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Thought for the Day: Reach for the moon. If you fall short you may land on a star. Author: Anonymous

HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Tuesday, October 14, 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.

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- Manager, Child Development and Education Services Report – Ms. Denise Lee
 - Cluster Reports

	<ul style="list-style-type: none"> • Program Content Area/Special Education Report (attached) ➤ Manager, Program Support Services Report – Ms. Brenda Campos-Peck ➤ Manager, Parent/Family Support Report – Ms. Lisa Carr ➤ Parent/Family Support Unit Events and Activities Report – Ms. Kathy Ruiz, Chair ➤ Calendar of Events (Attached) – Ms. Kathy Ruiz, Chair ➤ Community Resources – Parent Advisory Committee/Staff – Ms. Kathy Ruiz ➤ Parent/Staff Recognitions – Ms. Roneca Provost (attachment) ➤ Child Care Center Food Menu (attached.) – Ms. Kathy Ruiz 	
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Distribution Date: Thursday, October 8, 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
- ___ **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**, Freedom Park Head Start
- ___ **Vacant**, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grant Skills Center
- ___ **Vacant**, Grizzly Hollows
- ___ **Vacant**, 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
- ___ **Vacant**, 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
- ___ Talina Hutton, 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
- ___ **Vacant**, Sierra View Head Start
- ___ Kiesha Spriggs, Solid Foundation Head Start
- ___ **Vacant**, 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

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	8/26	9/9	10/14	11/11
Vacant	AP													
Vacant	BC													
Donovan Harrison Seated 11/07	BLC	X	U	X	X	E	X	X	X	X	X	X		
Vacant	COP													
Itzel Oregon Seated 3/08	CW					X	X	E	X	X	X	X		
Vacant	CR													
Jeanine Vandermolen Seated 11/07	CSUS	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		
Erin Kimbro Seated 11/07	HB	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		
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		
Vacant	NH1													
Vacant	NH2													
Talina Hutton S/B Seated 4/08	NV						E	X	X	X	X	X		
Luz Nolasco Seated 3/08	PA					X	X	U	X	X	E	U		
Nicole Gordon S/B Seated 11/07	PP	U	X	X	X	X	X	X	X	X	X	X		
Kiesha Spriggs Seated 12/07	SF		X	U	E	X	X	X	X	X	X	X		
Diana Vasquez Seated 6/08	SN								X	E	U	U		
Vacant	SP													
Vacant	SVE													
Carol Aronis Seated 11/07	V	X	X	X	X	X	X	X	X	X	X	E		
Vacant	WG													
Vacant	WP													
LaDoris McDavid Reinstated 8/08	FPR										X	X		
Venelsia Fentress Seated 11/07	GPR	X	X	X	X	X	E	X	X	X	X	X		
Victor Stark Seated 2/08	MIR				X	X	X	X	X	X	E	E		
Vacant	OGC													
Lynn Reynolds-Showalter Seated 11/07	PPR	X	X	X	X	X	X	X	X	X	E	E		
Kathy Ruiz Seated 11/07	PPR	X	X	X	X	X	X	X	X	X	X	E		

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	K:	Kennedy Estates
BC:	Bannon Creek	LAR:	La Riviera
BLC:	Broadway Early Learning Center	LVS:	LaVerne Stewart
COP:	Center of Praise	M:	Mather
CR:	Crossroads Garden	MCBB:	Marie Cleveland Bright Beginnings
CSUS:	CA State University, Sacramento	NJ:	Norma Johnson
CW:	Countrywood	NC:	Nedra Court
EHS:	Early Head Start	NH1:	New Helvetia 1
FM:	Florin Meadows	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
GSC:	Grant Skills Center	SN:	Sharon Neese
H:	Hillsdale	SP:	Strizek Park
HB:	Home Based	SVE:	Sierra View
HP:	Hopkins Park	V:	Vineland
IC:	Illa Collin	WG:	Walnut Grove
JC:	Job Corps	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 SPECIAL PAC MEETING AUGUST 26, 2008
AND PAC MEETING SEPTEMBER 9, 2008**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the Special PAC meeting on August 26, 2008 and minutes of the Regular PAC meeting on September 9, 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

August 26, 2008
9:00 a.m.

I. Welcome

- A. Call to Order/Roll Call – The meeting was called to order at 9:07 a.m. The Thought for the Day was read by Ms. Carol Aronis. A quorum was confirmed.

Members Present:

Donovan Harrison
Itzel Oregon
Jeanine Vandermolen
Salina Davey
Erin Kimbro
Katherine Arrue
Talina Hutton
Vanessa Valencia (9:20 arrival)
Nicole Gordon
Kiesha Spriggs
Carol Aronis
LaDoris McDavid
Venelsia Fentress
Kathy Ruiz

Members Absent:

Christy Farley (U)
Luz Nolazco (E)
Diana Vazquez (U)
Victor Stark (E)
Lynn Reynolds-Showalter (E)

- B. PAC Meeting Attendance Update – Read by Ms. Kathy Ruiz.

II. Consent Items

- A. Approval of Minutes for PAC Meeting of July 8, 2008
Motion by Ms. Itzel Oregon, seconded by Ms. Katherine Arrue, to approve the minutes by show of hands vote. Ayes, 12. Nays, 0. Abstentions, 1 (Kathy Ruiz).
Motion carried.

III. Action Items

- A. Approval of the Revised Head Start/Early Head Start Budget for Fiscal Year 2008-2009 (The wording “Revised” was changed to “Amended” Budget by Ms. Maureen Dermott.)

Ms. Dermott reported that after hearing there would be no additional funding, SETA made budget reductions and submitted its balanced budget on May 1st. Among increased expenses were: rent, insurance, janitorial, personnel salary, medical benefits, tuition reimbursement, health savings account for retirees, teacher work hours, parental leave, bilingual pay, and vacation accrual for certain positions; all of

which increased the budget by \$1.4 million. Administrative reductions were made. With Phase I, Managers were asked to cut department expenses by 10 percent.

After meeting with the Policy Council and Parent Advisory Committee, the following cuts were made from Schedule H of the budget: elimination of Family Day in the Park (\$43,000), as well as the National Black Conference and National Spanish Conference (\$8,000). Expense reductions were made to the Parent Leadership Institute (\$6,000) and the End of Year Appreciation (\$2,000). Staff positions were frozen or reduced. An SS/PI Specialist position and a Health/Nutritionist position were frozen. Home Visitor positions were reduced from six to five. FSW positions were reduced by two. Translator/Consultant positions were reduced by two. Bilingual Aide positions were reduced from 40 to 30 hours.

After submitting the grant, a \$1.2 million shortfall was identified primarily due to receiving no COLA from the federal government. With Phase II, SETA closed two HS centers: Franklin and Grace Lutheran. Whispering Pines center was reduced by 20 slots. There were 14 staff layoffs. Of the five Bilingual Aides laid off, two became consultants; one volunteered to become a substitute teacher. There were two promotions from Head Start to Workforce. Three employees moved laterally. There were two demotions.

Mr. Rick Pryor explained that there were no real changes in the total dollars. Due to not receiving an increased amount for personnel, there was a reduction in staff.

(Ms. Venessa Valencia arrived at 9:20 a.m.)

Motion by Ms. Fentress, seconded by Mr. Donovan Harrison, to approved the amended budget by show of hands vote. Ayes, 11. Nays, 0. Abstentions, 3 (Ms. Ruiz, Ms. Vanessa Valencia, and Ms. Salina Davey).

IV. Information Items

A. Standing Information

- Manager, Child Development and Education Services Report – Ms. Denise Lee
 - Cluster Reports (Attached) – Ms. Denise Lee went over the center portion of the budget in the agenda. It is the end of the year budget and the remaining balances for field trips, petty cash, parent activity fund and Program Officer fund, broken down by cluster. The field trip and parent activity funds were reduced by a slight amount (field trip amount reduced from \$12 to \$7 per child). Ms. Lee advised Representatives to encourage their centers to plan parent activities throughout the year to assure availability of funds, rather than waiting until the end of the year. If the majority of funds are not used by February, they will be allocated to another center. Petty cash did not take a reduction. Staff is utilizing less expensive stores to purchase items. Ms. Valencia asked about

community donations to Head Start. Ms. Lee shared that Fiscal can give the tax I.D. number for donations. Ms. Fentress asked how material for the curriculum is affected by the budget. Ms. Lee shared SETA has standardized classroom material and vendors so all centers are equal. There is a set amount for full or half day. Around January an outside group comes out and assesses the classrooms, then Program Officers assess the classrooms. SETA has always applied for grants each year. Under the Reauthorization, the government will give a five-year grant, then consider whether to give a grant to an agency with blemishes during that period, or to have that agency compete for the grant. The federal government has become very strict on how they look at health and safety. The areas which might determine not refunding an agency are: faltering in fiscal responsibilities, a revoked license, and child abuse and neglect. SETA is putting together a new committee for health and safety which will cover how to get parents engaged in keeping their child safe in the center, and assure staff have systems in place for safety.

- Manager, Program Support Services Report – Ms. Brenda Campos-Peck shared that PC/PAC Representatives (3 PC and 3 PAC) who are on the Early Childhood Development and Health Committee and the Parent/Family Support Committee will be asked to participate on the new Child Safety Committee. Other participants will be the Deputy Director, the Managers, the Program Officers, two Facilities staff, two Monitoring staff, a Site Supervisor, an Associate Teacher, an LCSW and three Union representatives. (Ms. Campos-Peck will send out a list of the names of attendees and agenda of meetings.) There are three meetings scheduled for September: the 5th, 19th and the 26th at 9:00 in the Redwood Room. The first meeting will be a general overview and will cover the purpose and goals of the Committee. At the second meeting a representative from Community Care Licensing will share on procedures. There will be a Sacramento fire marshal at the third meeting. Some Committee members will go out to various centers to get a sense of what they look like.

SETA just completed its Program Information Report which explains how SETA compares countywide on health, education and parent involvement services. Expect a summary by the next meeting. Under Health and Nutrition SETA submitted a grant for Sierra Health Foundation to get monies for a TB project to pay for nurses to come out and do TB screenings on parents at centers. Next month SETA will submit a grant for Sutter Health on diabetes education. To save on costs, SETA has stopped giving menus to each parent and is posting five to seven at each center. Menus are also posted on the web (www.headstart.seta.net) under Nutrition Services. Also on the web is the County's periodicity table that determines at what age children need to have what screenings, and blank, downloadable physical and dental forms. In the future SETA plans to have a link called "Ask the RD," where parents can go online, ask a nutrition question, and have it answered by Sandy Martinez, SETA's Registered Dietitian.

- Manager, Parent/Family Support Report – Ms. Lisa Carr shared that tomorrow is the last Parent Family Support meeting before this committee merges with the Early Childhood Development and Health Services Committee to become the Child Safety Committee. Unit activities are a men's health fair at Hiram Johnson High School September 20th; a legal clinic October 16th; and a grandparent meeting September 10th (bring pictures of your family). Flyers will be provided. SETA is now giving away FLIP books every other month. On alternating months parents will be given an activity sheet to do with their child at home. SETA is working on a method to acquire e-mail addresses from parents at the centers to cut down on the cost of mailing out updates.
- Parent/Family Support Unit Events and Activities Report – Ms. Kathy Ruiz, Chair – Attached. Ms. Ruiz announced that next month there will be a Special PC meeting, Thursday, September 18th, 9:00 a.m.
- PC/PAC Parent Activity Reports – Family History Center – Ms. Ruiz shared that 20 people signed up, but only 5 people attended. Those who did attend had a great time researching their ancestry.
- Calendar of Events (Attached) – Ms. Kathy Ruiz, Chair – The End of Year Parent Appreciation is October 18th, 12:00 to 3:00 p.m., at the Lyons Gate Hotel and Conference, Garden Pavillion, Terrace Room, 3410 Westover Street, McClellan. Dress is semi-formal; colors are purple, gold and teal. Two guests per invitee; a \$22 advanced, non-refundable payment in cash or money order for each guest is required and due by October 3rd. Council Member Bonnie Pannell will be Keynote Speaker. RSVP to Ms. Lori Black, 263-4068, by Friday, October 3rd. Flyer attached.
- Region IX Head Start Association Scholarship Awards – Ms. Ruiz shared that it is important to follow the guidelines or they (applications) will not be accepted. Each scholarship is for \$1,000 (see attachment). Only those submitted and postmarked by September 30th, 2008 will be accepted. (Please note the error on application deadline date – it is not the 31st.) Mail to the address on the application, not to SETA. See Ms. Maureen Dermott for a letter of recommendation.
- Child Care Center Food Menu (Attached) – Ms. Kathy Ruiz, Chair - Attached.

B. Governing Board Minutes June 5, 2008 – Attached.

V. Committee Reports

- Executive Committee – Ms. Ruiz read the attached Committee Report.
- Social/Hospitality Committee – The next meeting is September 3rd at 1:00 p.m.

VI. Other Reports

- Chair's Report – Ms. Ruiz reported that at the Governing Board meeting she attended, SETA had a job fair for youth. 26 youths were hired for fulltime positions.
- Head Start Deputy Director's Report – Ms. Maureen Dermott distributed a letter explaining that the standing Budget Review Committee meeting will be held every month, 9-10:00 a.m., beginning August 5th, rather than from January to April as in the past with the Budget Committee. Parents on the Committee representing PC and PAC are Kathy Ruiz, Venelsia Fentress and Josie Cleaver. There will be three Union Members; three Head Start Managers; three Program Officers representing FSW's, Site Supervisors and Countywide Content Areas; one Facilities staff; one HR staff; one IT staff; and appropriate Fiscal Department staff. Ms. Dermott also shared the Organizational Chart which reflects the recent reduction in staff.

June 1st SETA submitted for a one time T/TA (Supplemental Training/Technical Assistance) application requesting \$374,000. We just received award notification for \$68,200. SETA has two mandates: first, all teachers must have an AA degree by 2011; second, 50 percent of the teachers must have BA degree by 2013. There are 60 SETA Head Start teachers working toward their AA, and another two teachers countywide. All of SETA's teachers are required to have a teacher's permit. This award will cover a cost of approximately \$43,000 in books for 62 teachers, plus unit costs.

Ms. Katherine Arrue shared that a teacher at Job Corp is doing studies and will be absent from the center for 4 ½ months. She is not sure she can return to the classroom because she didn't get permission to do this type of study, and her position may not be available upon completion. Ms. Dermott shared that SETA needs to put the children first in having stability and consistency. It is difficult to recruit teachers, and it is important for teachers to remain with the children. SETA elected not to put a substitute teacher in place, guaranteeing the return of the employee. There are plenty of opportunities to go to school on weekends or evenings. SETA cannot hold positions for every teacher who leaves.

- Average Daily Attendance (ADA) Report (Attached)
- SETA Head Start/Early Head Start End-of-month Enrollment Report (Attached)

VII. Discussion - Tabled

VIII. Public Participation - None

IX. Adjournment - Meeting adjourned at 10:10 a.m.

MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

September 9, 2008
6:00 p.m.

I. Welcome

- A. Call to Order/Roll Call - The meeting called to order at 6:04 p.m. Ms. Salina Davey read the Thought for the Day. Roll was called; a quorum was confirmed.

Members Present:

Donovan Harrison
Itzel Oregon
Jeanine Vandermolen
Salina Davey
Erin Kimbro
Katherine Arrue (6:10 arrival)
Talina Hutton (6:07 arrival)
Nicole Gordon
Kiesha Spriggs
LaDoris McDavid
Venelsia Fentress
Lynn Reynolds-Showalter
Kathy Ruiz

Members Absent:

Vanessa Valencia (E)
Luz Nolazco (U)
Diana Vazquez (U)
Carol Aronis (E)
Victor Stark (E)

- B. PAC Meeting Attendance Update - Ms. Kathy Ruiz read the Attendance Update. The meeting start time in the agenda was corrected to read 6:00 p.m.

II. Consent Items

- A. Approval of Minutes for PAC Meeting of August 26, 2008 – The minutes will be provided in next month's agenda.

III. Action Items

- A. Timed Item 6:00 p.m. and Public Hearing: First Reading of the Modification to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee – Ms. Ruiz read background information. All modifications to the attached Bylaws were reviewed. Additions are indicated in green italic type, and deletions are indicated in red strikethroughs. Motion by Ms. Itzel Oregon, seconded by Ms. Jeanine Vandermolen, to approve the modifications by show of hands. No discussion. Ayes, ~~4~~ 11 (correction on count). Nays, 0. Abstentions, 2 (Ms. Ruiz and Ms. Venelsia Fentress).

IV. Information Items

- A. Standing Information
Introduction of IT Chief – Mr. Ed Proctor introduced himself as the new IT

Chief with the agency for the last 5 months and gave his background information. He is particularly interested in working with Head Start/Early Head Start to improve facilities and capabilities at centers for students, parents and staff. He will be happy to come back and speak to any Head Start projects that parents or Ms. Maureen Dermott would like him to.

- Fiscal Reports – Ms. Thelma Manzano, Fiscal Manager, explained the attached reports for Head Start/Early Head Start. There were changes made from the last report in August. As a result of being unable to process the new fund center and charge to '08-'09, some of the expenses were charged to fiscal year '07-'08. The auditors will come next month and SETA should have the full financial status of HS/EHS programs. In addition, not all Delegate Agencies have submitted closeout reports. SETA received San Juan's reports this morning. Expenses were a little lower than expected. The estimated \$7.5 million was a closeout amount of \$7.7 million.
- Manager, Child Development and Education Services Report – Ms. Denise Lee shared that the Child Safety Committee's subcommittee on Child and Staff Education met today to get feedback from center staff. Time checkpoints, curriculum, and center safety were some of the items discussed. The next meeting date will be mailed in approximately two weeks.
 - Cluster Reports – Ms. Lee explained the center budget report attached. Not much has been spent for the month of August, '08 on petty cash and field trips.
- Manager, Program Support Services Report – Ms. Brenda Campos-Peck
 - Tuberculosis Policy – Ms. Campos-Peck shared that the TB Policy was revised and approved by the Governing Board Thursday, and a week prior by the Policy Council. Two major changes were: the wording "TB Test" was changed to "TB Clearance"; the Quantiferon blood test was added; and parents receiving Home Based Option services will be required to have a TB. (TB Policy distributed.)

IV. Information Items

- B. Program Information Report (PIR) (Attached) – Ms. Campos Peck reported that SETA has fallen below the threshold of what ACF's minimum requirement is, referring to the highlighted areas of the Health and Dental sections of the Head Start PIR. SETA must address areas by doing a Program Improvement Plan. Some challenges SETA encounters with meeting the requirements are parent transportation issues, access to dentists, and forgotten or cancelled appointments. Consultants have been hired to do screenings at the centers, but that is not always successful. This was not an issue for SOP on the Early Head Start PIR.

A. Standing Information (Continued)

- Manager, Program Support Services Report – Ms. Brenda Campos-Peck shared that parents did not receive menus this month or last month. They were and will continue to be posted at their centers, as well as under Nutrition on Head Start's website: www.headstart.seta.net. Distribution of menus to parents was eliminated to cut costs. Also available at that website is a link under Health for dental and physical forms, the County's periodicity table for when children should receive what types of exams and when, and the TB Policy. An "Ask the Dietitian" link will also be posted so nutrition questions can be asked, and SETA's Registered Dietitian, Sandy Martinez, will respond. (An example printout will be provided at the next PAC meeting.) There were a lot of good ideas shared at the Child Safety Committee meeting, which showed there is a lot of work that needs to be done. Call Brenda at 263-3881, or call Katelynn at 263-5658, with questions.
- Manager, Parent/Family Support Report – Ms. Lisa Carr reported on how successful the Rosetta Stone is (computer software in English and Spanish); Northview can't keep up with the high demand of parents. Her unit has been recruiting for the centers; it's been a struggle in the South Area due to overlapping with Delegates offering extended day and not requiring proof of parents working and going to school. Broadway is almost full; Ms. Ronca Provost and Ms. Gaylon Foreman have been working hard getting (enrollment) numbers up. We will know at the beginning of next week what the numbers are. The September 20th Men's Health Fair will be rescheduled to October because families are too new; Delegates asked to postpone it for a month to get to know the families. Ms. Alma Hawkins is working with Area 4 on Aging and with Lilliput/American River College for the Grandparent Conference of January, 2009. Advanced notice of details will be provided. Grandparents/Foster Parents are encouraged to attend. A FLIP book will be given out in October. Due to parents' suggestions, the FLIP log (requiring a lot of writing) was changed to a check-off system. As previously mentioned, SETA will be spearheading a parent committee to discuss parent and staff expectations on child safety procedures.

B. Program Information Report (PIR) (Continued)

Ms. Carr reported that in the PIR under *SOP, Family Partnership, Percentage of Families Receiving Family Services*, the 59 percent is an incorrect amount. Ms. Carr misinterpreted the question, and not all of the credits given parents were captured on the report.

A. Standing Information (Continued)

- Child Care Center Food Menu (Attached) – Ms. Kathy Ruiz, Chair – Attached.
- Calendar of Events (Attached) – Ms. Kathy Ruiz, Chair – Attached.
- Parent/Family Support Unit Events and Activities Report – Ms. Kathy Ruiz reported that the Policy Council and Parent Advisory Committee is currently recruiting for the positions of Past Parent, Foster Parent, and Grandparent

Representatives and Alternates for Program Year 2008-2009. Applications are due by Friday, September 26th, 4:00 p.m. See Ms. Marie Desha if interested (applications available). A signup sheet was distributed for the End of the Year Parent Appreciation, Saturday, October 18, 2008, 12-3:00 p.m., 3410 Westover Street, McClellan, CA. Guest (luncheon) fee is a nonrefundable \$22 per guest (cash or money order), due Friday, October 3rd. RSVP and turn in fee to Ms. Lori Black (263-4068). Ms. Ruiz shared that last year's celebration was very nice; good food and raffle prizes. The next PAC Executive Committee meeting is Thursday, the 11th at 9:30 a.m. The Committee wished everyone having a birthday in September a happy birthday. Ms. Maureen Dermott was presented with a birthday gift. On September 16th, 4-7:00 p.m., 10th and L Streets, will be a Step Up for Kids Day, a free family-friendly event hosted by Parent Voices. It is intended to draw public attention to issues affecting children in California and across the country. Activities, games, speakers and information will be provided. Flyer distributed. Target is hosting an event called Photo Magic at the California Museum of History, Downtown behind the Capitol, October 4th, 10:00 a.m. Free for families.

B. Program Information Report (PIR) (Continued) – Ms. Maureen Dermott reported for Ms. Andrea Harvey on the PIR. SETA did a great job overall for the PIR, considering the number of children served: 106 percent on Immunizations (3,784 children's records); 90 percent on Timely Replacement of Children; 14 percent on Disabilities (of which 100 percent of children received special services); 95 percent of Education Screenings. The SETA Operated Program is funded for 2,778 children; the actual number of children through the door is 3782 due to new enrollees filling vacancies. Ms. Dermott went over Child Demographics. (PIR attached.)

C. Governing Board Minutes July 3, 2008 – Attached.

V. Committee Reports

- Executive Committee – Ms. Fentress read the Critique.
- Budget/Planning Committee – No report.
- Personnel/Bylaws Committee – Ms. Ruiz reported that the Committee met August 27th to review and make final modifications.
- Social/Hospitality Committee – Ms. Ruiz reported that the Committee met and planned (End of Year Appreciation) program, approved invitations, and finalized the guest list.
- Early Childhood Development and Health Services Committee and Parent/Family Support Committee – Ms. LaDoris McDavid reported that the Committee discussed the safety of children in facilities, and staff working with parents.
- Monitoring and Evaluation (Self-Assessment) Committee – No report.
- Male Involvement Committee – Mr. Victor Stark – Ms. Ruiz reported that the Committee meeting scheduled for Wednesday, September 10th is cancelled; the new date is Wednesday, September 17th, 2:00 p.m., Redwood Room.
- Early Head Start Committee – No report.

- Community Partnerships Advisory Committee (CPAC) – Lynn Reynolds-Showalter – No meeting.
- Health Services Advisory Committee (HSAC) – Ms. LaDoris McDavid – (Previously reported.)
- Food Services Committee – No meeting.

VI. Other Reports

Chair's Report – Ms. Kathy Ruiz reported that she and Mr. Donovan Harrison attended the Parent Voices National Convention, held Saturday in Los Angeles. There were over 7,000 parents in Los Angeles for the event which was simultaneously broadcasted from Chicago, Birmingham, and Los Angeles. The goal was to get 10,000 voices of parent representatives to voice their concerns on health, low income, and incarceration issues. Parents' concerns will be given to the next elected president. There were a total of 15,000 parent participants, in addition to over 5,000 parents watching live via internet. It was very well organized, including laptops, headsets with multi-language translation, and child care/activities. Their website is www.equalvoice2008.org for information on upcoming conferences and other services. Ms. Ruiz will bring pictures to share. (Handout material provided.) She recommends this conference to parents. (They are hoping to have another conference in December – check the web for information.) Ms. Dermott commented that it may be worthwhile adjusting some dollars around to allow parents to attend this conference.

- Head Start Deputy Director's Report
 - Average Daily Attendance (ADA) Report (Attached) / Selection Criteria for Enrollment in Head Start/Early Head Start – Ms. Maureen Dermott reported that some of the enrollment numbers are low on the ADA Report for the month of July due to families taking vacation, etc. SETA needs to look for ways to remind parents of the importance of attendance. SETA is currently recruiting for full enrollment. The Budget Review Committee, which now meets every month, is going very successfully. The Child Safety Committee was a huge success. The County fiscal system doesn't give SETA the reporting information we want, so we worked closely with SETA fiscal to get a more specific fiscal report of exact amounts spent. Staff is being trained on how to submit requisitions and bills to keep close track. The PIR shows very little that needs to be improved. SETA was granted the T/TA (Supplemental Training/Technical Assistance) grant for \$68,200. A system is being put in place to get the word out to the teachers that need to fulfill their requirements of units for an AA degree by year 2011. SETA collaborated with Los Rios on a supervisory training last month that was very successful. SETA is working on the Sierra Health Foundation and Sutter Health grants; one has been submitted, the other is close to submission. One is for diabetes; the other for TB. SETA is at its year-end closeout and is waiting for information to come back from the Delegates to see if their entire budget was spent. Monies not spent can be applied to SOP.

VII. Discussion – Ms. Nicole Gordon shared that parents and children at Phoenix Park had the opportunity to come together and make various pieces of art with classroom materials no longer in use. The artwork is displayed in the classroom. This was a good way for parents to get to know each other.

Ms. Jeanine Vandermolen shared that CSUS made a flower garden of succulents and flowers in the center of a dirt and rock track in the play yard.

VI. Other Reports (Continued)

- Selection Criteria for Enrollment in Head Start/Early Head Start – Ms. Ruiz shared that the Selection Criteria for Head Start/Early Head Start was approved by the PC in July.

VIII. Public Participation – None.

IX. Adjournment – 7:15 p.m.

ITEM III-A – ACTION ITEM

TIMED ITEM 6:00 P.M. AND PUBLIC HEARING:
Second and Final Reading of the Modifications to the Bylaws of the
SETA Operated Head Start/Early Head Start Parent Advisory Committee

BACKGROUND:

The Personnel/Bylaws Committee 2007-2008 met six (5) times to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by *italic type*, deletions are indicated by ~~strikethrough~~.

A public hearing was opened on September 9, 2008 to hear testimony on modifications to the Bylaws.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the modifications to the PAC Bylaws as attached.

NOTES:

ACTION: Moved _____ Secoded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION ITEM

**REVIEW OF APPLICATIONS AND ELECTION OF
PAST PARENT REPRESENTATIVE AND ALTERNATE**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Past Parent Applications to be reviewed and candidates elected for Program Year 2008-2009.

RECOMMENDATION:

That the Parent Advisory Committee elects two (2) Past Parent Representatives and two (2) Alternates.

NOTES:

ACTION: Moved _____ Secoded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION ITEM

**REVIEW OF APPLICATIONS AND ELECTION OF
GRANDPARENT REPRESENTATIVE AND ALTERNATE**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Grandparent Applications to be reviewed and candidates elected for Program Year 2008-2009.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Grandparent Representative and one (1) Alternate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION ITEM

**REVIEW OF APPLICATIONS AND ELECTION OF
FOSTER PARENT REPRESENTATIVE AND ALTERNATE**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Foster Parent Applications to be reviewed and candidates elected for Program Year 2008-2009.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Foster Parent Representative and one (1) Alternate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION ITEM

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information
 - Fiscal Report – Ms. Thelma Manzano, Fiscal Manager
 - Manager, Child Development and Education Services Report – Ms. Denise Lee
 - Cluster Reports
 - Program Content Area/Special Education Report (attached)
 - Manager, Program Support Services Report – Ms. Brenda Campos-Peck
 - Manager, Parent/Family Support Report – Ms. Lisa Carr
 - Parent/Family Support Unit Events and Activities Report – Ms. Kathy Ruiz, Chair
 - Calendar of Events (Attached) – Ms. Kathy Ruiz, Chair
 - Community Resources – Parent Advisory Committee/Staff – Ms. Kathy Ruiz
 - Parent/Staff Recognitions – Ms. Roneca Provost (attachment)
 - Child Care Center Food Menu (attached.) – Ms. Kathy Ruiz

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY/SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Parent/Family Support Committee Meeting	Friday, October 10, 2008 9:00 a.m. Redwood Room 925 Del Paso Blvd. Sequoia Room
Head Start Fatherhood/ Family Health and Wellness Fair	Saturday, October 11, 2008 10:00 a.m. – 2:00 p.m. Hiram Johnson High School Sacramento, CA (see attachment)
PAC Executive Committee Meeting	Thursday, October 16, 2008 9:30 a.m. 925 Del Paso Blvd. Sequoia Room
SETA Head Start Know Your Rights Workshop	Wednesday, October 29, 2009 9-11:00 a.m. Hometown Buffet 4300 Florin Road (see attachment)

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Parent/Family Support Committee Meeting	Friday, October 10, 2008 2:00 p.m. 925 Del Paso Blvd. Sequoia Room
PAC Meeting	Tuesday, October 14, 2008 6:00 p.m. 925 Del Paso Blvd. SETA Boardroom
Male Involvement Committee Meeting	Wednesday, October 15, 2008 9:30 a.m. 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, October 16, 2008 9:30 a.m. 925 Del Paso Blvd. Sequoia Room
Early Child Development and Health Services Committee Meeting	Tuesday, October 17, 2008 9:00 a.m. 925 Del Paso Blvd. Sequoia Room
Parent/Family Support Committee Meeting	Friday, October 17, 2008 2:00 p.m. 925 Del Paso Blvd. Sequoia Room
PC/PAC Annual End-of-Year Parent Appreciation	Saturday, October 18, 2008 12:00 p.m. – 3:00 p.m. Lions Gate, 3410 Westover Street Sacramento, (McClellan) CA (See attached flyer.)
Early Child Development and Health Services Committee Meeting	Tuesday, October 21, 2008 9:00 a.m. 925 Del Paso Blvd. Sequoia Room
California General Election - REMEMBER TO VOTE!!	Tuesday, November 4, 2008

ITEM IV-B – INFORMATION ITEM

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review Governing Board minutes of September 4, 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, September 9, 2008

GOOD	NEEDS IMPROVEMENT
1. Thank you Chair for conducting a timely meeting.	1. Cell phones off.
2. Thank you Salina Davey for reminder calls to attend PAC meeting.	2. Come prepared for meeting with agenda and pen.
3. Representatives sharing center information.	
4. Thank you Rachel Minnick (Sacramento Parent Voices Organizer) for invitation to attend Equal Voice for America's Families Convention, September 6, 2008.	
5. Good information shared by managers.	

- Social/Hospitality Committee
- Early Childhood Development and Health Services Committee and Parent/Family Support Committee
- Male Involvement Committee – Mr. Victor Stark
- Community Partnerships Advisory Committee (CPAC) - Ms. Lynn Reynolds Showalter
- 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
- Head Start Deputy Director’s Report – Ms. Maureen Dermott
 - 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

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading: ~~09/11/07~~ 09/09/08
PAC Final Approval: ~~10/09/07~~

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**BYLAWS
FOR THE SETA HEAD START/EARLY HEAD START PARENT ADVISORY
COMMITTEE**

Article I

Name

This committee shall be named Parent Advisory Committee, hereinafter referred to as the PAC.

SECTION 1: Definition of Parents

Parents

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1306.3(h)]. All future reference of parents will be defined as such.

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

The purpose of the PAC shall be to promote the objectives of the Head Start Child Development Program of the SETA Grantee Operated Head Start Program (referred to as SOP), State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PAC shall include, but not necessarily be limited to:

- A. Serve as a link between public and private organizations, the Grantee Policy Council, and the community it serves.
- B. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency with regard to its recommendations.
- C. Plan, coordinate, and organize activities for parents involved in the SOP with the assistance of staff, and ensure funds that are set aside from program budgets are used to support parent activities.

- D. Assist in communicating with parents and encourage their participation in the SOP to ensure that they understand their rights, responsibilities and opportunities in Early Head Start hereinafter referred to as (EHS) and Head Start.
- E. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Activity funds for the SOP.

SECTION 2: Powers, Duties, and Functions

The PAC shall exercise all such powers, duties, and functions as granted to it, by the Policy Council.

- A. Individual members, shall not engage in any activities or assume any such powers, duties or functions that are contrary to or in conflict with state and federal law or applicable administrative regulations specifically including, but not limited to, the guidelines, regulations, or policies established by the Federal Department of Health and Human Services (DHHS), and the Administration for Children, and Families (ACF), SETA and the goals and objectives of the Head Start Program.
- B. The functions of the PAC, in partnership with staff and all other persons responsible, are as follows:
 - 1. Development and operation of all program content areas, including curriculum in the SOP.
 - 2. Assisting in carrying out SOP classroom activities.
 - 3. Planning, conducting, and participating in all programs and activities for SOP parents and staff.
 - 4. Participating in recruitment and screening of SOP employees. ~~(This function is contingent upon annual delegation from the Policy Council).~~
 - 5. Planning, developing, and ratifying the SOP Budget prior to final approval by the Policy Council (in reference to the Policy Council Bylaws).
 - 6. PAC reimbursements for reasonable expenses incurred by members conducting PAC business.

Article III

Membership

SECTION 1: Members

The membership of the PAC shall consist of:

A. Parent Representatives

Parent Representatives must be a parent of a child/children currently enrolled in the Head Start program.

1. One (1) voting Representative elected per Head Start/Early Head Start SOP center.
2. Two (2) voting Representatives elected from the SOP Home Base Program.
3. One (1) voting Representative elected from the SOP Early Head Start/Home Base Program.

B. Community Representatives

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the Head Start program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two Alternates for Past Parents.
2. One (1) voting seat shall be specifically reserved for the Outgoing Chair. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from Community Advocating Male Participation (C.A.M.P.) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs.

4. One (1) voting Foster Parent Representative selected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the Head Start Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Foster Parent Representative position.
5. One (1) voting Grandparent Representative elected by the Outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP Head Start program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Grandparent Representative position.
6. By a two-third's (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC. However, at least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
7. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
8. No SETA Head Start staff shall serve on the PAC except parents who occasionally substitute for regular Early Head Start or Head Start staff.

SECTION 2: Alternates

Each SETA Head Start center holding membership on the PAC shall have a minimum of one Alternate. The Alternate(s) shall be elected in the same manner as the center Representative.

- A. Upon recognition of his/her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom s/he serves as an Alternate. However, an Alternate may not hold an office.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. *However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.*
- C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.

- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/*Training*, the National Head Start Association (NHSA) Annual Conference, *and* the California Head Start Association (CHSA) Conference, ~~the National Black Child Development Institute (NBCDI) Conference and the National Hispanic Conference.~~

SECTION 3: Policy Council Members

Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the Head Start program.

SECTION 4: California Head Start Association (CHSA) Representative/Alternate

If requested by CHSA, one Representative and one Alternate shall be elected by the PAC to serve as the Parent Representative to the California Head Start Association. Representative/Alternate must be a current parent. This is a two (2) year term limit.

SECTION 5: Term of Office

- A. The term of each member shall be for one (1) program year, and said person may not serve more than three (3) program years. During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent.

SECTION 6: Attendance

It is each center Representative's responsibility to attend all PAC meetings and parent center meetings on a regular basis. If a member is unable to attend any PAC meeting, that member must notify: the Alternate and the Social Services/Parent Involvement (SS/PI) Coordinator, PAC Chair or Clerk of the Committee.

A. **Absences:**

Any member (or Alternate/Alternates replacement) missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or Clerk of the Committee.

B. **Reinstatement:**

The Representative or agency/group may request that a member who has been

removed due to absences be reinstated by submitting a letter to reinstate to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

C. **PAC Business:**

Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

D. **Punctuality:**

Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Committee accordingly.

E. **Quorum:**

For purposes of transacting the business of the PAC at any annual, regular, ~~or~~ special, *or emergency* meeting, a quorum of the PAC shall be 51% of the current membership. A majority of the quorum must be current parents.

SECTION 7: Removal

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting whenever, in the judgment of the committee, the best interest would be served. Action to remove a member must be on the agenda.

Article IV

Meetings

SECTION 1: Meetings

The PAC shall hold annual, regular, and special meetings.

A. **Annual Meeting**

The annual meeting of the PAC shall be held in November of each year.

B. **Regular Meetings**

Regular meetings of the PAC shall be held on the second Tuesday of each month at 6:00 P.M. at the Administrative Office Board Room, unless notice is otherwise provided.

C. Special Meetings

Special meetings of the PAC may be called at anytime by the SETA Governing Board, SETA Policy Council, SETA Executive Director, SETA Head Start Deputy Director, PAC Chair, or upon petition by at least a majority of the members of the PAC.

SECTION 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting and PAC members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. Annual and Regular Meetings

Notice of annual and regular meeting of the PAC shall be in writing and provided to all members of the PAC and posted at least seventy-two (72) hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings

Members of the PAC must be notified in writing of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least seventy-two (72) hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at a special meeting of the PAC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings

The PAC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section 2A or Section 2B of this Article IV, provided that the PAC determines that an emergency situation as defined by the Ralph M. Brown Act exists.

D. Committee Meetings

Members of the PAC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with section 2A and 2B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

E. Mailing Address

1. Notices to all meetings of the PAC shall be in writing and delivered personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.
2. Updated contact information should be submitted to the SS/PI Coordinator or Clerk of Committee within seven (7) calendar days of change.

F. Child Care/Transportation Reimbursement

Each PAC member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of \$30.00.

Please reference Article III, Section 6-D.

1. Members will receive reimbursement for child care and transportation for attendance to the meetings/functions listed below:
 - a. PAC (regular, annual, emergency and special meetings)
 - b. Interview/screening/exam panels
 - c. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 - d. ~~PRISM~~ *Office of Head Start (OHS) Monitoring Protocol* Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee)
 - e. Program Area Committees
 - f. Community Partnerships Advisory Committee (CPAC)
 - g. Health Services Advisory Committee (HSAC)
 - h. Ad Hoc (special) Committee Meetings
 - i. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
 - j. Food Services Committee
 - k. Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
2. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if *a meeting or* meetings exceed four (4) hours ~~and/or you attend more than one meeting.~~

SECTION 3: Rules of Procedures

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. Seq.
- B. Except as specifically provided herein, Roberts Rules of Order¹ shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special-meetings have been met.

¹Robert's Rules of Order: *Simplified and Applied*, 2nd ed., Copyright 2001.

SECTION 4: Nominations/Elections

PAC members or candidates must be present to be nominated or elected. *However, if PAC member is absent due to PAC business, the member may be nominated or elected.*

SECTION 5: Voting

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

Article V

Officers

SECTION 1: Officers

The officers of the PAC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

SECTION 2: Selection and Term of Office

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. All PAC members are eligible to run for an Office/Officer position. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the Head Start/Early Head Start, Home Base Option.
- C. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP shall serve as an officer.

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 ~~E~~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 adapted, 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.

SECTION 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PAC (Bylaws, Brown Act, Robert's Rules *of Order*), or failure to act in the best interest of the committee; the PAC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment must be made from among the membership.

Article VI

Committees

The quorum of any committee shall be 51% of the committee membership. Membership is determined by the selection of the PAC. A majority (51%) of the quorum must be current parents. No committee meeting shall have a majority of PAC members present without proper public notice. ~~All absentee policies apply to all committees.~~

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, SS/PI Coordinator or Clerk of the Committee and request an excused absence prior to the meeting.

SECTION 1: Standing Committees

There is, hereby, created standing committees of the PAC. The following are standing committees: Executive, Budget/Planning, Personnel/Bylaws, and Social/Hospitality.

A. Executive Committee

The Executive Committee shall be comprised of all elected officers (per Article V of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and

functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the Head Start Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee shall report to the full PAC, in writing, all actions for ratification at the next meeting.

B. Budget/Planning Committee

Budget/Planning Committee shall be comprised of the Treasurer and a minimum of two (2) other members who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all Head Start budgets *and modifications* for the Head Start funding year and submit their review to the full PAC for approval. *It is recommended that all Head Start budget modifications and amendments be approved by the PAC prior to Policy Council approval.* A *periodic monthly fiscal* report shall be provided to the full PAC on the fiscal status of the Head Start budget. It shall be the duty of this committee to oversee the expenditures of all funds raised by the PAC and to report the acquired and expended amount of money to the full PAC.

C. Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be comprised of the Parliamentarian and a minimum of two (2) members. They shall be selected by the PAC promptly

after each annual meeting. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws to the full PAC.

D. **Social/Hospitality Committee**

The Social/Hospitality Committee shall be comprised of the Secretary and Treasurer and a minimum of two (2) members selected by the PAC promptly after each annual meeting. The primary duty of this committee shall be to report to the full PAC all social activities.

SECTION 2: Program Area Committees

There is hereby created Program Area Committees of the PAC. The following are Program Areas: Early Childhood Development and Health Services, Parent/Family Support and Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan and review the Early Childhood Development and Health Services program content area.
- **Parent/Family Support Committee** shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan and review the Parent/Family Support program area.
- **The Male Involvement Committee** shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan and review the Male Involvement program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan, review and oversee program.
- **The Early Head Start Committee** shall be comprised of one (1) staff and a minimum of ~~two (2)~~ *three (3)* Representatives who shall plan and review the Early Head Start Program.
- **The Food Services Committee** shall be comprised of one (1) staff and a minimum of three (3) Representatives who shall plan, review and oversee program food service.

PAC Representatives shall select two (2) Program Area committees to serve on as described above. Under no circumstances shall a representative select more than three (3) committees. The Executive Committee shall be counted as a committee. All PAC Representatives must be on a Program Area Committee. Special circumstances may be excused by the Chair.

SECTION 3: Special Committees

When necessary to carry on the work of the PAC, other committees, such as Ad Hoc (special committees), shall be appointed by the Chair. Such committee must have a purpose and time frame for committee appointment. All elected committee meeting members attending approved special committee meetings will receive the standard reimbursement.

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

The following reports shall be provided to the PAC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- *Budget Reports*
- *Credit Card Expense Reports*
- *USDA Meal/Snack Report*
- *Program Information Summaries*
- *Enrollment Report*

Article ~~VII~~ VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PAC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final voting and acceptance or rejection of the proposals.

- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

Current as of *08/27/08*