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Thought for the Day: "The big secret in life is that there is no big secret.
Whatever your goal, you can get there if you're
willing to work"

Author: Oprah Winfrey

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

Date: Tuesday, February 12, 2008

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 January 15, 2008
- III. **Information Items**
 - A. Standing Information
 - Introduction of New Staff
 - Fiscal Report – Ms. Thelma Manzano
 - National Head Start Association Parent Conference Reports (Attached)
 - California Head Start Association (CHSA) Parent Conference Reports (Attached)
 - Parent/Family Support Unit Events and Activities Report – Ms. Kathy Ruiz, Chair
 - Calendar of Events (Attached) – Ms. Kathy Ruiz, Chair

- Program Content Area/Mental Health Report (Provided in the months of February, April, June, August, October) – Ms. Marilyn Palmer
- Parent Leadership Institute, April 11-12, 2008 (Thursday-Friday), Antioch Progressive Church – Ms. Kathy Ruiz, Chair
- SETA Operated Food Services Presentation – Ms. Connie Otwell
- Community Resources – Parent Advisory Committee Representative/Staff – Ms. Kathy Ruiz, Chair
- Parent/Staff Recognitions - Ms. Brenda Campos-Peck – EZ-IZ Program, Mr. Walter Lott
- Grandparent/Foster Parent Report – Ms. LaDoris McDavid
- Child Care Center Food Menu (Attached.) – Ms. Kathy Ruiz, Chair

IV. Committee Reports

- Executive Committee
- Budget/Planning Committee
- Personnel/Bylaws Committee
- Social/Hospitality/Fundraising Committee
- Early Childhood Development and Health Services Committee
- Monitoring and Evaluation (Self-Assessment) Committee
- Parent/Family Support Committee
- Male Involvement Committee – Mr. Victor Stark
- Early Head Start Committee
- Community Partnerships Advisory Committee (CPAC) – Ms. Christy Farley
- Health Services Advisory Committee (HSAC) – Ms. LaDoris McDavid
- Food Services Committee

V. Other Reports

- Chair's Report – Ms. Kathy Ruiz
- Policy Council Report(s) – Ms. Jenna Maggard, Ms. Salina Davey, Ms. Erin Kimbro, Ms. Angela Porter, Ms. Carol Aronis
- Head Start Deputy Director's Report – Ms. Maureen Dermott
 - Average Daily Attendance (ADA) Report
 - SETA Head Start/Early Head Start End of Month Enrollment Report
 - SETA Operated Program Self Assessment
- Manager, Program Support Services Report – Ms. Brenda Campos-Peck
- Manager, Child Development and Education Services Report – Ms. Denise Lee
- Manager, Parent/Family Support Report – Ms. Lisa Carr

VI. Center Updates

VII. Discussion

VIII. Public Participation

IX. Adjournment

Distribution Date: Wednesday, February 6, 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
- ___ Donovan Harrison, Broadway Early Learning Center
- ___ Angela Porter, Center of Praise Head Start
- ___ **Vacant**, Countrywood Head Start
- ___ **Vacant**, Crossroads Garden Head Start
- ___ Jeanine Vandermolen, CSUS Head Start
- ___ **Vacant**, Early Head Start /Home Base
- ___ **Vacant**, Florin Meadows Head Start
- ___ **Vacant**, Franklin Head Start
- ___ **Vacant**, Freedom Park Head Start
- ___ **Vacant**, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grace Lutheran Head Start
- ___ Norma Vazquez, Grant Skills Center
- ___ **Vacant**, Grizzly Hollows
- ___ Monique Davis, Hillsdale Head Start
- ___ Salina Davey, Home Base
- ___ Erin Kimbro, Home Base
- ___ **Vacant**, Hopkins Park Head Start
- ___ Monica Montes, Illa Collin Head Start
- ___ Katherine Arrue, Job Corps Head Start
- ___ **Vacant**, Kennedy Estates Head Start
- ___ Hollie Costas, La Riviera Head Start
- ___ **Vacant**, LaVerne Stewart Head Start
- ___ Christy Farley, Marie Cleveland’s Bright Beginnings Head Start
- ___ Rebecca Manzo, Mather Head Start
- ___ Graciela Carrillo, Nedra Court Head Start
- ___ **Vacant**, New Helvetia 1 Head Start
- ___ **Vacant**, New Helvetia 2 Head Start
- ___ **Vacant**, Northview Head Start
- ___ Vanessa Valencia, Norma Johnson Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ Nicole Gordon, Phoenix Park Head Start
- ___ **Vacant**, Sharon Neese Early Learning Center
- ___ Kieston Murray, Sierra View Head Start
- ___ Kiesha Spriggs, Solid Foundation Head Start
- ___ **Vacant**, Strizek Park Head Start
- ___ Carol Aronis, Vineland Head Start
- ___ Jenna Maggard, Walnut Grove Head Start
- ___ **Vacant**, Whispering Pines Head Start
- ___ LaDoris McDavid, Foster Parent Representative
- ___ **Vacant**, Foster Parent Representative
- ___ **Vacant**, Grandparent Representative
- ___ Venelsia Fentress, Grandparent Representative
- ___ **Vacant**, Male Involvement Representative
- ___ **Vacant**, Outgoing Chair
- ___ Lynn Reynolds-Showalter, Past Parent/Community Representative
- ___ Kathy Ruiz, Past Parent/Community Representative

New Representatives to be seated:

- ___ Karla Chavez, Auberry Park Head Start
- ___ Mariana Valdez, Bannon Creek Head Start
- ___ Jannice Riddick, Crossroads Head Start
- ___ Kevin Hamilton, EHS/Home Base Head Start
- ___ Victor Stark, Male Involvement Representative
- ___ Crystal Tapa, New Helvetia II Head Start
- ___ Jacqueline Martinez, Sharon Neese Head Start
- ___ Kieston Murray, Sierra View Park Head Start
- ___ Aida Ruiz, Strizek Park Head Start

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	4/8	5/13	6/10	7/8	8/12	9/9	10/14	11/11
Vacant	AP			U										
Mariana Valdez S/B Seated 11/07	BC	AP	AP	X										
Donovan Harrison Seated 11/07	BLC	X	U	X										
Angela Porter Seated 11/07	COP	X	X	U										
Vacant	CW													
Vacant	CR													
Jeanine Vandermolen Seated 11/07	CSUS	X	X	X										
Condola Hill S/B Seated 12/07	EHS/HB		U	U										
Vacant	F													
Vacant	FM													
Vacant	FP													
Robert Bitango Seated 11/07	FT	X	U	U										
Vacant	G													
Vacant	GH													
Vacant	GL													
Norma Vazquez S/B Seated 11/07	GSC	U	X	X										
Monique Davis S/B 11/07	H	E	X	X										
Salina Davey Seated 03/07	HB	X	X	X										
Erin Kimbro Seated 11/07	HB	X	X	X										
Monica Montes Seated 11/07	IC	X	X	X										
Katherine Arrue Seated 12/07	JC		X	X										
Vacant	K													
Hollie Costas Seated 11/07	LAR	X	X	X										
Vacant	LVS													
Christy Farley Seated 11/07	MCBB	X	X	X										
Rebecca Manzo Seated 1/08	M			X										
Graciela Carrillo Seated 11/07	NC	X	E	X										
Vanessa Valencia Seated 11/07	NJ	X	X	X										
Vacant	NH1													
Vacant	NH2													
Vacant	NV													
Vacant	PA													
Nicole Gordon S/B Seated 11/07	PP	U	X	X										
Kiesha Spriggs Seated 12/07	SF		X	U										
Vacant	SN													
Brandy Young S/B Seated 11/07	SP	E	U	U										
Kieston Murray Seated 03/07	SVE	X	E	U										
Carol Aronis Seated 11/07	V	X	X	X										
Jenna Maggard Seated 11/07	WG	X	U	X										
Vacant	WP													
LaDoris McDavid S/B Seated 11/07	FPR	E	X	X										
Vacant	FPR													
Venelsia Fentress Seated 11/07	GPR	X	X	X										
Vacant	MIR													
Vacant	OGC													
Lynn Reynolds-Showalter Seated 11/07	PPR	X	X	X										
Kathy Ruiz Seated 11/07	PPR	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, Ms. Kathy Ruiz, 743-9945 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

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	MCB	Marie Cleveland Bright Beginnings
CW:	Countrywood	B:	Norma Johnson
EHS:	Early Head Start	NJ:	Nedra Court
FM:	Florin Meadows	NC:	New Helvetia 1
FR:	Franklin	NH1:	New Helvetia 2
FP:	Freedom Park	NH2	Northview
FT:	Fruitridge	NV:	Parker Avenue
G:	Galt	PA:	Phoenix Park
GH:	Grizzly Hollow	PP:	Solid Foundation
GL:	Grace Lutheran	SF:	Sharon Neese
GSC:	Grant Skills Center	SN:	Strizek Park
H:	Hillsdale	SP:	Sierra View
HB:	Home Based	SVE:	Vineland
HP:	Hopkins Park	V:	Walnut Grove
IC:	Illa Collin	WG:	Whispering Pines
		WP:	

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
JANUARY 15, 2008

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of January 15, 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

January 15, 2008
6:00 p.m.

I. Welcome

A. Call to Order/Roll Call –The meeting was called to order at 6:02 p.m. Ms. Salina Davey read the Thought for the Day and called the roll. A quorum was confirmed.

Members Present:

Donovan Harrison
Angela Porter
Jeanine Vandermolen
Norma Vasquez (6:15 arrival)
Monique Davis
Salina Davey
Erin Kimbro
Monica Montes
Katherine Arrue
Hollie Costas
Christy Farley
Graciela Carrillo
Vanessa Valencia
Nicole Gordon
Carol Aronis
Jenna Maggard
LaDoris McDavid
Venelsia Fentress
Lynn Reynolds-Showalter
Kathy Ruiz

Members Absent:

Brandy Williams (U)
Robert Bitango (U)
Kieston Murray (U)
Kiesha Spriggs (U)

New Representative Seated:

Rebecca Manzo, Mather Head Start (6:19 arrival).

New Representatives Absent:

Mariana Valdez, Bannon Creek Head Start (U); Condola Hill, Early Head Start/Home Base (U); Brandy Young, Strizek Park Head Start (U).

B. PAC Meeting Attendance Update - Ms. Kathy Ruiz read the Attendance Update and instructed the PAC on making motions, leaving their seats and getting permission from the Chair prior to speaking.

II. Consent Items

A. Approval of Minutes for PAC Meeting of December 11, 2007 – No corrections. Motion by Ms. Angela Porter, seconded by Ms. Lynn Showalter, to approve the Minutes by show of hands vote. Ayes, 17. Nays, 0. Abstentions, 2 (Ms. Ruiz, Ms. Angela Porter). Motion carried.

IV. Information Items

A. Standing Information (Out of order.)

- Fiscal Report – Ms. Thelma Manzano shared that in November SETA paid its staff a salary increase of 4 percent. There was a three-months catch up adjustment for retirement benefits that was approved by the Agency, but has not been distributed to the Head Start program, which resulted in a big increase in payroll for this month. The Administrative costs look high, but SETA is still under the 15 percent allowed under the federal programs.

III. Action Items

- ##### A. Selection of Representative and Alternate to SETA Head Start Health Services Advisory Committee (HSAC) – Ms. Brenda Campos-Peck shared that representatives are needed to discuss issues relevant to health services at Head Start. Representatives meet a minimum of twice a year. Next (dinner) meeting is Wednesday, January 30th, 5:30-7:00 p.m., SETA Sequoia Room. Good opportunity to see what's going on as it relates to medical, dental, nutrition, mental health and disability services in Sacramento County. Minutes from the last HSAC meeting attached.

Motion by Ms. Venelsia Fentress, seconded by Ms. LaDoris McDavid, to select one Representative and one Alternate to the HSAC. Show of hands vote: Ayes, 17. Nays, 0. Abstentions: 2 (Ms. Ruiz and Ms. Porter).

Nominees LaDoris McDavid and Venelsia Fentress explained their interest in sitting on the Committee. Ms. Fentress stated she would like to serve as the Alternate. Ms. McDavid accepted the Representative position. The next meeting will be Wednesday, January 30th, 5:30 – 7:00 p.m.; following meetings to be announced.

- ##### B. Election of Representative and Alternate to SETA Head Start Community Partnerships Advisory Committee (CPAC). - Ms. Campos-Peck shared that the Committee consists of agencies that provide community and social services in Sacramento County. Ms. Renita Ervin, Social Services/Parent Coordinator oversees this committee. Meetings are during the day and lunch is provided.

Motion by Ms. Fentress, seconded by Ms. Hollie Costas to elect one Representative and one Alternate to serve on the Committee. Show of hands vote: Ayes, 17. Nays, 0. Abstentions, 2 (Ms. Ruiz and Ms. Porter).

Meetings are Thursday, April 24th, 11:30 a.m – 1:00 p.m., and Thursday, September 25th, 11:30 a.m. – 1:00 p.m., both in the Shasta Room.

Nominees: Christy Farley and Lynn Showalter. Ms. Showalter stated she would accept the Alternate position. Ms. Farley accepted the position of Representative.

(Norma Vasquez present at 6:15 p.m. New Representative Rebecca Manzo present at 6:19 p.m.)

IV. Information Items (Continued.)

A. Standing Information (Continued.)

- Introduction of New Staff – None.
- Parent/Family Support Unit Events and Activities Report – Ms. Kathy Ruiz, Chair – Report attached.

- Calendar of Events - Ms. Kathy Ruiz, Chair – Attached.
Ms. Ruiz shared that there was a list circulating (at the meeting) for Representatives to fill in their e-mail addresses and birthdays. Representatives were asked if they chose to share their phone numbers and addresses with members, not the e-mail addresses.
- Average Daily Attendance (ADA) Report – Ms. Gale Paiva explained the report attached and the importance of parents signing their children in and out of the centers. Enrollment numbers are arrived at by Head Start centers compiling their daily sign-in sheets into a monthly report and submitting that report to the Administrative Office. The daily present/excused totals are then divided by days of operation and the totals are then shown on the ADA Report. Contact Ms. Paiva at 263-3995, 8:00 a.m. to 4:30 p.m. with questions.
- SETA Head Start/Early Head Start End of Month Enrollment Report – Ms. Elsie Bowers (See Deputy Director's Report.)
- Community Resources – Parent Advisory Committee Representative/Staff – Ms. Kathy Ruiz, Chair – No report.
- Parent/Staff Recognitions – Ms. Kathy Ruiz recognized those whose birthdays fall in January: Ms. Alicia Iniguez, and Ms. Ruiz' husband, who was present at the meeting. Ms. Ruiz also had a wedding anniversary this past weekend.
- Grandparent/Foster Parent Report – Ms. LaDoris McDavid – No report.
- Child Care Center Food Menu attached.

V. **Committee Report**

- Executive Committee – Ms. Porter read the Executive Committee Report attached.

VI. **Other Reports**

- Chair's Report – Ms. Kathy Ruiz asked Representatives to turn in their NHSA reports as soon as possible so they may be included in next month's agenda. Parents who previously took I.D. pictures can see Ms. Marie Desha for parent badges; those who did not take pictures can schedule a time to take them. (Badges are needed when visiting Head Start centers.)
- Policy Council Report(s) - Ms. Brandy Williams, Ms. Salina Davey, Ms. Erin Kimbro, Ms. Angela Porter, Ms. Hollie Costa, Ms. Carol Aronis – Ms. Kimbro shared elections of PC officers were held. One Representative and one Alternate were selected to attend the CHSA Conference.
- Head Start Deputy Director's Report – Ms. Maureen Dermott expounded on the end of the month Enrollment Report. SETA had one EHS program that did not fulfill its enrollment requirement at Sac City; instead of 115, there were only 111 children served due to a staffing issue. They should be 100 percent by next report. There is a wait list of 3,360. Unfortunately there are no additional dollars nation wide to do anything about it. SETA has until January 20th to get one batch of 2008 Protocol (past PRISM) information in to the federal reviewers, then another batch is due on February 28th, 2008. (SETA will not be reviewed until the feds have an opportunity to input the submitted information.) Currently the SETA CCFP food program is having its three-year review of its records this week, ending with an exit review this Friday. An update on the review will be provided at the next PAC meeting. SETA will have its California Department of Education state review in the month of March. Staff is doing an outstanding job preparing for these reviews. Jerry Gomez will be coming to train both the PC and the Governing Board; PAC parents are invited to attend the

training as well. SETA is beginning its annual budget process. There is a Budget Committee meeting January 31st and another February 14th. Anyone interested in being part of the budget process is welcome. SETA will be finalizing plans with the Community Assessment and defining its three-year goals on January 28th. SETA will begin supervisory training for Head Start and Workforce. Spring Fling for all staff is March 17th and 18th. Parents may like to attend the guest speaker portion on Community with Families in Poverty. Preliminary plans are underway for Head Start's 30th anniversary in October. SETA is collaborating with CSUS to provide an opportunity for teachers with their associate's degree to work towards their bachelor's degree in an 18-month program at SETA. Information was shared on a National Head Start Association excerpt regarding President Bush's signing of the Improving Head Start for School Readiness Act (e-mail handout provided). PAC will be updated on resulting impacts on SETA programs.

- Manager, Program Support Services Report – Ms. Brenda Campos-Peck shared her background and responsibilities in Head Start. She oversees health and nutrition services, including the related policies and procedures forms, food services at Head Start kitchens, translation services, the Health Services Advisory Committee, the Child Development and Health Services Committee, and the Food Services Committee. Her phone number is 263-3881. Planning is in the works for a small presentation on obesity called “I am Moving, I am Learning” to be held during an upcoming PAC meeting. The issue of the need to update center forms has been addressed.
- Manager, Child Development and Education Services Report – Ms. Denise Lee (Information previously provided in Ms. Dermott's report.)
- Manager, Parent/Family Support Report – Ms. Lisa Carr shared that she oversees the Family Services Workers, who screen the children's height, weight, vision, hearing. She has three SS/PI staff, Ms. Alma Hawkins, Ms. Belinda Malone and Mr. Bob Silva, who are responsible for parent workshops, parent education, FLIP, Foster Parent/Grandparent meetings and conferences, Male Involvement, Family Partnerships meetings and Parent Resource Assistants. Her unit does some Head Start recruitment. Sharon Adams has started a committee that will be doing DVD's for the centers with information on how parents can become involved with the various Head Start programs. (Multiple languages will be available.) Her unit is revising the Parent Handbook. This year SETA was the recipient of 2,200 additional children's books; parents will receive new books this year. For questions, Ms. Carr's number is 263-8123.

VII. Center Updates

Ms. Dermott shared that due to the terrible weather last week, many center shade structures were damaged. Most have been repaired. Facilities did a great job assessing damages and making emergency repairs the next day. Please inform SETA if they missed anything.

Ms. Porter of Center of Praise asked who is responsible for making repairs -- the community center or Head Start. There was a fence blown down and the entrance gate is messed up. A big issue is parents won't close the latch. Ms. Dermott said parents not closing the gate latch presents a safety issue and will be addressed. SETA takes full responsibility in making sure children are in a safe environment at all centers.

Ms. Salina Davey shared that Dos Rios had no electricity. Ms. Dermott shared that 17 Head Start centers closed last Friday due to (extreme weather) power outages. All centers should have had power restored.

The Chair instructed the PAC that issues of this nature should be discussed under the agenda item called **Discussion**. The current agenda item, **Center Updates**, is for reporting updates on center activities.

Ms. Jeanine Vandermolen shared that CSUS Head Start signed up for Fit in America with Ophra and will be doing a weigh-in. Each morning that the Head Start families sign in at the centers, they are supposed to weigh in. This is leading up to the Walk for Obesity next month at the Capitol. Ms. Campos-Peck shared that there is a Fun Run at Elk Grove Park in March.

Ms. Graciela Carrillo shared that in the month of January Nedra Court had issues with too few substitute teachers, and the teachers are only allowing 12 children to attend class. Ms. Carr shared that it is a licensing issue. Ms. Lee is working hard to recruit substitutes. Parents should see improvements in January when CSUS is back in session.

VIII. Discussion

Ms. Porter shared that Center of Praise is not getting enough fruit, that there were 10 tangerines delivered for 19 kids; the barbequed beef is mostly sauce and little beef; and the mangos and bananas are not ripe. Ms. Campos-Peck shared that children that age should be served a half a tangerine, so actually the correct amount was delivered. She showed PAC the quality assurance sheet and shared that problems need to be reported on the sheet at the centers. It is the responsibility of the teacher or site supervisor to make sure staff is filling out the sheets. When food is ordered, staff can't always know if they are not ripe and have to wait a few days. Staff has other food to substitute if fruit is not ripe. Ms. Campos-Peck will work on having the forms filled out regularly. Call her at 263-3881 with questions.

IX. Public Participation

None.

X. Adjournment

Ms. Ruiz instructed the PAC members who had not received their attaché cases to see Ms. Lori Black or Ms. Alicia Iniguez, to see Ms. Desha for I.D. badges, to sign the circulating e-mail/birthday sheet before leaving, and to sign for meeting reimbursement.

The meeting adjourned at 7:10 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 New Staff
- Fiscal Report – Ms. Thelma Manzano
- National Head Start Association Parent Conference Reports (Attached)
- California Head Start Association (CHSA) Parent Conference Reports (Attached)
- Parent/Family Support Unit Events and Activities Report – Ms. Kathy Ruiz, Chair
- Calendar of Events (Attached) – Ms. Kathy Ruiz, Chair
- Program Content Area/Mental Health Report (Provided in the months of February, April, June, August, October) – Ms. Marilyn Palmer
- Parent Leadership Institute, April 11-12, 2008 (Thursday-Friday), Antioch Progressive Church – Ms. Kathy Ruiz, Chair
- SETA Operated Food Services Presentation – Ms. Connie Otwell
- Community Resources – Parent Advisory Committee Representative/Staff – Ms. Kathy Ruiz, Chair
- Parent/Staff Recognitions - Ms. Brenda Campos-Peck – EZ-IZ Program, Mr. Walter Lott
- Grandparent/Foster Parent Report – Ms. LaDoris McDavid
- Child Care Center Food Menu (Attached.) – Ms. Kathy Ruiz, Chair

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY SUPPORT UNIT

EVENT

DATE

Male Involvement Meeting

Wednesday, February 13, 2008
2:00 p.m.
925 Del Paso Blvd., #200
SETA Redwood Room

Budget/Planning Committee including
Parent/Family Support Committee Meeting

Thursday, February 28, 2008
9:00 a.m.
925 Del Paso Blvd., #200
SETA Redwood Room

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Meeting	Tuesday, February 12, 2008 6:00 p.m. 925 Del Paso Blvd., #200 SETA Boardroom
PAC Executive Committee Meeting	Wednesday, February 13, 2008 9:30 am. 925 Del Paso Blvd., #200 SETA North Atrium
Male Involvement Meeting	Wednesday, February 13, 2008 2:00 p.m. 925 Del Paso Blvd., #200 SETA Redwood Room
Budget/Planning Committee, including Parent/Family Support Committee Meeting	Thursday, February 14, 2008 9:00 a.m. 925 Del Paso Blvd., #200 SETA Redwood Room
Early Head Start Committee Meeting	Monday, February 25, 2008 1:00 p.m. 925 Del Paso Blvd., #200 SETA Redwood Room
PC Meeting	Tuesday, February 26, 2008 9:00 a.m. 925 Del Paso Blvd., #200 SETA Boardroom
Budget/Planning Committee, including Parent/Family Support Meeting	Thursday, February 28, 2008 9:00 a.m. 925 Del Paso Blvd., #200 SETA Redwood Room
PC Executive Committee Meeting	Thursday, February 28, 2008 925 Del Paso Blvd., #200 SETA Redwood Room
PC/PAC Personnel/Bylaws Committee Meeting	Friday, February 29, 2008 10:00 a.m. 925 Del Paso Blvd., #200 SETA Sequoia Room

ITEM IV – COMMITTEE REPORT

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, January 15, 2008

GOOD	NEEDS IMPROVEMENT
1. Timely meeting	1. Participation by Representatives making motions
2. Attendance	2. Representatives and staff speaking into the microphones
3. Great job by Chair, Ms. Kathy Ruiz, on conducting a timely meeting	3. Representatives are responsible for cleaning their area
4. Good job on Policy Council report by Ms. Erin Kimbro	

NOTES:

ITEM V – OTHER REPORTS

BACKGROUND:

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

- Chair’s Report – Ms. Kathy Ruiz
- Policy Council Report(s) – Ms. Jenna Maggard, Ms. Salina Davey, Ms. Erin Kimbro, Ms. Angela Porter, Ms. Carol Aronis
- Head Start Deputy Director’s Report – Ms. Maureen Dermott
 - Average Daily Attendance (ADA) Report
 - SETA Head Start/Early Head Start End of Month Enrollment Report
 - SETA Operated Program Self Assessment
- Manager, Program Support Services Report – Ms. Brenda Campos-Peck
- Manager, Child Development and Education Services Report – Ms. Denise Lee
- Manager, Parent/Family Support Report – Ms. Lisa Carr

NOTES:

ITEM VI – CENTER UPDATES

BACKGROUND:

This agenda item provides an opportunity for Head Start (SOP) centers to give an update on their activities.

NOTES:

ITEM VII – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VIII – 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 IX – ADJOURNMENT