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Thought for the Day: "We are not put on this earth for ourselves, but are placed here for each other. If you are always there for others, then in time of need, someone will be there for you"

Author: Jeff Warner

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

Date: Tuesday, June 10, 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..... 1
- B. PAC Meeting Attendance Update 2-3

II. Consent Items

- A. Approval of Minutes for PAC Meeting of May 13, 20084

III. Action Items

- A. Election of Policy Council Representatives and Alternates5
- B. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity..... 6
- C. Ratification of the Submission of the Head Start/Early Head Start Supplemental Training/Technical Assistance Funding Grant Application for Fiscal Year 2008-2009.....7

IV.	<u>Information Items</u>	
	A. Standing Information.....	8
	➤ Introduction of New Staff	
	➤ Fiscal Reports – Ms. Thelma Manzano, Fiscal Manager	
	➤ Manager, Child Development and Education Services Report – Ms. Denise Lee	
	• Special Education/Program Content Area Disabilities Report (Provided in the months of February, April, June, August, October) – Ms. Denise Lee (Attached)	
	➤ Manager, Program Support Services Report – Ms. Brenda Campos-Peck	
	➤ Manager, Parent/Family Support Report – Ms. Lisa Carr	
	➤ Program Content Area Mental Health Report (Provided in the months of February, April, June, August, October) – Ms. Marilyn Palmer	
	➤ Head Start Farm Stands – Mr. Randy Stannard and Ms. Melanie Nicolas	
	➤ Parent/Family Support Unit Events and Activities Report – Ms. Kathy Ruiz, Chair	
	➤ Calendar of Events (Attached) – Ms. Kathy Ruiz, Chair	
	➤ Parent Leadership Institute Reports – Ms. Kathy Ruiz, Chair	
	➤ Child Care Center Food Menu (Attached) – Ms. Kathy Ruiz, Chair	
	B. California State Department of Education (CDE) Self Assessment Results (Attached).	9
	C. Governing Board Minutes of April 3, 2008	10
V.	<u>Committee Reports</u>	11
	➤ Executive Committee	
	➤ Budget/Planning Committee	
	➤ Personnel/Bylaws Committee	
	➤ Social/Hospitality 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	
VI.	<u>Other Reports</u>	12
	➤ Chair’s Report – Ms. Kathy Ruiz	
	➤ Policy Council Report(s) – Ms. Salina Davey, Ms. Erin Kimbro and Ms. Carol Aronis	
	➤ Head Start Deputy Director’s Report – Ms. Maureen Dermott	
	• Average Daily Attendance (ADA) Report (Attached)	
	• SETA Head Start/Early Head Start End of Month Enrollment Report (Attached)	
VII.	<u>Center Updates</u>	13
VIII.	<u>Discussion</u>	14
XI.	<u>Public Participation</u>	15
X.	<u>Adjournment</u>	16

Distribution Date: Wednesday June 3, 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**, Bannan Creek Head Start
- ___ Donovan Harrison, Broadway Early Learning Center
- ___ **Vacant**, Center of Praise Head Start
- ___ Itzel Oregon, 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
- ___ **Vacant**, Grant Skills Center
- ___ **Vacant**, Grizzly Hollows
- ___ Monique Davis, 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
- ___ **Vacant**, Kennedy Estates Head Start
- ___ **Vacant**, La Riviera Head Start
- ___ **Vacant**, LaVerne Stewart Head Start
- ___ Christy Farley, Marie Cleveland's Bright Beginnings Head Start
- ___ **Vacant**, Mather Head Start
- ___ **Vacant**, 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
- ___ Luz Nolazco, Parker Avenue Head Start
- ___ Nicole Gordon, Phoenix Park Head Start
- ___ **Vacant**, Sharon Neese Early Learning Center
- ___ **Vacant**, Sierra View Head Start
- ___ Kiesha Spriggs, Solid Foundation Head Start
- ___ Aida Paz Flores, Strizek Park Head Start
- ___ Carol Aronis, Vineland Head Start
- ___ **Vacant**, Walnut Grove Head Start
- ___ **Vacant**, Whispering Pines Head Start
- ___ LaDoris McDavid, Foster Parent Representative
- ___ Venelsia Fentress, Grandparent Representative
- ___ Victor Stark, Male Involvement Representative
- ___ **Vacant**, Outgoing Chair
- ___ Lynn Reynolds-Showalter, Past Parent/Community Representative
- ___ Kathy Ruiz, Past Parent/Community Representative

New Representatives to be seated:

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	7/8	8/12	9/9	10/14	11/11
Vacant	AP													
Vacant	BC													
Donovan Harrison Seated 11/07	BLC	X	U	X	X	E	X	X						
Angela Porter Seated 11/07	COP	X	X	U	X	X	E	E						
Itzel Oregon Seated 3/08	CW					X	X	E						
Vacant	CR													
Jeanine Vandermolen Seated 11/07	CSUS	X	X	X	X	X	X	X						
Vacant	EHS/HB													
Vacant	F													
Vacant	FM													
Vacant	FP													
Vacant	FT													
Vacant	G													
Vacant	GH													
Vacant	GL													
Norma Vazquez S/B Seated 11/07	GSC	U	X	X	X	X	E	E						
Monique Davis S/B 11/07	H	E	X	X	X	X	X	U						
Salina Davey Seated 11/07	HB	X	X	X	X	X	X	X						
Erin Kimbro Seated 11/07	HB	X	X	X	X	X	X	X						
Vacant	IC													
Katherine Arrue Seated 12/07	JC		X	X	X	X	X	E						
Vacant	K													
Vacant	LAR													
Vacant	LVS													
Christy Farley Seated 11/07	MCBB	X	X	X	X	E	X	U						
Vacant	M													
Graciela Carrillo Seated 11/07	NC	X	E	X	X	X	E	U						
Vanessa Valencia Seated 11/07	NJ	X	X	X	X	X	X	X						
Vacant	NH1													
Vacant	NH2													
Talina Hutton S/B Seated 4/08	NV						E	X						
Luz Nolazco Seated 3/08	PA					X	X	U						
Nicole Gordon S/B Seated 11/07	PP	U	X	X	X	X	X	X						
Kiesha Spriggs Seated 12/07	SF		X	U	E	X	X	X						
Vacant	SN													
Aida Paz Flores Seated 2/08	SP				X	X	E	X						
Vacant	SVE													
Carol Aronis Seated 11/07	V	X	X	X	X	X	X	X						
Vacant	WG													
Vacant	WP													
LaDoris McDavid S/B Seated 11/07	FPR	E	X	X	X	E	X	X						
Venelsia Fentress Seated 11/07	GPR	X	X	X	X	X	E	X						
Victor Stark Seated 2/08	MIR				X	X	X	X						
Vacant	OGC													
Lynn Reynolds-Showalter Seated 11/07	PPR	X	X	X	X	X	X	X						
Kathy Ruiz Seated 11/07	PPR	X	X	X	X	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	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
MAY 13, 2008

BACKGROUND:

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

RECOMMENDATION:

That the Parent Advisory Committee approves the minutes of May 13, 2008.

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 13, 2008
9:00 a.m.

I. Welcome

A. Call to Order/Roll Call

The meeting was called to order at 6:06 p.m. The Thought for the Day was read by Ms. Vanessa Valencia. Roll was called; a quorum was confirmed.

Members Present:

Donovan Harrison
Jeanine Vandermolen
Monique Davis
Salina Davey
Erin Kimbro
Vanessa Valencia
Nicole Gordon
Kiesha Spriggs
Aida Paz Ruiz
Carol Adonis
LaDoris McDavid
Venelsia Fentress
Lynn Reynolds-Showalter
Kathy Ruiz

Members Absent:

Angela Porter (E)
Itzel Oregon (E)
Norma Vasquez (E)
Katherine Arrue (E)
Christy Farley (U)
Graciela Carillo (U)
Luz Nolazco (U)
Jenna Maggard (Resigned)
Victor Stark (U)

New Representatives Present: Ms. Talina Hutton, Northview Head Start.

C. PAC Meeting Attendance Update – Read by Ms. Kathy Ruiz, Chair.

II. Consent Items

A. Approval of Minutes for PAC Meeting of April 30, 2008

Motion by Ms. Carol Aronis, seconded by Ms. Nicole Gordon, to approve the minutes. No discussion, no corrections. Ayes, 12. Nays, 0. Abstentions, 1 (Ms. Kathy Ruiz). Motion carried.

III. Action Items

A. Election of Parent Advisory Committee Representative and Alternate
Background information shared by Ms. Ruiz. Motion by Ms. Venelsia Fentress, seconded by Ms. McDavid to elect three Policy Council Representatives and three Alternates.

Discussion: In response to a parent question, Ms. Ruiz shared that child care is not provided, but parents are reimbursed \$30 for transportation and child care.

Ms. Desha shared further background information on duties. Ayes, 12. Nays, 0. Abstentions, 1 (Ms. Ruiz). Motion carried.

Ms. Aida Ruiz was elected Policy Council Representative as the sole nominee. Item continued to next month's agenda to elect two Representatives and three Alternates.

(Ms. Talina Hutton was seated.)

IV. Information Items

A. Standing Information

- Introduction of New Staff – None.

- Fiscal Reports – Ms. Thelma Manzano, Fiscal Manager (absent). Reports attached. Call Ms. Manzano at 263-3875 with questions. Ms. Maureen Dermott shared that Ms. Manzano, Ms. Brenda Campos-Peck, Ms. Lisa Carr and Ms. Denise Lee were all absent. She will provide each manager's report. Ms. Dermott shared on the attached fiscal reports for Head Start and Early Head Start. Eight months (out of 12) through the fiscal year, Head Start should be at 66 percent of the \$23-plus million budget. As of March 31st, we are on target at 65 percent, and 64 percent on the T/TA grant, which is just one percent under budget of where it should be year to date. Early Head Start is at 62 percent.

- Manager, Child Development and Education Services Report/Cluster Reports – Ms. Denise Lee (absent).
- Special Education/Program Content Area Disabilities Report (Provided in the months of February, April, June, August, October) – Ms. Denise Lee (absent).
Ms. Dermott shared that from the Education, Disabilities and Mental Health units, we had excellent federal reviews; there were no findings. (Great job to the center staff, who did great interviews.) The state review was successful, but there were a few findings. SETA did very well on the ECERS (Early Childhood Environmental Rating Scale [checks for enough toys, quiet space, qualified teachers, etc.]) One center had 4.8 out of the 7, and the goal is 5. A corrective plan of action was implemented for that center. There is also ITERS (Infant and Toddler Environmental Rating Scale), for which SETA does a self assessment. Child Action provided 13 reviewers to perform evaluations (at no charge) at our California Department of Education funded classrooms. A full report of results will be provided at the June PAC and PC.

- Manager, Program Support Services Report – Ms. Brenda Campos-Peck (absent). No report. Her team is working hard to make sure all screenings are accomplished.

- Manager, Parent/Family Support Report – Ms. Lisa Carr (absent). Flyers provided. Ms. Alma Hawkins reported activities: Grandparent Foster Parent Support Group, Hagginwood Community Center, Wednesday, May 14th, 10:30 a.m. -12:30 p.m., guest speaker from Senior Legal Hotline. Transportation provided from SETA; Know your Rights Workshop, Wednesday, May 21, 2008. Must register. Children not permitted due to adult discussions; Red Carpet Literacy Movie Night, Mather Air Force Base, August 14, 2008. Planned movie is “Meet the Robinsons.” 3-minute limousine ride, returning to red carpet walk for grandparents, foster parents, foster youths and emancipated youths. Call Julita Bentz or Alma; Daddy and Me free fishing event, Saturday, June 7th, William Land Park. Call Bob Silva Bob, 263-3809, leave name, center and number of participants signing up (free lunch, rods, bait, tackle provided); Workshop, Do you Want to Go Back to School. Call Belinda Malone if interested; Summer Enrollment Kick-off, May 16th at Broadway Head Start, and May 20th at the Sharon Neese Head Start. Children activities, community resources, health screenings and refreshments. Ms. Dermott shared that priority given to four-year-olds. Parent shared that Rio Linda School District is accepting children at three and four years old.

(Mr. Victor Stark arrived at 6:38 p.m.)

- National Head Start Association (NHSA) Annual Training Conference (Report attached.) – Report attached.
- Parent/Family Support Unit Events and Activities Report – Ms. Kathy Ruiz, Chair – Attached. Literacy night flyer (in English and Spanish) includes all dates and times. Bring jackets for these outdoor events. Call Julita Bentz with questions. Fun in the Sun Fair, June 7th, 10:00 a.m. – 2:00 p.m., Rio Linda Blvd. All upcoming activity dates and times listed on Calendar of Events in the agenda.
- Calendar of Events (Attached) – Ms. Kathy Ruiz, Chair – Attached.
- Program Content Area Mental Health Report (Provided in the months of February, April, June, August, October) – Ms. Marilyn Palmer - Next report in June.
- SETA Head Start/Early Head Start Health Policies – Ms. Brenda Campos-Peck – (Absent.)
 - Tobacco Free Policy (Attached) – Attached.
 - Tuberculosis Policy Guidelines – Attached. Discussion tabled until next month for Ms. Campos-Peck to explain.
 - Exposure Control Plan for Bloodborne Pathogens Policy (Sent under separate cover.) – Ms. Dermott will make sure site supervisors have

training as an agenda item at parent meetings for parent volunteers.
Discussion tabled until next.

- Parent Leadership Institute, May 22-23, 2008 (Thursday – Friday), Antioch Family Life Center, Sacramento, CA – Ms. Kathy Ruiz, Chair – If parents were asked to sign up on signup sheet circulating. Dress comfortably for activities. Ms. Dermott shared training will be in line with SETA's three-year goals.
- Child Care Center Food Menu (Attached) – Ms. Kathy Ruiz, Chair – Attached.

B. Governing Board Minutes of April 3, 2008 attached.

V. **Committee Reports**

- Executive Committee – Ms. Fentress read the report attached.
- Budget/Planning Committee – Completed.
- Personnel/Bylaws Committee – Ms. Carol Aronis shared the Committee went over Bylaws and will next work on modifications. Ms. Marie Desha shared that the next meeting is on May 30th, 10:00 a.m., Sequoia Room. Give any modifications to the Chair or Bylaws Committee member. (Ms. Showalter will not be present.)
- Social/Hospitality Committee – Ms. Erin Kimbro shared the Committee discussed Activity Guidelines and the budget for the activity. They made a list of activities to research. Guest age of 18 years and up was approved. Parent activity planned to be held in July.
- Early Childhood Development and Health Services Committee – No meeting.
- Monitoring and Evaluation (Self-Assessment) Committee – Completed.
- Parent/Family Support Committee – Have not met. No meeting.
- Male Involvement Committee – Mr. Victor Stark reported there are no new events. At the last meeting at Northview he was trying to volunteer to go into the classroom with dads who want to become involved in the classroom. Mr. Stark offered to explain Male Involvement to dads from any center who want to become involved, and is willing to meet at SETA to explain process to them. Call Mr. Stark at 921-6923.
- Early Head Start Committee – Ms. Lynn Showalter shared that the first meeting was about where a child should be according to their age. The second meeting was about mental health, post-partum depression and where to get help.
- Community Partnerships Advisory Committee (CPAC) – Ms. Salina Davey reported in the absence of Ms. Christy Farley. The Committee had a good meeting. Good information was shared. SETA has a new web site, www.seta.net. There are new links, such as Community Youth Service. SMUD is offering 30 percent off bills for low income. Application available online at www.SMUD.org. 50 percent off SMUD bill available for people with certain medical conditions. A farmers market will begin mid June at the

Robertson's Community Center every Saturday 7:00 a.m. to 12:00 p.m. The Firehouse Community Center in the Del Paso Heights area has free children's activities in the summer and an onsite children's computer lab. Call Scott, 927-7694.

- Health Services Advisory Committee (HSAC) – Ms. LaDoris McDavid will report after the May 21st meeting.
- Food Services Committee – No report.

VI. Other Reports

- Chair's Report – Ms. Kathy Ruiz asked Representatives to please clean area, throw away papers, turn off microphones, and push chair in and put name tags away at end of each meeting. She asked Representatives to start participating more in making motions. Assistance is available. Keep cell phones off. No food in the Boardroom. Golden Bear Pass Applications were handed out. For \$5 the low income can receive a pass to enter California parks for the entire year. Ms. Ruiz provided booklets she brought back from the NHSA conference in Nashville, TN on Head Start Success Stories, 35 years of success stories by past Head Start parents. Representatives were asked to update their e-mail address on the circulating list.
 - Policy Council Report(s) – Ms. Salina Davey reported there was a special meeting held to approve the Head Start/Early Head Start budget for 2008-2009.
 - Head Start Deputy Director's Report – Ms. Maureen Dermott shared they submitted the federal grant last week. She has not heard anything so far. SETA is working on getting all centers fully enrolled for the fall. There is a new Information Services Chief, Ed Proctor. She has asked his department to develop a project management system. In July Representatives from HR and fiscal departments, and Ms. Dermott will attend the GESPEC Conference on federal funding. Berkeley Math project continuing. In the process of purchasing laptops for the monitoring unit to use in the field, which should be a significant time savings.
- Average Daily Attendance (ADA) Report (Attached) – Ms. Dermott shared on the attached reports for February and March. There are challenges at some centers on low attendance: Florin Meadows, Mather, and Sierra View. Therapeutic Preschool has a lower attendance rate.
 - SETA Head Start/Early Head Start End of Month Enrollment Report (Attached) – Ms. Dermott shared SETA Operated sites are funded for 2,778 children, but actually serve more. Delegate Agencies are doing well: Del Paso fully served 179 children, Elk Grove did well with their 380, Sac City exceeded their 1,072; San Juan and WCIC also did well meeting their enrollment. The only group that did not meet their funded enrollment was SETA for Early Head Start; funded for 213 and only had 207 on the day of the report. Usually this has to do with paperwork is not completed for children to start on the day they say child should start.

Ms. Ruiz asked new Representatives who had not received an attaché bag to see Ms. Lori Black. Staff is working on arranging I.D. pictures to be taken next month for Representatives who have not received an I.D. badge. (A raffle drawing was held with souvenirs from the NHSA Training Conference, Nashville, TN.)

VII. Center Updates – Ms. Aida Paz Ruiz shared that Strizek Park’s garden is blooming now. Parents worked hard planting vegetables. The children are excited. The garden includes tomatoes and strawberries. Parents brought in plants. Pictures were shared.

VIII. Discussion – Ms. Aronis questioned the frequency of lease renewal at centers. Ms. Dermott stated some centers are month-to-month, one to five years at others, depending on who the landlord is. Ms. Aronis shared that a Vineland center representative (unnamed) commented more than once that they would be glad when we’re (SETA) is gone in 2010. Ms. Dermott will investigate what the issue is and check the lease date.

Ms. Aida Paz Ruiz, Strizek, has concerns with center cleaning maintenance, the bathrooms are disgusting. It takes a month or two to get problems solved and there are health issues. Ms. Dermott shared that Ms. Campos-Peck is the ultimate contact person, but to start concern with center staff immediately. Ms. Paz Ruiz thanked Ms. Campos-Peck for handling the water issue promptly.

Ms. Davey inquired whether SETA will still contract with Dos Rios for Home Base (socializations). Ms. Dermott stated Dos Rios is still deciding because they feel the space is underutilized. There is no funding for additional slots to use Dos Rios as another Head Start center.

XI. Public Participation – None.

X. Adjournment – 7:32 p.m.

ITEM III-A – ACTION ITEM

**ELECTION OF POLICY COUNCIL REPRESENTATIVES
AND ALTERNATES 2007-2008 (PAC)**

BACKGROUND:

There are currently three (3) Representative and three (3) Alternate vacancies to the 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 month 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 program

RECOMMENDATION:

That the Parent Advisory Committee elects three (3) Policy Council Representatives and three (3) Alternates to the Policy Council.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – 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 Parent Advisory Committee meeting.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION ITEM

**RATIFICATION OF THE SUBMISSION OF THE HEAD START/EARLY HEAD START
SUPPLEMENTAL TRAINING/TECHNICAL ASSISTANCE FUNDING GRANT
APPLICATION FOR FISCAL YEAR 2008-2009**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to ratify the submission of the Head Start/Early Head Start Supplemental Training/Technical Assistance (T/TA) funding grant application for Fiscal Year 2008-2009. The amount of the grant application is \$374,200 in federal funds, with \$93,550 as in-kind match for a total of \$467,750.

The Office of Head Start is making available to grantees, on a one-time basis, a little more than \$5 million in Head Start T/TA funding for the purpose of assisting agencies to meet the new staff qualifications requirements articulated in Section 648(a) of the new Head Start Act.

Attached is the supplemental grant application for SETA along with supporting budgetary requests.

The Head Start Policy Council reviewed and approved this item at the special meeting held Friday, May 30, 2008. The SETA Governing Board reviewed item and ratified submission of the grant application that was due to the regional office on Monday, June 2, 2008. Ms. Maureen Dermott or Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee ratifies the submission of the Head Start/Early Head Start Supplemental Training/Technical Assistance grant application for Fiscal Year 2008-2009.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION ITEMS

STANDING INFORMATION

BACKGROUND:

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

Information Items

A. Standing Information

- Introduction of New Staff
- Fiscal Reports – Ms. Thelma Manzano, Fiscal Manager
- Manager, Child Development and Education Services Report – Ms. Denise Lee
 - Special Education/Program Content Area Disabilities Report (Provided in the months of February, April, June, August, October) – Ms. Denise Lee (Attached)
- Manager, Program Support Services Report – Ms. Brenda Campos-Peck
- Manager, Parent/Family Support Report – Ms. Lisa Carr
- Program Content Area Mental Health Report (Provided in the months of February, April, June, August, October) – Ms. Marilyn Palmer
- Head Start Farm Stands – Mr. Randy Stannard and Ms. Melanie Nicolas
- Parent/Family Support Unit Events and Activities Report – Ms. Kathy Ruiz, Chair
- Calendar of Events (Attached) – Ms. Kathy Ruiz, Chair
- Parent Leadership Institute Reports – Ms. Kathy Ruiz, Chair
- Child Care Center Food Menu (Attached) – Ms. Kathy Ruiz, Chair

NOTES:

PARENT/FAMILY SUPPORT UNIT
CALENDER OF EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Wednesday, June 11, 2008 2:00 p.m. 925 Del Paso Blvd. Redwood Room
Parent/Family Support Committee Meeting	Wednesday, June 25, 2008 9:30 p.m. 925 Del Paso Blvd. Redwood Room

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Head Start Farm Stands	Beginning early June, 2008 Every Wednesday, 7:30-10:30 a.m. at Grant Skills Center and Every Thursday, 1:00-4:00 p.m. at Freedom Park ELC (see attached flyer)
PAC Executive Committee Meeting	Wednesday, June 11, 2008 9:30 a.m. 925 Del Paso Blvd. Sequoia Room
Perinatal and Child Health Services Committee Meeting	Wednesday, June 11, 2008 12:00-2:00 p.m. 4600 Broadway Sacramento, CA
Male Involvement Committee Meeting	Wednesday, June 11, 2008 2:00 p.m. 925 Del Paso Blvd. Redwood Room
Social/Hospitality Committee Meeting	Friday, June 13, 2008 1:00 p.m. 925 Del Paso Blvd. Sequoia Room
EHS Committee Meeting	Monday, June 23, 2008 1:00 p.m. 925 Del Paso Blvd. Redwood Room
PC Meeting	Tuesday, June 24, 2008 9:00 a.m. 925 Del Paso Blvd. SETA Boardroom
Parent/Family Support Committee Meeting	Wednesday, June 25, 2008 9:30 p.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee	Thursday, June 26, 2008 10:00 a.m. 925 Del Paso Blvd. Redwood Room

CALENDAR OF EVENTS
(continued)

<u>EVENT</u>	<u>DATE</u>
Personnel/Bylaws Committee	Friday, June 27, 2008 10:00 am. 925 Del Paso Blvd. Sequoia Room
Literacy Movie Night at the Park, featuring "The Wizard of Oz"	Friday, June 27, 2008 7:00-10:00 p.m. Betschart Park 5666 Adobe Spring Way Elk Grove, CA

ITEM IV-B – INFORMATION ITEM

CALIFORNIA STATE DEPARTMENT OF EDUCATION (CDE)
SELF ASSESSMENT RESULTS

BACKGROUND:

The California State Department of Education – Child Development Division (CDE/CDD) funds SETA’s State Preschool and General Child Care programs. Annually, SETA is required to perform a program self assessment to measure quality services and compliance.

During the months of April and May, SETA partnered with Child Action Inc., to perform program evaluations using the Early Childhood Environmental Rating Scale (ECERS) and the Infant/Toddler Environmental Rating Scale (ITERS) in each state funded classroom. On a seven (7) point scale, any items resulting in a classroom score less than five (5) required a classroom plan of action. Any overall scores less than five (5) required an Agency Plan of Action. Results for the Agency Plan of Action are attached for your review. Individual classroom Plan of Actions are retained at the center.

Ms. Maureen Dermott and Ms. Denise Lee will be available to answer questions.

NOTES:

ITEM IV-C – INFORMATION ITEM

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review Governing Board minutes of April 3, 2008 attached.

NOTES:

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 Parent Advisory Committee meeting, May 13, 2008

GOOD	NEEDS IMPROVEMENT
1. Superior job by Chair, Ms. Kathy Ruiz, on meeting preparation and conducting a timely meeting.	1. Attendance.
2. Good job by Ms. Maureen Dermott in sharing managers' reports.	2. Representatives being recognized by the Chair prior to making a second to the motion.
3. Good job by Representatives in cleaning up their area after the meeting.	3. Side barring.
4. Cell phones kept off.	
5. Good job by Representatives in making motions.	
6. Good job by Representatives in sharing committee reports.	

- Budget/Planning Committee
- Personnel/Bylaws Committee
- Social/Hospitality 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

NOTES:

ITEM VI – 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. Salina Davey, Ms. Erin Kimbro and Ms. Carol Aronis
- Head Start Deputy Director's Report – Ms. Maureen Dermott
 - Average Daily Attendance (ADA) Report (Attached)
 - SETA Head Start/Early Head Start End of Month Enrollment Report (Attached)

NOTES:

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VIII – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated 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 X – ADJOURNMENT