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Thought for the Day: Your THOUGHTS are seeds, Your WORDS water them; what are you growing today?

– Joseph Arazashvili

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

Date: Friday, December 18, 2009

Time: 9:00 a.m.

Location: SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

While the Head Start Parent Advisory Committee (PAC) welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Head Start Parent Advisory Committee and not on the posted agenda may be addressed by the general public under the Public Participation item of this agenda. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

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Distribution Date: Thursday, December 10, 2009

ITEM I-A –ROLL CALL

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

- ___ **Vacant**, Auberry Park Head Start
- ___ Zenobia Prothro, Bannon Creek Head Start
- ___ **Vacant**, Broadway Early Learning Center
- ___ Eva Borja, Center of Praise Head Start
- ___ Itzel Oregon, Countrywood Head Start
- ___ Mayra Cervantes, Crossroads Garden Head Start
- ___ **Vacant**, Early Head Start /Home Base
- ___ **Vacant**, Florin Meadows Head Start
- ___ **Vacant**, Freedom Park Head Start
- ___ Phoua Lee, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grant Skills Center
- ___ Juana Rodriguez, Grizzly Hollows
- ___ Robin Adams, Hillsdale Head Start
- ___ Tamara Knox, Home Base
- ___ **Vacant**, Home Base
- ___ Kelly Martin, Hopkins Park Head Start
- ___ **Vacant**, Illa Collin Head Start
- ___ **Vacant**, Job Corps Head Start
- ___ David Quintero, Kennedy Estates Head Start
- ___ Mary Brown, 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
- ___ Khalelah Hazewood, Northview Head Start
- ___ **Vacant**, Norma Johnson Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ **Vacant**, Phoenix Park Head Start
- ___ **Vacant**, Sharon Neese Early Learning Center
- ___ **Vacant**, Solid Foundation Head Start
- ___ Dina Patterson, Strizek Park Head Start
- ___ Kara Mann, Vineland Head Start
- ___ Laura Meza, Walnut Grove Head Start
- ___ **Vacant**, Whispering Pines Head Start
- ___ **Vacant**, Foster Parent Representative
- ___ **Vacant**, Grandparent Representative
- ___ **Vacant**, Male Involvement Representative
- ___ Salina Davey, Outgoing Chair
- ___ Jeanine Vandermolen, Past Parent/Community Representative
- ___ Kiesha Spriggs, Past Parent/Community Representative

ITEM I-A – ROLL CALL
(Continued)

New Representatives to be seated:

- ___ Devon McCracken, EHS/Home Base Head Start
- ___ Antionette Walker, Broadway ELC Head Start
- ___ Maybeth Plancart, Illa Collin Head Start
- ___ Maria Morales, Nedra Court Head Start
- ___ Yvette Hernandez, New Helvetia II Head Start
- ___ Maria Castellanos, Norma Johnson Head Start
- ___ Katherine Arrue, Phoenix Park Head Start

ITEM I- B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2008
 PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2008-2009 – Pg. 1 of 2

COMMITTEE MEMBER	CENTER	11/13	12/12	1/20	2/17	3/17 No Mtg.	4/24	5/8
Vacant	AP							
Vacant	BC							
Vacant	BLC							
Ana Melara Seated 04/09	COP						X	X
Itzel Oregon Re-seated 04/09	CW						X	E
Vacant	CR							
Vacant	CSUS							
Vacant	EHS/HB							
Vacant	FM							
Vacant	FP							
Vacant	FT							
Vacant	G							
Tracy Engebretsen Seated 11/08	GH	X	X	X	X		X	X
Vacant	GSC							
Vacant	H							
Salina Davey Seated 11/08	HB	X	X	X	X		X	X
Vacant	HB							
Vacant	IC							
Kelly Martin Seated 04/09	HP						X	X
Vacant	JC							
David Quintero Seated 11/08	K	X	X	X	X		X	U
Mary Brown Seated 11/08	LAR	X	X	X	X		X	X
Victor Goodwin, Jr. Seated 11/08	LVS	X	X	X	X		X	X
Vacant	MCCBB							
Vacant	M							
Vacant	NC							
Vacant	NJ							
Vacant	NH1							
Vacant	NH2							
Vacant	NV							
Vacant	PA							
Vacant	PP							
Vacant	SF							
Lola Benavidez Seated 05/09	SN							
Vacant	SP							
Vacant	V							
Vacant	WG							
Vacant	WP							
Vacant	FPR							
Carol Aronis Seated 11/08	GPR	X	X	X	X		X	X
Frank Jackson Seated 04/09	MIR						X	X
Vacant	OGC							
Jeanine Vandermolen Seated 11/08	PPR	X	X	X	X		X	X
Vacant	PPR							

ITEM I- B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2008
 PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2008-2009 – Pg. 2 of 2

COMMITTEE MEMBER	CENTER	5/19	6/18	7/21	8/18	9/15	10/20	11/30
Vacant	AP							
Vacant	BC							
Vacant	BLC							
Ana Melara Seated 04/09	COP	X	X	X	X	X	U	U
Itzel Oregon Re-seated 04/09	CW	E	X	X	X	X	X	X
Vacant	CR							
Vacant	CSUS							
Vacant	EHS/HB							
Vacant	FM							
Vacant	FP							
Vacant	FT							
Vacant	G							
Tracy Engebretsen Seated 11/08	GH	X	X	E	X	X	X	E
Vacant	GSC							
Vacant	H							
Salina Davey Seated 11/08	HB	X	X	X	X	X	X	X
Vacant	HB							
Vacant	IC							
Kelly Martin Seated 04/09	HP	U	X	X	E	X	X	X
Vacant	JC							
David Quintero Seated 11/08	K	X	X	X	X	X	X	X
Mary Brown Seated 11/08	LAR	X	X	X	X	X	X	X
Victor Goodwin, Jr. Seated 11/08	LVS	X	X	E	X	X	X	U
Vacant	MCBB							
Vacant	M							
Vacant	NC							
Vacant	NJ							
Vacant	NH1							
Vacant	NH2							
Vacant	NV							
Vacant	PA							
Vacant	PP							
Vacant	SF							
Lola Benavidez Seated 06/09/08	SN	X	X	X	X	E	X	X
Vacant	SP							
Vacant	V							
Vacant	WG							
Vacant	WP							
Vacant	FPR							
Carol Aronis Seated 11/08	GPR	X	X	E	X	X	X	X
Frank Jackson Seated 04/09	MIR	X	X	X	E	X	X	U
Vacant	OGC							
Jeanine Vandermolen Seated 11/08	PPR	X	X	X	X	X	X	X
Vacant	PPR							

Members: If you cannot attend a meeting and are going to be absent, you must:

- 1. First, call your Alternate(s) 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 the PAC Chair, Ms. Salina Davey, at 349-6373, or the PAC Clerk, Ms. Lori Black, at 263-4068.**

**ITEM I- B – PAC MEETING
ATTENDANCE UPDATE**

The PAC was seated on November 30, 2009
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2009-2010

COMMITTEE MEMBER	CENTER	11/30	12/18	01/26	02/23	03/30	04/27	05/25	06/22	07/27	08/24	09/28	10/26	11/23
Vacant	AP													
Zenobia Prothro Seated 11/09	BC	X												
Antionette Walter S/B Seated 11/09	BLC	U												
Eva Borja Seated 11/09	COP	X												
Itzel Oregon Seated 11/09	CW	X												
Mayra Cervantes Seated 11/09	CR	X												
Vacant	CSUS													
Devon McCracken S/B Seated 11/09	EHS/HB	U												
Vacant	FM													
Vacant	FP													
Phoua Lee Seated 11/09	FT	X												
Vacant	G													
Juana Rodriguez Seated 11/09	GH	X												
Vacant	GSC													
Robin Adams Seated 11/09	H	X												
Tamara Knox Seated 11/09	HB	X												
Vacant	HB													
Maybeth Plancart S/B Seated 11/09	IC	U												
Kelly Martin Seated 11/09	HP	X												
Vacant	JC													
David Quintero Seated 11/09	K	X												
Mary Brown Seated 11/09	LAR	X												
Vacant	LVS													
Vacant	MCBB													
Vacant	M													
Maria Morales S/B Seated 12/09	NC													
Maria Castellanos S/B Seated 11/09	NJ	U												
Vacant	NH1													
Yvette Hernandez S/B Seated 11/09	NH2	E												
Khalelah Hazewood Seated 11/09	NV	X												
Vacant	PA													
Katherine Arrue S/B Seated 11/09	PP	E												
Vacant	SF													
Vacant	SN													
Dina Patterson Seated 11/09	SP	X												
Kara Mann Seated 11/09	V	X												
Laura Meza Seated 11/09	WG	X												
Vacant	WP													
Vacant	FPR													
Vacant	GPR													
Vacant	MIR													
Salina Davey Seated 11/08	OGC	X												
Kiesha Spriggs Seated 11/09	PPR	X												
Jeanine Vandermolen Seated 11/09	PPR	X												

Members: If you cannot attend a meeting and are going to be absent, you must:

1. First, call your Alternate(s) 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 the PAC Chair, Ms. Salina Davey, at 349-6373, or the PAC Clerk, Ms. Lori Black, at 263-4068

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2008-2009
(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
CW:	Countrywood	NJ:	Norma Johnson
EHS:	Early Head Start	NC:	Nedra Court
FM:	Florin Meadows	NH1:	New Helvetia 1
FP:	Freedom Park	NH2:	New Helvetia 2
FT:	Fruitridge	NV:	Northview
G:	Galt	PA:	Parker Avenue
GH:	Grizzly Hollow	PP:	Phoenix Park
GSC:	Grant Skills Center	SF:	Solid Foundation
H:	Hillsdale	SN:	Sharon Neese
HB:	Home Based	SP:	Strizek Park
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

APPROVAL OF MINUTES FOR PAC SPECIAL MEETING NOVEMBER 30, 2009

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the PAC Special Meeting of November 30, 2009.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

November 30, 2009
9:00 a.m.

I. Welcome

A. Call to Order/Roll Call

Ms. Jeanine Vandermolten (Vice Chair) served as acting Chair for the meeting. The Pledge of Allegiance was recited. The Thought for the Day was read by Ms. Vandermolten. Ms. Mary Brown served as acting Secretary for the meeting.

Members Present:

Itzel Oregon
Salina Davey
Kelly Martin
David Quintero (9:10 arrival)
Mary Brown
Lola Benavidez
Carol Aronis
Jeanine Vandermolten

Members Absent:

Ana Melara (U)
Tracy Engebretsen (E)
Victor Goodwin, Jr. (U)
Frank Jackson (U)

B. PAC Meeting Attendance Update – (Attached.)

II. Consent Item (2008-2009 Parent Advisory Committee)

A. Approval of Minutes for PAC Regular Meeting October 20, 2009

Motion by Ms. Salina Davey, seconded by Ms. Carol Aronis, to approve the minutes. No discussion. Show of hands approval: Ayes, 6. Nays, 0. Abstentions, 1 (Ms. Vandermolten). Motion carried.

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

A. Timed Item 9:00 a.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

Motion by Ms. Itzel Oregon, seconded by Ms. Mary Brown, to hear any additional testimony, close the public hearing and approve the modifications to the PAC Bylaws as attached. Modifications are shown in **bold italic** type for additions; and ~~strike through~~ type for deletions. Final recommendations from the last meeting are on Page 8, Section 3: Meeting Reimbursement, 1 ... **(not to exceed \$30 in a 24-hour day, when attending conferences/workshops)**..., and on Page 14, Article VIII, Bylaws Amendment, C, ... **four full five (5) calendar weeks** days..., as shown in the attachment.

No discussion. Show of hands vote: Ayes, 6. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion carried.

IV. Information Items

A. Standing Information

- PC/PAC Annual End of Year Appreciation, Saturday, November 7, 2009, Lyons Gate Hotel and Conference Center (oral reports)

Ms. Oregon shared on the End of Year Appreciation event held Saturday, November 7th. It was a very nice event. Lunch was served and achievements were shared. She appreciates those who made it possible and those who came and shared.

- Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett

Mr. Bartlett shared on the attached reports for October, 2009. SETA is running at 25.28 percent (of the expected 25 percent) of the total grant, including CDE. CDE is at 52.27 percent of the expected 33 percent; partly because SETA is waiting on the amount of one of the grants, which will be a larger amount than we currently have. There is nothing unusual with the budget for the past three months. The AARA COLA program will be running out in January or February. Nothing unusual with the Corporate card.

- SETA Operated Program Monthly Enrollment ADA Report for August 2009 – Ms. Elsie Bowers - Attached.
- Seating of New Parent Advisory Committee Representatives (2009-2010)

Ms. Vandermolen announced that Ms. Carol Aronis (Parliamentarian) is termed out and stepping down, and Ms. Salina Davey (Chair) is remaining to assist the oncoming Chair and will step down next month. Representatives not elected for the new program year were asked to step down as well.

New Representatives Seated:

Zenobia Prothro, Bannon Creek Head Start
Eva Borja, Center of Praise Head Start
Mayra Cervantes, Crossroad Gardens Head Start
Phoua Lee, Fruitridge Head Start
Juana Rodríguez, Grizzly Hollow Head Start
Robin Adams, Hillsdale Head Start
Tamara Knox, Home Base Head Start
Mary Brown, LaRiviera Head Start
Jeanine Vandermolen, Past Parent Representative
Kiesha Spriggs, Past Parent Representative
Dina Patterson, Strizek Park Head Start
Kara Mann, Vineland Head Start (9:39 arrival)
Laura Meza, Walnut Grove Head Start

Khaleelah Hazewood, Northview Head Start
Kelly Martin, Hopkins Park Head Start
David Quintero, Kennedy Estates Head Start
Itzel Oregon, Countrywood Head Start
Lola Benavidez, (Declined reelected position – stepped down.)

New Representatives Absent:

Antionette Walker, Broadway ELC Head Start (Unexcused)
Devon McCracken, Early Head Start/Home Base (Unexcused)
Maybeth Plancart, Illa Collin Head Start (Unexcused)
Katherine Arrue, Phoenix Park Head Start (Excused)
Maria Castellanos, Norma Johnson Head Start (Unexcused)
Yvette Hernandez, New Helvetia II Head Start (Excused)

- Introduction of PAC Representatives (2009-2010)
All new Representatives introduced themselves.
- Introduction of SETA Head Start Staff
All staff present introduced themselves.
- Board Procedures
 - Reimbursements and Budget/Planning - Mr. Roger Bartlett explained the parent reimbursement process. PC/PAC Reimbursement Policies and Procedures were distributed. Reimbursements are for actual costs for attending required meetings; no reimbursements for voluntary or optional meetings/trainings. Actual cost for mileage round-trip, and childcare at a rate of \$8 per hour will be reimbursed. Following the submission of request for reimbursement, every effort will be made to process and have either petty cash or check available for pick up one week following the meeting, or at the next meeting attended. Ms. LaShaun Burke is the petty cash custodian. Childcare and mileage forms available after the meeting.
 - Conflict of Interest - Ms. Nancy Hogan explained the Conflict of Interest Code/Statement requirements. Board members must submit Statement when assuming office, again in March, and when leaving office. Failure to submit results in a \$100 fine imposed by the District Attorney. Copies available from Ms. Hogan or can be downloaded from the Fair Political Practices Commission website. Members will be asked to sign a Statement cover sheet at the December PAC meeting.
 - Personnel - Mr. Jim O’Bra explained that part of the role of the Human Resource Department with Head Start is recruitment and qualifying candidates for positions. Parents are asked to assist staff with the application screening process, and the exam process (oral exam panel). Parents are encouraged to get involved; SETA needs parent assistance.
- Officer Elections – Ms. Vandermolten shared that the tentative PAC meeting date for December is the 18th, in which officer elections will be held. A

description of the five officer positions are in the Bylaws. Representatives interested in running for an officer position identified themselves and their desired position:

Tamara Knox, Treasurer
Mary Brown, Vice Chair
Jeanine Vandermolen, Chair
Dina Patterson, Treasurer
Phoua Lee, Parliamentarian
Kiesha Spriggs, Secretary/Treasurer
Kara Mann, Parliamentarian
Itzel Oregon, Treasurer
Eva Borja, Treasurer
Mayra Cervantes, Treasurer/Secretary

Candidates will be asked to speak on why they desire the position at the next PAC meeting.

III. Action Items (Continued)

B. Election of Policy Council Representatives and Alternates

Ms. Vandermolen read the background information. The PC Representative must be a current parent; past parents cannot sit on the Board.

Motion by Ms. Spriggs, seconded by Ms. Mary Brown, to elect six Representatives and six Alternates to the PC. No discussion. Show of hands vote: Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion carried.

Ms. Vandermolen shared that there will be a straight election; Representatives with the most votes will be elected PC Representatives, those with the fewest votes will be PC Alternates.

Nominees:

Tamara Knox
Mary Brown
Itzel Oregon
David Quintero
Kelly Martin
Khalelah Hazewood

Motion by Ms. Oregon to elect the **six nominees (above)** to the Policy Council. Seconded by Mr. Quintero. Discussion: Alternates will be elected at the next PAC meeting. Show of hands vote, Ayes 17. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion carried.

Ms. Vandermolen went off the agenda for Recognition of Parent Advisory Committee/Staff 2008-2009. Awards and certificates were distributed to parents and staff unable to attend the End of Year Appreciation.

- C. Election of Representatives and Alternates to Attend the National Head Start Association (NHSA) Annual Parent Training Conference, Saturday, December 5 – Tuesday, December 8, 2009, San Jose, California

Ms. Vandermolen read background information. (Strike out ~~three~~ Representatives, insert **four** in the agenda.) Ms. Marie Desha shared on the Conference information attached, and on the budget information handout. The total budget for Head Start (\$6,000) and Early Head Start (\$1,200) T/TA is \$7,200, to cover Conference registration, hotel, travel, incidentals, meals, babysitting, and mileage. After further budget review, it was determined that four PC and PAC Representatives can attend the Conference. Parents will depart on Saturday, December 5th. "Conference Schedule At A Glance" attached. Childcare reimbursement to attend the Conference will be \$20 for the first two children, an additional \$5 for the third child, for a maximum of \$30 per day, payable after return/submittal of reimbursement claim form.

Those interested in attending must know today that childcare is available to allow them to attend the Conference. If you learn today that you cannot attend, call Ms. Desha right away so an Alternate can be selected. A written report must be submitted upon return. PAC clerical staff is available to parents needing assistance with writing his/her report. A travel meeting detailing logistics is scheduled for Wednesday, December 2nd, at 1:30 p.m. Selected Representatives must see Ms. Desha after the meeting to sign a travel claim form. Travel will be by Amtrak, and lodging will be at the San Jose Hilton.

Motion by Ms. Davey, seconded by Ms. Brown, to select four Representatives and four Alternates to attend the NHSA Annual Parent Training Conference. No discussion. Show of hands vote: Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolen).

Representatives having already attended a conference were asked to allow first-time attendees an opportunity.

Representative Nominees:

Tamara Knox
Kara Mann
Dina Patterson
Kelly Martin

Alternate Nominees:

Jeanine Vandermolen
Itzel Oregon

Motion by Ms. Brown to elect the **four Representative nominees (above)** to attend the NHSA Annual Parent Training Conference, and to elect the **two Alternate nominees (above)** as Alternate attendees. Seconded by Ms. Phoua Lee. No discussion. Show of hands vote: Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion carried.

IV. **Information Items (Continued)**

A. Standing Information

- PC/PAC Calendar of Events (Attached)
 - The PAC Executive Committee meeting, Thursday, December 3rd, 9:30 a.m. is for the Outgoing Chair only.

B. Governing Board Minutes of October 1, 2009 (Attached)

V. **Other Reports**

➤ Head Start Deputy Director's Monthly Report

Ms. Maureen Dermott Morrison reported that SETA Head Start has a \$55 million budget each year, to serve approximately 6,000 children countywide. SETA had an opportunity to apply for stimulus funding, and as a result, in addition to base dollars, was awarded almost \$8.2 million for different activities. The PAC will be given updates on what was awarded and what SETA is doing with the dollars. The Reauthorization Act requires that teachers have an associate degree by 2011. There is a 50 percent nationwide BA requirement for teachers to complete by the fall. SETA was awarded \$1.7 million for Program Improvement, and is currently working on 32 site improvement projects. SETA was awarded over \$1 million for Head Start Expansion, which allowed keeping Whispering Pines center open for another year; and \$2.2 million for Early Head Start Expansion. SETA will contract out for slots with SCOE (Sacramento County Office of Education) and River Oaks. Sac City and San Juan Unified School Districts received 32 Head Start slots. SETA has maintained 100 percent enrollment since August 1st. SETA Head Start is still on very tight basic budget, but is right on target now. The Budget Committee meets monthly to help (SETA) stay on top of budget.

➤ Managers' Reports

- Program Support Services Report – Ms. Brenda Campos
Ms. Melanie Nicolas reported for Ms. Campos in her absence. Ms. Campos oversees two major areas: 1) Delegate Support, assisted by Ms. Nicolas and Content Coordinators for Health/Nutrition, Education, and Special Education; and 2) the Quality Assurance Unit, which has Monitors who review center files, interview parents and teachers in the classroom, then produce reports that are used by staff to make program improvements. Ms. Campos also has oversight of Food Services for meals at SOP (SETA Operated Program) centers, and Health and Nutrition services for SOP.
- Parent/Family Support Report – Ms. Lisa Carr congratulated all the new PAC Representatives and returning Representatives. Her unit has all the FSW's who enroll children into center-based programs for preschool, (not Early Head Start) and do health and dental screenings. Ms. Carr's phone number is 263-8123; call her with questions. Her unit also has three SS/PI's (Social Services/Parent Involvement Specialists (Bob Silva, Alma Hawkins, Belinda Malone), who do parent meetings, literacy, scrapbooking, budgeting, male involvement trainings and events; and one Health/Nutrition Specialist (Kory Annonio) who does diet/nutrition and health-related trainings. There is a

monthly parent countywide training, usually held at SETA. The next one is December 9th, 6:00 p.m., A Celebration of Family, Learning to Love Literacy, with art activities and Francie Dillion, recording artist. This event is open to the whole family, but no childcare is available. Light supper provided. Flyers distributed.

- Monthly Head Start Report (Attached)

VI. Committee Reports

- Executive Committee – Ms. Vandermolen read the attached critique of the October 20th PAC meeting.

VII. Discussion

Tabled.

V. Other Reports (Continued)

- Managers' Reports

- Child Development and Education Services Report – Ms. Denise Lee shared that she co-chairs with Brenda Campos the Early Childhood and Development Health Services Committee. That committee has been working on picking a new oral language curriculum. The current curriculum in the classrooms is called Creative Curriculum, but SETA wanted to expand the focus on oral language opportunities, to include more children with English as a second language. Being part of committees is a way for parents to have input and affect what services are offered to the children. All processes (meeting, input, testing, reviewing, procuring) have finished and are ready to finalize. Houghton Mifflin is the company selected; SETA will be asking the PC/PAC and Governing Board for approval to purchase. The new curriculum is expected to be at centers within the next month or two. Newly seated Representatives will have opportunities such as this to get involved in the decision-making processes affecting SOP by sitting on the various committees.

VIII. Public Participation

Ms. Sudhira Mahajan, Ms. Michelle Edwards, and Ms. Beverly Parnell recognized Ms. Davey for her accomplishments in five years of service in the Head Start program.

IX. Adjournment

Meeting adjourned at 10:40 a.m.

ITEM III-A – INFORMATION ITEMS

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information
 - Introduction of Newly Seated Representatives

NOTES:

ITEM III-B – INFORMATION ITEMS

HOW TO PRESENT AND MAKE A MOTION

BACKGROUND:

This agenda item provides an opportunity for Ms. Salina Davey, Chair, or Ms. Jeanine Vandermolen, Vice Chair, to share information on how to present and make a motion with the Parent Advisory Committee.

NOTES:

ITEM IV-A – ACTION ITEM

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2009-2010

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2009-2010. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

SECTION 3: Duties of Officers

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

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

ACTION: **Moved** _____ **Seconded** _____

VOTE: **Aye** _____ **Nay** _____ **Abstain** _____

NOTES:

Chair

Vice Chair

Secretary

Treasurer

Parliamentarian

ITEM IV-B – ACTION ITEM

SELECTION OF PARENT ADVISORY COMMITTEE MEMBERS 2009-2010

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Representatives to select Standing and Program Area Committees for Program Year 2009-2010.

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

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

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

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

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

6) Food Services Committee (3 Representatives)

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

7) Early Head Start Committee (3 Representatives)

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

8) Male Involvement Committee (3 Representatives)

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

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-A – INFORMATION ITEMS (CONTINUED)

STANDING INFORMATION

BACKGROUND:

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

Standing Information (Continued)

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

NOTES:

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

PAC Executive Committee Meeting	Wednesday, January 6, 2010 10:00 a.m. 925 Del Paso Blvd., #100 Olympus Room
PC Executive Committee Meeting	Thursday, January 7, 2010 8:30 a.m. 925 Del Paso Blvd., #100 Olympus Room
PC/PAC Orientation	Friday, January 15, 2010 8:30 a.m. – 1:30 p.m. 925 Del Paso Blvd., #100 SETA Boardroom
PC/PAC/Delegate Agency Officer Training	Tuesday, January 19, 2010 8:30 a.m. – 1:00 p.m. 925 Del Paso Blvd., #100 Redwood Room
SETA OFFICE CLOSED	December 24 – closed at noon. December 25, 2009 through January 3, 2010.

ITEM III-C – INFORMATION ITEM

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of November 5, 2009 attached.

NOTES:

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Thursday, November 5, 2009
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Jimmie Yee called the meeting to order at 10:05 a.m.

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Kevin McCarty, Vice Chair, SETA Governing Board; Councilmember, City of
Sacramento

Don Nottoli, Member, Board of Supervisors (arrived at 10:08 a.m.)

Sophia Scherman, Public Representative

Bonnie Pannell, Councilmember, City of Sacramento

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the October 1, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

Moved/Scherman, second/Pannell, to approve the consent calendar as follows:

- A. Approve the October 1, 2009 minutes.
- B. Approve the claims for the period 9/25/09 – 10/28/09.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kathy Kossick reviewed the chair progression. The new chair will take effect November 6.

Moved/Pannell, second/Scherman, to approve Kevin McCarty as Chair and Don Nottoli as Vice Chair

Voice Vote: Unanimous approval.

Ms. Kossick thanked Supervisor Yee for his tenure as Chair and presented him with a Head Start tie. Mr. Yee stated that he enjoyed being chair; it makes you more cognizant of the issues of the Agency.

Mr. Don Nottoli arrived at 10:08 a.m.

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Carolyn Reynolds from SETA's insurance broker, Arthur J. Gallagher.

Ms. Reynolds stated that the flood zones have not yet been assigned. Ms. Reynolds reviewed the various insurance quotes. Flood insurance is not a separate policy; the Mather location is covered for contents and computers. Mather is in the 500 year floodplain. Ms. Reynolds stated that there are other carriers that write policies for non-profit organizations, but because SETA is not a 501c3, they will not provide quotes.

Moved/Scherman, second/Pannell, to purchase general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions insurance.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

1. Selection of Best Candidate Architectural Services Firm and Authorization for Staff to Negotiate with Applicant Firm

Ms. Brenda Campos stated that 16 firms submitted proposals in response to the RFQ; staff requests authorization to go into Studio SMS. Ms. Campos introduced José Diaz, program coordinator for Head Start Facilities. Proposals were reviewed by Ms. Campos, Sandra Lee, Roger Bartlett and José Diaz. Studio SMS is a medium sized firm that has extensive experience with Head Start. The two principal architects are landscape and certified playground inspectors. This particular firm is based out of Roseville; they have experience working with school districts and modulars. If they cannot meet our requirements, staff will go on to the next firm.

Board members asked why the firms were not interviewed; Ms. Campos replied that with the information submitted and the short time frame, staff feels confident Studio SMS would do a good job. All staff members felt comfortable with what they read. Mr. Yee feels it is important to interview the top four firms and then select. He knows a lot of good firms on the list of firms.

The board inquired how often staff anticipates using the architectural firms. The board is not comfortable with an 'open checkbook'. Ms. Campos stated that the average amount spent when staff utilized an architect was around \$1,000-2,000.

Mr. Thatch stated that staff will have to sit down and negotiate with the firm. In addition, each project could be assessed as it comes in and ask the architect to give us a budget with a job maximum.

Ms. Kossick stated that staff is very cost conscious so whatever is done will be done as cost efficiently as possible. She recommends negotiating with this firm to make sure they meet our insurance requirements.

Mr. Nottoli stated that he thinks the Walnut Grove center is due to be freshened up. Mr. Jose Diaz stated that he has met the county to talk about that center; they have a list of the improvements that will be made. They approached us for some help. Mr. Nottoli asked for a report back on Walnut Grove. Mr. Nottoli asked whether SHRA could help with CDBG funds; Mr. Diaz thinks they will and will find out for sure and report back. Right now SETA has offered \$2,500 to assist in the renovation.

Moved/Nottoli, second/Scherman, to select Studio SMS as the best candidate firm and authorize staff to enter into contract negotiations with Studio SMS. Furthermore, consistent with the RFQ and in the event that an agreement cannot be reached with Studio SMS, the Board authorizes staff to negotiate with the next best candidate firm, and so on, until an agreement is reached with a respondent firm.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Sacramento Clean Energy Workforce Training Program Proposal:

Ms. Robin Purdy stated that this board approved the submission of three proposals. All three of the proposals were funded 100%. The primary trainer will be Los Rios Community College District.

C. Head Start Fiscal Report: No questions or comments.

D. Unemployment Statistics: No questions or comments.

E. Financial Effect of State Furloughs: No questions or comments.

F. Dislocated Worker Update: No questions or comments.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick offered congratulations to SETA staff for the clean energy workforce training proposals. A lot of work was put into a very short amount of time to get the proposals written; it was amazing to have all three funded.

C. Deputy Directors

➔ Monthly Head Start Report: Ms. Maureen Dermott Morrison reported that the Agency was funded in the amount of \$152,000 for staff educational reimbursement. This past month she has toured the delegate programs. Her visits have been very successful and she was delighted to report that very high quality programs have been evidenced. All of the centers are completely enrolled.

Ms. Robin Purdy reported that Councilmember Kevin McCarty sponsored a Clean Energy Technology Zone Summit on October 2. It pointed out the importance of the Power Inn corridor to bring clean energy companies into the region. A lot of the workforce training that is being funded will develop workers for these companies. Three organizations funded gave presentations at the summit: Los Rios Community College District, Sacramento State, and SARTA.

Mr. McCarty stated that this summit was in participation with the county and Senator Doris Matsui. The city feels the Power Inn corridor is the prime area to locate the clean energy/green companies. SARTA has recently located in Grant Park.

The Green Job Corps that was funded by the state is now starting up; this will serve 100 youth in the region giving them environmental scholarships. Partners are Soil Born Farms, American River College, and the Center for Land-based Training. Recruitment has already begun.

SETA is working with Job Corps. The director just resigned and we need to get in contact with them. Ms. Pannell stated that the new director is Brian Broadway.

D. Counsel: Mr. Thatch stated that at the last meeting, a question was raised about post secondary certifications. On October 11, the governor signed Assembly Bill

48. The Act grandfathers in and allows new entities to bring in pending certifications. SETA will again be able to rely on the post secondary certification.
- E. Members of the Board: Ms. Scherman requested that all leftover candy be brought in and send it to the troops from SETA. Mr. Rod Nishi stated that it is already being done.
- F. Public: No comments.

The board adjourned into Helping Others at 11:08 a.m.

The board adjourned back into the SETA Governing Board agenda at 11:10 a.m.

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL -
ANTICIPATED LITIGATION:**

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:
One potential case:

The board adjourned into closed session at 11:10 a.m. There will be nothing to report out of closed session.

VII. Adjournment: The meeting adjourned at 11:20 a.m.

ITEM V – COMMITTEE REPORTS

BACKGROUND:

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

➤ Executive Committee

- Critique of the Parent Advisory Committee special meeting, November 30, 2009.

GOOD	NEEDS IMPROVEMENT
1. No side barring.	1. Cell phones need to be turned off, no texting during the meeting.
2. Good job addressing the Chair	2. Attendance.
3. Great parent participation.	
4. Good job on clean boardroom	

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s) – Mr. David Quintero, Ms. Kelly Martin, Ms. Itzel Oregon, Ms. Mary Brown, and Ms. Khalelah Hazewood
- Head Start Executive Director's Monthly Report – Ms. Kathy Kossick
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - ✓ Tuberculosis Policy (Attached)
 - Parent/Family Support Report – Ms. Lisa Carr
 - Child Development and Education Services Report – Ms. Denise Lee
 - ✓ Region Monthly Reports
 - Monthly Head Start Report

ITEM VII – DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VIII - PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES:

ITEM IX - ADJOURNMENT

NOTES:
