lynn Reynolds-Showalter, Past Parent/Community Rep.; Jeanine Vandermolen, Past Parent/Community Rep.

New Representatives Absent:

Miriam Wheathey, Bannon Creek (U) (E); Donovan Harrison, Broadway (E); Christie Nunez, Northview (AP – Sara Diaz); Sandra Garcia, Bright Beginnings (U); Akila Dennis, Parker (U); Nicole Gordon, Phoenix Park (AP – Lori Novak).

- Introduction of PAC Representatives (2008-2009) – All Representatives introduced themselves.
- Introduction of SETA Head Start Staff – All staff present introduced themselves.
- Board Procedures
 - Conflict of Interest – Ms. Nancy Hogan, Clerk of the Boards, explained the Conflict of Interest Code and distributed Conflict of Interest Statement coversheets for signature. Conflict of Interest Code available upon request.

- Reimbursements – Ms. Lashaun Burke, Accounting Technician, explained the reimbursement process. A \$30 child care and transportation reimbursement is provided to parents who attend meetings (up to two per day). Informational handout provided.
 - Personnel – Mr. Jim O’Bra, Senior Personnel Analyst, explained that parent involvement is a big part of the program. SETA involves Head Start parents through the authority of Head Start Performance Standards. Parents are involved in the recruitment, screening, interviewing, assuring positions are openly advertised, and approving the hiring and terminating Head Start employees. PAC volunteers participate in the examination process and ensures hiring positions are openly advertised. Slide presentation provided. Personnel volunteer participant sign-up sheet distributed.
- Officer Elections – Ms. Ruiz shared that officer elections will be held at the December 12, 2008 Special PAC meeting. Officer positions available are Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian. Interested Representatives stated their interests in holding the following positions (interests will be stated again at the December 12th meeting):

Salina Davey, Chair
 Jeannine Vandermolen, Chair/Vice Chair/Parliamentarian
 Frank Jackson, Vice Chair
 Carol Aronis, Vice Chair
 Erin Kimbro, Secretary
 Davida Acker, Secretary/Treasurer
 Paula Watts, Treasurer
 Mary Brown, Treasurer
 Lynn Showalter, Treasurer/Parliamentarian
 Greg Oviedo, Parliamentarian
 Maria Calderon, Parliamentarian

- PAC Meeting Date Change Discussion – Ms. Denise Lee, Program Operations Manager, shared that PAC meetings are held every second Tuesday of the month, which makes fiscal reports two months out. To remedy this and provide more current data, beginning in January 2009 PAC meetings will be held the third Tuesday of the month. Ms. Lee asked the PAC to take a vote of whether to stay with the evening meetings held at 6:00 p.m., or move to daytime meetings. Daytime meetings would reduce Head Start’s budget cost of providing evening meals and child care. Breakfast meals are less expensive than dinner, and children will be at Head Start centers, eliminating child care costs. The vote count to change to morning meetings was seven (7). The vote count to remain at 6:00 p.m. was eighteen (18). PAC meetings will remain at 6:00 p.m. (the third Tuesday, beginning January 20, 2009). Ms. Marie Desha shared that the approved PAC Bylaws reflect that PAC meetings are held the second Tuesday. A first and second reading of the Bylaws will need to take place to establish the change from the second Tuesdays to third Tuesdays. (Special Meetings will be held until the final reading of the Bylaws.)

IV. Action Items (2008-2009 Parent Advisory Committee)

- A. Election of Six Policy Council Representatives and Six Alternates – Ms. Ruiz read background information. (Article V, Officers, section of the Bylaws distributed.) Motion by Ms. Kimbro to elect six Representatives and six Alternates to the Policy Council. Seconded by Ms. Aronis. Discussion: Ms. Oregon asked if old Representatives will be replaced with newly elected representatives. Ms. Ruiz said yes. (Duties outlined in the agenda, page 7.) Ms. Desha shared that the Policy Council is the legal governing body for the Head Start program. The Parent Advisory Committee advises for the SETA Operated Program. Ayes, 26. Nays, 0. Abstentions, 1 (Ms. Ruiz).

Ms. Desha stated that Representatives to the Policy Council, including Community Representatives, must have a child currently enrolled in the program. Nominees stated why they would like to hold the position. Ms. Aronis, as a Grandparent Representative, is already elected to the PC.

Representative vote results:

David Quintero elected 1st Representative with 7 votes.
Kiesha Spriggs elected 2nd Representative with 5 votes.
Salina Davey elected 3rd Representative with 4 votes.
Mary Brown elected 4th Representative with 4 votes.
Greg Oviedo elected 5th Representative with 3 votes.
LaDoris Mc David elected 6th Representative with 2 votes
Itzel Oregon elected 1st Alternate with 1 vote.

- B. Election of Three Representatives and Three Alternates to Attend the Annual National Head Start Association Parent Training Conference, December 14 – 18, 2008, Atlanta Georgia – Ms. Ruiz read background information and the attached Conference Attendance Guidelines. Ms. Desha explained there are two main conferences put on per program year: the national conference (NHSA) – National Head Start Association Conference, and the state conference (CHSA) – California Head Start Association Conference. The NHSA Conference is mainly for parents, but directors, staff and friends are invited to attend as well. Handout provided of “Schedule H Other,” which highlights the NHSA Parent Training Conference budget (\$12,000 total; \$11,000 Head Start and \$1,000 Early Head Start). Hotel lodging, airfare, shuttle, meals, and child care reimbursement was estimated at \$1,600 per parent for three PAC and three PC parents, a total of \$9,600. (Sending eight parents would exceed the budget.) Departure date from Sacramento is Sunday, December 14th, returning Thursday, December 18th. (Schedule at a Glance attached.) Notify Ms. Desha right away if unable to attend. No family members or significant others may attend conference. Ms. Judy Weber will travel with parents. Provide a written report of training upon return, to be placed in the PAC agenda for presentation. If assistance is needed in writing reports, Ms. Lori Black will assist. A travel meeting is scheduled for Thursday, December 11th, 1:30 p.m., to go over logistical information. Those selected will be notified by mail.

Motion by Ms. Davey, seconded by Ms. McDavid to elect three Representatives and three Alternates to attend the Conference. Discussion: The question was

asked of how many workshops are Representatives expected to attend per day. Ms. Ruiz shared that three or four (1 ½ to 2 hour) classes are expected per day. The purpose is to get as much information as possible and report back to PAC. Sessions are normally from 8:00 a.m. to 5:00 p.m. Conference information attached; additional information handed out. Hotel rooms will be shared with another Representative (male/male, female/female). No children may attend.

Ayes, 26. Nays, 0. Abstentions, 1 (Ms. Ruiz).

Representatives who have attended a prior out-of-state conference: Ms. Davey and Ms. Ruiz. Representatives interested in attending: Ms. McDavid, Mr. Frank Jackson, Ms. Crystal Guevara, Ms. Tracy Engebretsen, Ms. Davida Acker, Mr. Victor Goodwin, Ms. Yvette Hernandez, Ms. Spriggs, and Ms. Kimbro. Alternate volunteers: Ms. Oregon and Ms. Nadia Ramirez. Each explained why they would like to attend the Conference.

Representative vote results:

LaDoris McDavid, 1st Representative with 6 votes – will attend Conference.

Victor Goodwin, 2nd Representative with 5 votes – will attend Conference.

Kiesha Spriggs, 3rd Representative with 5 votes – will attend Conference.

Erin Kimbro, 4 votes.

Davida Acker, 2 votes.

Tracy Engebretsen, 2 votes.

Frank Jackson, 1 vote.

Crystal Guevara, 1 vote.

Yvette Hernandez, 0 votes.

Alternate vote results:

Frank Jackson, with 10 votes – 1st Alternate to attend Conference.

Itzel Oregon, with 7 votes – 2nd Alternate to attend Conference.

Nadia Ramirez, with 5 votes – 3rd Alternate to attend Conference.

Crystal Guevara, 1 vote.

Tracy Engebretsen, 1 vote.

Yvette Hernandez, 0 votes.

Davida Acker and Erin Kimbro withdrew.

(45 second stretch break.)

III. Information Items (Continued)

A. Standing Information

- Parent/Family Support Unit Events and Activities (attached) – Ms. Kathy Ruiz, Chair, shared that all Representatives holding officer positions are required to attend additional meetings (usually held during the day) in addition to the PAC meeting. Ms. Ruiz announced there will be no evening PAC meeting in December; the Special PAC meeting, December 12th will be at 9:00 a.m., Boardroom. The Special PC meeting is December 12th, 10:30 a.m., Boardroom

(memo distributed). There will be only one reimbursement for Representatives attending both meetings. (No child care provided for daytime meetings.)

- Calendar of Events (attached) – Ms. Ruiz stressed the importance for Representatives to review the PAC Agenda (with Calendar of Events attached) and be prepared to vote on agenda items and have questions ready.
- Managers' Reports
 - Ms. Brenda Campos-Peck, Manager Program Support Services, introduced herself. She oversees kitchen staff who prepare over 4,000 meals everyday, as well as the health and nutrition services in the SETA Operated Program. Staff is currently doing children's hearing and vision screenings and heights and weights at the centers. Parents should ask their teacher or FSW for the results if they haven't received them. In an effort to save money from paper meal menus, menus are now online, as well as physical forms. Ms. Campos-Peck referred to the attached SETA Food Service Operations Monthly Report for August. Call Ms. Campos-Peck at 263-3881 with questions, or her support staff Katelynn Higginbotham (263-5658) will deliver a message. Mr. Goodwin complimented the kitchen staff on a great job serving a variety of very nutritious meals on a daily basis.
 - Parent/Family Support Report – Ms. Lisa Carr – No report.
 - Ms. Denise Lee, Child Development and Education Services Manager, shared that she oversees the education, disabilities, and mental health services in the classrooms. Ms. Lee teams up with Ms. Campos-Peck on classroom safety. Contact person protocol are the Teachers/Associate Teachers, Site Supervisor, Family Services Worker (FSW), Program Officer, then Ms. Lee, the Manager. In addition to the child screenings mentioned by Ms. Campos-Peck, there are also speech, language, social/emotional, and developmental screenings. With each child assessment (three times per year), teachers should be communicating results with parents either at a parent conference, or in a home visit. Ms. Lee stressed the importance of making sure parents connect with staff to see how their child/ren are doing. (TB tests are required for parents to participate in the classroom.)
 - Ms. Lee reported for Ms. Maureen Dermott, Deputy Director, on the attached SOP Enrollment Report for School Year 2008-2009. Unless the class is for Infant/Toddlers, it is a classroom of 20. The report reflects where each center is on enrollment. Attendance is one of the most important areas for Head Start. The federal government looks to see if SETA is meeting the needs of the community; they expect SETA to have each slot filled. Ms. Lee encouraged the PAC to invite other parents to enroll their children into Head Start, and to stress (at parent meetings) the importance of full enrollment, not just for the money, but for preparing the children for kindergarten.

Ms. Guevara shared that the teacher at Fruitridge doesn't really talk to the parents about what their child did during the day, but expects the children to tell their parents. Ms. Lee advised the protocol of first talking to the Site Supervisor, then the Program Officer in charge of that center, then the Manager, Ms. Lee (263-3916) or call her staff support (Wendy Tanner, 263-5660) to get a message to her when there are (unresolved) issues.

Ms. Calderon shared that at Grant Skill Center's last parent meeting parents asked why they don't have walking field trips or graduations. Parents were told there is not enough money. Ms. Lee shared that centers do have walking field trips, and trips that parents can drive to, and center-based field trips - where visitors come to the centers (zoo animals, gymnastics, etc.). Parents should ask the Site Supervisor to see the center budget showing field trip allowance. It is the parents' responsibility to vote at parent meetings on the type of field trip parents would like to take. Parents should spread field trip money throughout the year. SETA has not provided field trip transportation in almost three years due to cost and seatbelts/safety seats requirements. Ms. Lee shared that SETA has moved away from the word "graduation," but centers can have an end of the year celebration, which should be held between June 30th and August. No caps and gowns will be provided, but parents can make them in the classroom. Ms. Lee will send a list of possible field trip activities.

Ms. Ruiz shared that at future meetings, there will be opportunities under Center Updates and Discussions (in the agenda) to ask questions pertinent to centers. An opportunity will be provided at a later date to select sub-committees to sit on.

B. Governing Board Minutes, October 2, 2008 (Attached.)

V. **Committee Reports**

- Executive Committee – Critique of October 14th PAC meeting read by Ms. Vandermolen. (Report attached.)

VI. **Discussion**

Tabled.

VII. **Public Participation**

None.

VIII. **Adjournment**

Meeting adjourned at 8:55 p.m.

ITEM III-A – INFORMATION ITEMS

STANDING INFORMATION

BACKGROUND:

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

Information Items

A. Standing Information

- Introduction of Newly Seated Representatives
- Shared Governance Organization Structure – Ms. Maureen Dermott

NOTES:

ITEM III-B – INFORMATION ITEMS

HOW TO PRESENT AND MAKE A MOTION

BACKGROUND:

This agenda item provides an opportunity for Ms. Kathy Ruiz, Chair, to share information on how to present and make a motion with the Parent Advisory Committee.

NOTES:

ITEM IV-A – ACTION ITEM

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2008-2009

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2008-2009. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

SECTION 3: Duties of Officers

The duties of PAC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws.

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an Ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 2F, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite PAC's business, work with staff/PAC Secretary and will oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

NOTES:

Chair

Vice Chair

Secretary

Treasurer

Parliamentarian

ITEM IV-B – ACTION ITEM

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE CALIFORNIA HEAD START ASSOCIATION (CHSA) ANNUAL PARENT CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to select Representatives and Alternates to attend the California Head Start Association (CHSA) Annual Parent Conference. The Conference will be held at the Marriott San Diego Mission Valley Hotel, January 26-27, 2009 (Monday-Tuesday).

Please see attached Conference Attendance Guidelines and Conference information.

RECOMMENDATION:

That the Parent Advisory Committee approves the selection of two (2) Representatives and two (2) Alternates to attend the California Head Start Association Parent Conference.

NOTES:

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 IV-C – ACTION ITEM

SELECTION OF PARENT ADVISORY COMMITTEE MEMBERS 2008-2009

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Representatives to select Standing and Program Area Committees for Program Year 2008-2009.

- 1) Head Start Personnel/Bylaws Committee Representatives (3 Representatives)
 - a) Parliamentarian, _____ Oversight by: Marie Desha _____
 - b) _____
 - c) _____

- 2) Head Start Budget/Planning Committee Representatives (3 Representatives)
 - a) Treasurer, _____ Oversight by: Maureen Dermott _____
 - b) _____
 - c) _____

- 3) Head Start Social/Hospitality Committee (3 Representatives)
 - a) Secretary, _____ Oversight by: Marie Desha _____
 - b) Treasurer, _____
 - c) _____

- 4) Program Area Committees
 - ♦ Child Development & Health Services Committee and Parent/Family Support Committee AKA Child Safety Committee (3 Representatives)
 - a) _____ Oversight by: Brenda Campos-Peck _____
Denise Lee, & Lisa Carr _____
 - b) _____
 - c) _____

- 5) Monitoring and Evaluation, AKA Self-Assessment Committee (**Committee of the Whole**) Oversight by: Andrea Harvey _____

6) Food Services Committee (3 Representatives)

- a) _____ Oversight by: Brenda Campos-Peck
- b) _____
- c) _____

7) Early Head Start Committee (3 Representatives)

- a) _____ Oversight by: Denise Lee
- b) _____
- c) _____

8) Male Involvement Committee (3 Representatives)

- a) _____ Oversight by: Robert Silva
- b) _____
- c) _____

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-A – INFORMATION ITEMS (Continued)

STANDING INFORMATION

Information Items

A. Standing Information (cont'd.)

- PC/PAC Calendar of Events
- Parent/Family Support Unit Events and Activities
- Parent/Staff Recognitions
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- SETA Head Start/Early Head Start End of Month Enrollment Report – Ms. Elsie Bowers
- Child Care Center Food Menu (Attached)

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Wednesday, December 17, 2008
Celebrating Kinship & Grandparents Raising Their Grandchildren Conference Theme: Creating Healthy Habits for a Healthy Future (attachment)	Friday, January 30, 2009 Antioch Progressive Church 7650 Amherst Street Sacramento, CA 9:00 a.m. – 2:30 p.m.

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Special PAC Meeting	Friday, December 12, 2008 9:00 a.m. SETA Boardroom 925 Del Paso Blvd. , #100
Special PC Meeting	Friday, December 12, 2008 10:30 a.m. SETA Boardroom 925 Del Paso Blvd. , #100
National Head Start Association Annual Parent Training Conference	December 14 –18, 2008 Atlanta, GA
Christmas Holiday	OFFICE CLOSED Wednesday, December 24, 2008 (Office closes at 12:00 p.m.) through Thursday, January 1, 2009
PC/PAC Orientation	Wednesday, January 7, 2009 8:30 – 1:30 p.m. SETA Boardroom 925 Del Paso Blvd., #100
PC/PAC and Delegate Agency Officer Training	Friday, January 9, 2009 8:30 a.m. – 1:00 p.m. Redwood Room 925 Del Paso Blvd. , #200
California Head Start Association (CHSA) Parent Conference	January 26-27, 2009 Marriott San Diego Mission Mission San Diego, CA
Celebrating Kinship & Grandparents Raising Their Grandchildren Conference Theme: Creating Healthy Habits for a Healthy Future	Friday, January 30, 2009 Antioch Progressive Church 7650 Amherst Street Sacramento, CA 9:00 a.m. – 2:30 p.m.

ITEM V – COMMITTEE REPORTS

BACKGROUND:

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

➤ Executive Committee

- Critique of the Special Parent Advisory Committee meeting, November 13, 2008.

GOOD	NEEDS IMPROVEMENT
1. Thank you to Joy Otero for reminder calls to attend PAC meeting.	1. Cell phones off.
2. Thank you to Denise Lee for filling in for Maureen Dermott and sharing information for Lisa Carr.	2. No eating in Boardroom.
3. Thank you to new Representatives for participation at meeting.	
4. Great job by Kathy Ruiz, Chair, for explaining information to new Representatives.	

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair’s Report
- Policy Council Report(s) – Mr. David Quintero, Ms. Kiesha Spriggs, Ms. Salina Davey, Ms. Mary Brown, Mr. Greg Oviedo, and Ms. LaDoris McDavid
- Head Start Deputy Director’s Monthly Report – Ms. Maureen Dermot
- Manager - Child Development and Education Services Monthly Report – Ms. Denise Lee
 - Cluster Monthly Reports
- Manager - Program Support Services Monthly Report – Ms. Brenda Campos-Peck
 - SETA Head Start Food Service Operations Monthly Report
- Manager- Parent/Family Support Monthly Report – Ms. Lisa Carr

NOTES:

ITEM VII – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program 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 VIII– ADJOURNMENT