

Thought for the Day: Children will not remember you for the material things you provided but for the feeling that you cherished them.

– Richard L. Evans

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**HEAD START/EARLY HEAD START**

**REGULAR MEETING OF THE PARENT ADVISORY COMMITTEE**

**Date:** Tuesday, April 27, 2010  
**Time:** 9:00 a.m.  
**Location:** SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

**ADMINISTRATION**

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Executive Director

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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: Tuesday, April 20, 2010**

*Parent Advisory Committee (PAC) meeting hosted by PAC Officers:*

*Chair, Jeanine Vandermolen  
Vice Chair, Mary Brown  
Secretary, Katherine Arrue  
Treasurer, Kiesha Spriggs  
Parliamentarian, Eva Borja*

**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
- \_\_\_ **Vacant**, Countrywood Head Start
- \_\_\_ **Vacant**, Crossroads Garden Head Start
- \_\_\_ Mukeya Richardson, Early Head Start/ Home Base
- \_\_\_ **Vacant**, Florin Meadows Head Start
- \_\_\_ **Vacant**, Freedom Park Head Start
- \_\_\_ Phoua Lee, Fruitridge Head Start
- \_\_\_ Luis Ramos, Galt Head Start
- \_\_\_ Juanita Ayala, Grant Skills Center
- \_\_\_ **Vacant**, Grizzly Hollows
- \_\_\_ **Vacant**, 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
- \_\_\_ Victor Goodwin, LaVerne Stewart Head Start
- \_\_\_ **Vacant**, Marie Cleveland’s Bright Beginnings Head Start
- \_\_\_ **Vacant**, Mather Head Start
- \_\_\_ **Vacant**, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia 1 Head Start
- \_\_\_ Yvette Hernandez, New Helvetia 2 Head Start
- \_\_\_ **Vacant**, Norma Johnson Head Start
- \_\_\_ Corey Hazewood, Northview Head Start
- \_\_\_ **Vacant**, Parker Avenue Head Start
- \_\_\_ Katherine Yaipen-Faulter, 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
- \_\_\_ Jeanine Vandermolen, Past Parent/Community Representative
- \_\_\_ Kiesha Spriggs, Past Parent/Community Representative

**New Representatives to be seated:**

- |  |   |
|--|---|
| ___ Troy Luna, Male Involvement Representative | ___ Connie Wallace, Norma Johnson Head Start      |
| ___ Charity Achusim, Mather Head Start         | ___ Zakkiiyah Spikes, Solid Foundation Head Start |
| ___ Michelle Burgess, Nedra Court Head Start   | ___ Lacy Berry, Whispering Pines Head Start       |

**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	03/23	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	E	E	X	X								
Antionette Walker S/B Seated 11/09	BLC	U	X	AP	E	R AP								
Eva Borja Seated 11/09	COP	X	X	X	AP	X								
Vacant	CW													
Vacant	CR													
Mukeya Richardson S/B Seated 02/10	EHS/HB				AP	X								
Vacant	FM													
Vacant	FP													
Phoua Lee Seated 11/09	FT	X	X	X	X	U								
Luis Ramos Seated 02/10	G				X	X								
Vacant	GH													
Juanita Ayala Seated 12/09	GSC		X	X	X	U								
Vacant	H													
Tamara Knox Seated 11/09	HB	X	X	E	X	X								
Vacant	HB													
Vacant	IC													
Kelly Martin Seated 11/09	HP	X	X	X	X	X								
Vacant	JC													
David Quintero Seated 11/09	K	X	X	X	X	X								
Mary Brown Seated 11/09	LAR	X	X	X	X	X								
Victor Goodwin Seated 01/10	LVS			X	X	X								
Vacant	MCBB													
Charity Achusim S/B Seated 04/10	M													
Michelle Burgess S/B Seated 04/10	NC													
Connie Wallace S/B Seated 04/10	NJ													
Vacant	NH1													
Yvette Hernandez S/B Seated 11/09	NH2	E	X	X	X	X								
Khalelah Hazewood Seated 11/09	NV	X	X	AP	U	R								
Corey Hazewood Seated 03/10	NV					X								
Vacant	PA													
Katherine Yaipen-Faulter S/B Seated 11/09	PP	E	X	X	X	X								
Zakkiyyah Spikes S/B Seated 04/10	SF													
Vacant	SN													
Dina Patterson Seated 11/09	SP	X	X	X	U	X								
Kara Mann Seated 11/09	V	X	X	X	U	X								
Laura Meza Seated 11/09	WG	X	E	X	X	X								
Lacy Berry S/B Seated 04/10	WP													
Vacant	FPR													
Vacant	GPR													
Troy Luna S/B Seated 04/10	MIR													
Kiesha Spriggs Seated 11/09	PPR	X	X	X	X	X								
Jeanine Vandermolen Seated 11/09	PPR	X	X	X	X	X								

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

1. First, call your Alternate(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. Jeanine Vandermolen, at 837-1176, 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**

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

**Representative Abbreviations**

<b>FPR:</b>	Foster Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>MIR:</b>	Male Involvement Representative
<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee
<b>R:</b>	Resigned

**ITEM II-A – CONSENT ITEM**

**APPROVAL OF MINUTES FOR PAC REGULAR MEETING MARCH 23, 2010**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the PAC Regular Meeting of March 23, 2010.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

# **REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

## **MINUTES/SYNOPSIS**

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

March 23, 2010  
9:00 a.m.

### **I. Welcome**

#### **A. Call to Order/Roll Call**

Ms. Jeanine Vandermolen called the meeting to order at 9:10 a.m. The Pledge of Allegiance was recited. The Thought for the Day was read by Mr. David Quintero. Ms. Lisa Carr, Head Start Manager, sat in for Ms. Denise Lee, Head Start Deputy Director. Ms. Consuelo Lopez provided Spanish translation for Ms. Laura Meza. Roll was called; a quorum confirmed.

#### **Members Present:**

Zenobia Prothro  
Antionette Walker (Resigned,  
Marquisha Smith - AP)  
Eva Borja  
Luis Ramos  
Tamara Knox  
Kelly Martin  
David Quintero  
Mary Brown  
Victor Goodwin (9:14 arrival)  
Yvette Hernandez  
Khalelah Hazewood (Resigned,  
Corey Hazewood - AP)  
Katherine Arrue  
Dina Patterson  
Kara Mann  
Laura Meza (9:25 a.m.)  
Jeanine Vandermolen  
Kiesha Spriggs

#### **Members Absent:**

Phoua Lee (U)  
Juanita Ayala (U)

#### **New Members Seated:**

Mukeya Richardson, Early Head Start/Home Base

#### **B. PAC Meeting Attendance Update attached.**

## II. Consent Item

### A. Approval of Minutes for PAC Meeting February 23, 2010

Ms. Vandermolen asked the Board to be more active in making motions.

Motion by Ms. Mary Brown to approve the minutes. Seconded by Mr. Quintero. No discussion.

Show of hands vote: Ayes, 15. Nays, 0. Abstentions, 2 (Ms. Vandermolen and Mr. Luis Ramos). Recount required due to miscount.

Second show of hands vote: Ayes, 14. Nays, 0. Abstentions, 2 (Mr. Ramos, Ms. Vandermolen). Motion Carried.

## IV. Information Items (Out of agenda order.)

### B. University California at Davis' United States Department of Agriculture *Healthy Kids Project* Grant

Ms. Brenda Campos, Program Support Services Manager, explained that one of Head Start's Countywide Three-Year Goals and Objectives is to address issues on obesity prevention and nutrition education for children, families and staff. SETA has the opportunity to partner with UC Davis and Sac State to participate in their grant to achieve this goal.

Ms. Campos introduced Ms. Mical Shilts, Sac State Representative; Ms. Christine Davidson, UC Davis Representative; Ms. Janine Lentz, Sac State Representative; and Mr. Jessie Gotia, Community Health Representative, graduate from UC Berkley and past Head Start child; and her unit support staff, Ms. Consuelo Lopez and Valerie Powell.

Ms. Shilts explained that over the past two years SETA Head Start, UC Davis, and Sac State have been partnering to develop a program to help parents with young children learn about nutrition, physical activity, and hopefully reduce childhood obesity rates.

Parents have already assisted in the development of a survey (to hopefully be used in Head Start programs nationwide) for nutrition, fitness, parenting, and child feeding practices. Ms. Shilts asked the Board to take the 30-minute survey after meeting. (A \$10 gift card available for survey takers.) In addition, they partnered in developing a series of classes about nutrition and physical activity, to be held at SETA. Parents were asked to sign up for classes if interested. Some reimbursements available. Flyers were distributed to share at centers.

Ms. Shilts will return 30 minutes early to the next meetings, Tuesday, April 27<sup>th</sup> and Tuesday, May 25<sup>th</sup>. Ms. Campos shared that she will inform Site



Supervisors and Family Services Workers of the projects. Signup sheet available.

Ms. Marquisha Smith, Alternate for Antionette Walker (resigned), Broadway Early Learning Center, arrived at 9:20 a.m.

Ms. Laura Meza arrived at 9:25 am.

### **III. Action Item**

#### **A. Election of Policy Council Alternates (Five vacant positions.)**

Ms. Vandermolen gave background information. Current PC Representatives are David Quintero, Kelly Martin, Mary Brown, Katherine Arrue, Kara Mann, and Yvette Hernandez.

Motion by Mr. Victor Goodwin to elect PC Alternates. Seconded by Ms. Kiesha Spriggs. No discussion. Ayes, 17. Nays, 0. Abstentions, 1 (Ms. Vandermolen).

Sole nominees elected as PC Alternates: Dina Patterson, Corey Hazewood, Zenobia Prothro, Mukeya Richardson, and Eva Borja.

### **IV. Information Items (Continued)**

#### **A. Standing Information**

##### **➤ Introduction of Newly Seated Representatives**

Newly seated Representatives, Ms. Richardson, Sharon Neese Head Start and Mr. Hazewood, Northview Head Start, introduced themselves.

##### **➤ PC/PAC Calendar of Events – Ms. Jeanine Vandermolen**

Upcoming meetings: Male Involvement meeting, March 24<sup>th</sup>, 2:00 p.m., and 7 Reasons Children Misbehave workshop, April 14<sup>th</sup>, 6:00 p.m.

##### **➤ Parent/Family Support Unit Calendar of Events – Ms. Jeanine Vandermolen**

Upcoming meetings: Personnel/Bylaws Committee meeting, March 25<sup>th</sup>. Budget/Planning Committee meeting, March 26<sup>th</sup>, 9:00 a.m. Annual Parent Leadership Institute, April 22<sup>nd</sup>, 9:00 a.m. – 5:00 p.m. (sign-up sheet distributed), lunch provided. CPAC meeting, April 29<sup>th</sup>, 9:00 – 10:30 a.m., Cypress Room.

##### **➤ Parent/Staff Recognitions**

Ms. Vandermolen acknowledged birthdays of PAC Representatives and staff over the last several months: David Quintero, Tamara Knox,

Yvette Hernandez, Mukeya Richardson, Marie Desha, and Alma Hawkins; and PC Representatives: Patrice Hill, Karen Bass, Jennifer Ryon, and Elenita Salazar. Cake provided after the meeting.

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Roger Bartlett explained the attached fiscal reports. SETA is 7 months into the budget year and is on target with 58 percent of salaries spent. SETA is at 54 percent of the grant overall and expects to be on target by the end of the year. The \$16,800 spent on Supplies in the month of February included \$8,700 for a computer cart for mobile training, \$3,500 at Staples, and \$3,900 on a copier. The E-rate Rebate is negative \$181,000; SETA budgeted \$142,000 and is ahead. We are on target at \$62,000 for Admin Services and Supplies. Some T/TA and other line items are under spent, but we will catch up. We are at 46.67 percent in month 7 of the 15-month ARRA (American Recovery Reinvestment Act) grant. 100 percent of last year's budgeted amount for staff COLA has been spent. The Corporate Card is fairly high this month due to staff traveling to attend conferences and book expenses.

Ms. Brown asked where the money goes that is received from parents who pay a fee for Head Start. Mr. Bartlett answered that fees received from parents who are a part of the CDE program are included in the CDE revenues.

➤ Annual Parent Leadership Institute: *"Effective Communication for Team Building,"* Ms. Betsy Haas, MA, Esteemed Human Development, Thursday, April 22, 2010

Ms. Vandermolen encouraged parents to attend the Parent Leadership training. She shared that Betsy Haas is a phenomenal speaker, and that (personal leadership skills/communication skills/team building) training information will help parents in the business world, as well as at home. A signup sheet was distributed.

➤ National Head Start Association (NHSA) Annual Parent Training Conference

Ms. Vandermolen shared that the NHSA produces a journal with two types of articles written: one for parents/staff, and one that's scientifically written. Parents, teachers, and staff may submit questions to the journal. They might respond to you with the answer, or a paid researcher may do research and publish your question/answer. Contact Ms. Vandermolen for details at 916-837-1176, or at [ballroomdancemom@yahoo.com](mailto:ballroomdancemom@yahoo.com).

➤ Region IX Head Start Scholarship Awards

Ms. Vandermolen shared on the three \$1,000 scholarship awards:

Al Orozco (for present or former Head Start parent attending college/technical school); Torcey Wiley (for employees); and Ron Bernard (for high school seniors). Scholarship Application and instructions attached. Applicants must follow instructions completely or will be disqualified. Contact Ms. Denise Lee for recommendation letter.

- Child Care Center Food Menu (Attached)
- Community Resources – PAC Representatives/Staff (No information received.)

C. Governing Board Minutes of February 4, 2010 (Attached)

**V. Committee Reports**

- Executive Committee report was read by Ms. Yvette Hernandez.

Ms. Vandermolen commented that on section “Good” number 3, the spelling of Teresa Marshall should be corrected to *Theresa*. (Clerk’s note: the spelling of Teresa Marshall is correct as shown in the agenda; no correction required.)

- Budget/Planning Committee

Ms. Tamara Knox reported that the budget was balanced.

- Personnel/Bylaws Committee

No report. The next meeting is scheduled for the 25<sup>th</sup>.

- Early Childhood Development and Health Services Committee and Parent/Family Support Committee (AKA Child Safety Committee) – Disaster Planning Committees

Ms. Arrue reported that they had two meetings. They divided into small subcommittees. One part was with Lisa Carr about parents; one with Brenda Campos was about is about preparedness in the classroom; and one part is about curriculum. They discussed parent’s concerns on what to do in case of disaster, providing a three-day supply of food for the children, and quick response, etc. She is encouraged that children will be in a safe place should a disaster occur.

- Monitoring and Evaluation Committee (AKA Self-Assessment Committee) – Not covered.

- Male Involvement Committee

No meeting due to lack of parent attendance.

- Community Partnerships Advisory Committee (CPAC) meets twice per year. ~~Next meeting Thursday, April 29<sup>th</sup>, 8:00-10:30 a.m.~~ Correction: Next meeting Wednesday, April 28<sup>th</sup>, 9:00 – 10:30 a.m.
- Health Services Advisory Committee (HSAC) meets twice per year (see Calendar of Events). Next meeting to be announced.
- Food Services Committee – No report.

## **VI. Other Reports**

### ➤ Chair's Report

Ms. Vandermolen asked the Board to check the distributed PAC Roster to confirm their information, and to make sure to contact Ms. Lori Black or Ms. Marie Desha with all changes to name, address, and phone number.

Ms. Vandermolen stressed the importance in returning her calls immediately; she may be calling about important information or may need to schedule meetings.

For parents who did not attend the PC/PAC Orientation, the Parent Resource Manual is available for two-week checkout from the Governance Unit, and an attaché case is available (see Ms. Alma Hawkins). See Ms. Desha if parents still need I.D. pictures taken.

- Policy Council Report(s) – Mr. David Quintero, Ms. Kelly Martin, Ms. Mary Brown, Ms. Katherine Arrue, Ms. Kara Mann and Ms. Yvette Hernandez

Ms. Brown reported the PC met last month and had a joint Ethics Training. Both PC and PAC meetings were basically the same and short in duration because of the training.

- Head Start Deputy Director's Monthly Report – Ms. Denise Lee

Ms. Carr, Family/Parent Support Unit Manager, reported for the Ms. Lee. SETA Head Start has a balanced budget. The T/TA portion of the grant should be ready for parent review and for the Budget Committee on Friday.

Parents have asked for a modified CPR health fair on a Saturday. We will be doing this in the 2010-2011 grant year; date undetermined. Parents also asked for a parent conference at a hotel. The Family/Parent Support Unit and Social/Hospitality Committee will facilitate a countywide parent conference this year on Male Involvement and Grandparents. Details to follow.

We are doing a good job with Kindergarten Readiness for children, but need to work on getting parents ready. Beginning September, we will be starting a year-long project on Kindergarten Readiness.

The grant application is going well; the Delegates have their information in, and Ms. Robyn Caruso is getting the information together. SETA received notification from ACF that we did receive our permanent COLA. In addition we were given a small prorated COLA for the month of July for approximately \$60,000.

All SETA Head Start staff will have Spring Fling staff development training, and the office and centers will be closed April 1<sup>st</sup> and April 2<sup>nd</sup>. On April 5<sup>th</sup> centers in Region II and V (Midtown and North Areas) will be closed for oral language curriculum training.

Parents were encouraged to sign up for the Parent Leadership Institute, facilitated by Ms. Betsy Haas.

Ms. Carr clarified that SETA does not charge for Head Start children. Parents who have a fee are in the general child care program and make above the poverty guidelines for Head Start. This program is a way to provide full-day child care to working families.

Ms. Brown asked if trainings can be spaced out, rather than running them so close together. It makes it extremely hard for working parents when centers are closed for several trainings held in the same month. Ms. Brown suggested changing the name "Spring Fling" to staff training because it sounds like a fun time for staff, while (parents) suffer with no child care. Ms. Carr will look into spreading out trainings next year, but historically during spring break for school districts classrooms of 20 children only have between 5 and 10 during the spring, which is why springtime was selected. She agreed that "Spring Fling" should be called "Staff Development Day."

Ms. Carr's Disaster Preparedness Committee meeting for PAC and PC is April 8<sup>th</sup> 9:30-11:30 a.m. The countywide parent training, *7 reasons Children Misbehave* discipline workshop, is April 14<sup>th</sup>. Dinner/child care provided. Flyer will be sent to centers. Call Bob Silva for information.

(The Chair instructed the Board to refrain from side barring and raise their hand if they have questions.)

➤ Managers' Reports

- Child Development and Education Services Monthly Report – Ms. Denise Lee

- ✓ Classroom Assessment Scoring System (CLASS) Overview

Mr. Nathanael Gale is Program Officer for Region III (Vineland, Strizek Park, Hillsdale, Freedom Park, Norma Johnson, Bannon Creek, and Sharon Neese Early Learning Centers).

CLASS is a tool developed by researchers at the University of Virginia to identify and measure teacher/child interactions to see what children are gaining academically and socially – specifically looking at the quality of teaching in the classroom. This tool scores Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start uses this as part of their monitoring tool to assess our classrooms.

SETA has begun training teachers on this tool and will do an Observation Assessment Training to train, and then test, 30 staff on the tool. Staff will then use the tool at centers and report back.

Mr. Gale has two open slots in the overview training May 27<sup>th</sup> and invited two parents (PAC or PC) to attend and report back to parents. See Ms. Desha if interested.

Ms. Richardson is doing her own research and has observed the classroom organization, curriculum and teacher/child interaction in different classrooms and different grades, and she recognizes that this is important for her child. She is happy this is being done.

- Program Support Services Monthly Report – Ms. Brenda Campos (Tabled.)
- Parent/Family Support Report – Ms. Lisa Carr (Previously given.)

## **VII. Center Updates**

Mr. Victor Goodwin, LaVerne Stewart, was asked by his child's teacher if he would volunteer to bring drinking water to the center because it is no longer provided by SETA. Some parents have to walk with their child's drinking water. SETA has now stopped providing paper cups as well; paper cups are needed to prevent the transferring of germs. Ms. Carr confirmed that SETA did discontinue providing drinking water at most of the sites, except for Walnut Grove. Tap water inside centers is fine. Centers are given a cooler to take water outside when there is no outside drinking fountain. Sites without fountains should have cups. SETA has replaced most paper products with plastic and has dishwashers at the centers. This has saved \$220,000. Ms. Carr agreed that plastic cups can spread germs if shared by children, and she will talk to Ms. Campos and the Program Officer of LaVerne Stewart.

Ms. Brown shared that LaRiveria voted on getting new playhouses; the budget was lowered and they didn't get them. Now one of the wooded houses has yellow police tape on it so kids can't use it. She asked if they will receive them. Ms. Carr is unsure, but she knows that playhouses didn't get funded under Program Improvement because they aren't a health and safety issue. SETA may have money this year to replace broken houses. She will try to find out by the PC meeting or will ask Ms. Campos to inform LaRiveria.

**VIII. Discussion**

None.

**IX. Public Participation**

No cards received.

Ms. Desha announced that she has copies of Ethics Training certificates for parents who haven't received them.

Only parents or former parents applying for the Region IX Al Orozco Scholarship Award need to obtain a letter of recommendation from the Grantee, Head Start Deputy Director Denise Lee.

**X. Adjournment**

Meeting adjourned at 10:39 a.m.

**ITEM III-A – ACTION**

**APPROVAL OF FISCAL YEAR 2010-2011  
HEAD START/EARLY HEAD START BUDGET**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start Budget for Fiscal Year 2010-2011 in the amount of \$41,757,750 for Head Start and \$5,086,623 for Early Head Start. The budget includes a 1.84% Cost of Living Adjustment, both for the full year of funding as well as a pro-rated amount for the month of July 2010. Budget details are as follows:

Head Start Basic	\$40,588,342
Head Start Training and Technical Assistance	\$ 384,611
Head Start COLA Pro-rated (July 2010)	\$ 60,146
Head Start COLA Full Year	\$ 724,651
Early Head Start Basic	\$ 4,870,678
Early Head Start Training and Technical Assistance	\$ 121,767
Head Start COLA Pro-rated (July 2010)	\$ 7,218
Head Start COLA Full Year	\$ 86,960

The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement (SS/PI Coordinator), Ms. Marie Desha and the PC/PAC Chairs, to provide input on the budget. Information will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the Fiscal Year 2010-2011 Head Start/Early Head Start Budget.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_



**ITEM III-B – ACTION**

**APPROVAL OF FISCAL YEAR 2010-2011  
HEAD START/EARLY HEAD START GRANT APPLICATION**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application. Information will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**ITEM III-C – ACTION**

**APPROVAL OF FISCAL YEAR 2010-2011 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION AS ALIGNED WITH ESTABLISHED THREE-YEAR GOALS**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Assistance Grant Application in the amount of \$384,611 for Head Start, and \$121,757 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement (SS/PI Coordinator), Ms. Marie Desha and the PC/PAC Chairs, to provide input on the budget.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**ITEM III-D – ACTION**

**APPROVAL OF COUNTY-WIDE HEAD START AND  
EARLY HEAD START CENTER LOCATIONS**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve Head Start and Early Head Start center locations for Fiscal Year 2010-2011.

This listing of SETA-Operated Program center locations is attached for your review.

Staff will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves Fiscal Year 2010-2011 Head Start and Early Head Start Center Locations.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**ITEM III- E – ACTION**

**APPROVAL OF FISCAL YEAR 2010-2011 SETA OPERATED PROGRAM TRACKS**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2010-2011 SETA Operated program tracks.

Staff will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves Fiscal Year 2010-2011 SETA Operated Program Tracks.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**ITEM III-F – ACTION**

**APPROVAL OF FISCAL 2010-2011 SACRAMENTO COUNTY PROGRAM  
OPTIONS/GRANTEE AND DELEGATE AGENCIES**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.

Staff will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**ITEM III-G – ACTION**

**APPROVAL TO SUBMIT A REPROGRAMMING REQUEST/BUDGET  
MODIFICATION FOR HEAD START PROGRAM IMPROVEMENT FUNDS**

**BACKGROUND:**

In September 2009, SETA received a Program Improvement award from the Office of Head Start. The award included several program improvement projects within the county. One of the projects was to replace flooring at five Head Start centers with a projected cost of \$199,122. However, actual costs were \$67,321, resulting in \$131,801 of under-spent funds.

SETA is seeking approval to reprogram the under-spent funds to other priority program improvement (health and safety) projects within the county.

SETA’s original Program Improvement grant submission was funded through Priority #38 as outlined in the original grant submission (with exception of a few priorities in between). SETA seeks approval to continue through the original list of projects that were not funded through Program Improvement and/or have not been covered with other Basic Head Start/Early Head Start funds to date. Specific proposed projects are outlined on the attached Narrative.

In addition to the remaining Program Improvement projects, SETA has two additional proposed projects that were not included in the original PI application. These two projects have transpired over the past few months and take health/safety priority over the remaining non-priority projects requested in the original PI grant submission. The two new projects include replacement of Pour-in-Place rubber surface and replacement of an HVAC unit. Details are outlined on the attached Narrative. Information will be sent under separate cover.

This approval will result in category adjustments to the line item budget for the Program Improvement award.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

**RECOMMENDATION:**

Approve the submission of a reprogramming request/budget modification for Head Start Program Improvement funds in the amount of \$131,801.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**ITEM III-H – ACTION**

**APPROVAL TO SUBMIT A BUDGET MODIFICATION REQUEST FOR  
HEAD START BASIC FUNDS**

**BACKGROUND:**

In September 2009, SETA received a program improvement award from the Office of Head Start. The award included the removal, installation, and 25% of the purchase price for two modular classrooms to replace existing modular buildings at the Bannon Creek and Bright Beginnings Head Start sites. The unfunded 75% of the purchase price, \$404,572, was to be financed over a term of years and repaid with Head Start Basic funds.

Numerous attempts have been made to obtain financing for the modular classrooms, however, due to the federal interest in the modular classrooms, financing companies are required to subordinate their interest to the federal interest. To date, staff has been unable to find a financing company that is willing to subordinate its interest.

In addition, the current year's budget contains no funds for vehicle replacement. However, at least two vehicles are no longer operable and need to be replaced.

Sufficient funds are available in the current year's Head Start Basic Program to cover the additional costs. Current fiscal projections reflect that SETA's Head Start Basic Program will be under spent, primarily in the Occupancy category of the budget, resulting from reduced rent, janitorial and building maintenance costs. Therefore, staff is recommending reprogramming the funds for the modular classrooms and vehicle replacement.

The budget modification request will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

**RECOMMENDATION:**

Approve the submission of a budget modification request for Head Start Basic funds in the amount of \$460,000.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**ITEM I – ACTION**

**APPROVAL OF SETA HEAD START/EARLY HEAD START SELF ASSESSMENT RESULTS FOR 2009-2010**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to approve the SETA Head Start/Early Head Start Self Assessment results for 2009-2010.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the Head Start/Early Head Start Self Assessment results for 2009-2010.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_



**ITEM IV-A – INFORMATION**

**STANDING INFORMATION**

**BACKGROUND:**

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

- Introduction of Newly Seated Representatives
- PC/PAC Calendar of Events – Ms. Jeanine Vandermolen
- Parent/Family Support Unit Calendar of Events – Ms. Jeanine Vandermolen
- Parent/Staff Recognitions – Ms. Jeanine Vandermolen
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account –  
Mr. Roger Bartlett
- SETA Operated Program Monthly Enrollment/ADA Report – Ms. Elsie Bowers
- Annual Parent Leadership Institute: (Oral) Reports *“Effective Communication for Team Building,”* Ms. Betsy Haas, Trainer – Ms. Jeanine Vandermolen
- Child Care Center Food Menu (Attached)
- Community Resources – PAC Representatives/Staff –  
Ms. Jeanine Vandermolen

**NOTES:**

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**CALENDAR OF EVENTS**  
**PARENT/FAMILY SUPPORT UNIT**

**EVENT**

**DATE**

Basic First Aid for Parents	Thursday, May 13, 2010 6:00-8:00 p.m. 925 Del Paso Blvd. Sequoia Room

## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Annual Parent Leadership Institute: <i>Effective Communication for Team Building</i> – Ms. Betsy Haas, MA, Esteemed Human Development	Thursday, April 22, 2010 9:00 a.m.-5:00 p.m. 925 Del Paso Blvd. SETA Boardroom
Early Child Development & Health Services (AKA Child Safety Disaster Planning and Parent/Family Support) Committee Meeting – Committee of the Whole (All Committee Members)	Friday, April 23, 2010 9:00 a.m.-12:00 p.m. 925 Del Paso Blvd. Sequoia Room
Community Partnerships Advisory Committee (CPAC) Meeting	Wednesday, April 28, 2010 9:00-10:30 a.m. 925 Del Paso Blvd. Shasta Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, April 29, 2010 9:00-11:00 a.m. 925 Del Paso Blvd. Oak Room
PAC Executive Committee Meeting	Friday, April 30, 2010 9:00 a.m. 925 Del Paso Blvd. Oak Room
PC Executive Committee Meeting	Thursday, May 6, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PAC Food Service Committee General Meeting	Thursday, May 13, 2010 9:00 a.m. 925 Del Paso Blvd. Oak Room
Health Services Advisory Committee (HSAC) Meeting	Wednesday, May 26, 2010 5:30 p.m. 925 Del Paso Blvd. Sequoia Room

**ITEM IV-B – INFORMATION**

**GOVERNING BOARD MINUTES**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of February 4, 2010 attached.

**NOTES:**

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**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, March 23, 2010

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
1. Attendance.	1. Please clean Boardroom, including paper, cups and name placards.
2. Thank you Ms. Consuelo Lopez for translating.	2. No side barring.
3. Thank you Ms. Becky Smith for reminder calls to PAC Representatives to attend the Board meeting.	3. Board members' participation in voting process (making motions and seconds).
4. Thank you Ms. Mical Schilts for sharing presentation on USDA Healthy Kids Project grant.	
5. Thank you Mr. Nathanael Gale for sharing the Classroom Assessment Scoring System (CLASS) presentation.	
6. Thank you for turning off cell phones.	

**NOTES:**

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**ITEM VI – OTHER REPORTS**

**BACKGROUND:**

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

- Chair's Report – Ms. Jeanine Vandermolen
- Policy Council Report(s) – Mr. David Quintero, Ms. Kelly Martin, Ms. Mary Brown, Ms. Katherine Yaipen-Faulter, Ms. Kara Mann and Ms. Yvette Hernandez
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  
- Managers' Reports
  - Child Development and Education Services Monthly Report – Ms. Karen Gonzales
  
  - ✓ Region Monthly Reports
  
  - Program Support Services Monthly Report – Ms. Brenda Campos
  - Parent/Family Support Report – Ms. Lisa Carr

**NOTES:**

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**ITEM VII - PUBLIC PARTICIPATION**

**BACKGROUND:**

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

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**ITEM VIII - ADJOURNMENT**

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