

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
August 10, 2011

The regular meeting of the Policy Council was called to order by Edgar Chavero, Policy Council Chairperson, at 12:30 p.m.

Roll Call by: Marjorie Weiss, Executive Director. A quorum was established.

Members Present: Edgar Chavero, Eva Chen, Yvette Elliott, Yvonne Dunkley, Charlotte Ferretti, Thang Quoc Hoang, Jason Holthe, Michael Lester, Astrid Munoz, Jua Perez, Angela Santa Maria, and Yu Bi Tao.

Members Excused: Sally Cruz, Angel Gonzalez, Tiffany Jeffries, La Var Kent, Eric Lee, Tania Martinez, Yurilia Moreno, Rosmi Martinez, Ivet Pineda and Dorothy Quan.

Grantee, Delegates and Partners Staff Present: See attached sign-in sheet.

Review of the Previous Meeting Minutes: The Chairperson called for a review and approval of the July 13, 2011 meeting minutes.

MOTION: Yvette Elliott moved to approve and accept the July 13, 2011 meeting minutes as written. The motion was seconded by Jua Perez and approved unanimously

Budget/Finance Committee Report: Silan Stahlhut, Financial Manager, presented the June 30, 2011 Income/Expenses by Projects Report. This report represents the beginning of the fiscal year for 2011-2012 for the Head Start and Early Head Start grants. The contract amount for this year, program-to-date spending percentage including the expenditures for YTD credit card expenses was provided. The Financial Manager also reviewed the other contracts' expenses, which is the last month of the year for most of these contracts. Lastly, she provided an update on the preliminary close out expenses for the Head Start and Early Head Start Basic grant for fiscal year 2010-2011 ending May 31, 2011.

2010-2011 Self-Assessment Report and Corrective Plan: Jayne Garcia, Center Operations and Program Compliance Manager (COPC), thanked the parents who participated in the Self-Assessment. She reviewed and highlighted the findings and the plan to correct those findings.

Parent Survey: California State Preschool requires that we conduct a parent satisfaction survey. About 240 parents responded to this survey. The COPC Manager presented the survey results to the Council. Based on the response, the parents rated the program very satisfactory for overall quality of services. The Executive Director expressed concern that 14%-15% of the parents indicated they don't feel their child is safe or happy in the program and asked the Council for input into what this might reflect. Council members offered the following:

- Parents do not understand how the program works so they don't have trust.
- The centers may be located in areas of high crime.
- The entrance to the center may have a lot of traffic (e.g.: Sunnydale).
- Some families fear that immigration will take their children or have a fear of deportation.
- Teachers haven't established close relationships with parents.

Ella Hill Hutch (EHH) Site Presentation: A request was made to move up the site presentation for EHH. Yvette Elliott, Parent Representative, gave a Power Point presentation and highlighted activities and services provided for children and families at that site.

Approval of Personnel Action: The Executive Director, Marjorie Weiss, presented the personnel report for August. She announced that at the July meeting, the recommendation to hire Jessica Beitch for the Family Advocate position was presented and approved; however, Ms. Beitch declined the offer so recruitment continued for this position.

The following staff are being recommend for hire. Jua Perez, PC Representative participated in the interviews and provided feedback on the selected candidates.

A. New Hires:

Katresa Carroll, Family Advocate.

Alina Collier, Temp Health/Nutrition Manager position. (Since the current Manager will be going on maternity leave)

B. Re-Appoint Casual Workers/Kitchen Assistant for Fiscal Year 2011-2012

Chan Mei Lei, Natina Waters & Loan Vo.

C. Voluntary Demotion: Faatupu Tagaloa from Teacher Assistant to Center Assistant

MOTION: Jua Perez moved to approve the above recommendations for hires, re-appointments and demotion. The motion was seconded by Yvonne Dunkley and approved.

The following resignation was reported: Icy Tekleselassie, MIS Manager, effective September 15, 2011.

The Executive Director informed the Council that the three Teacher for America Teachers that were previously approved began work on August 5.

Parent Involvement: Kimberly Jones, FCP Manager announced that school will start on August 23 and she encouraged the Council to talk to the new parents about the importance of parent involvement. Kimberly described the various parent involvement activities. She also reminded the Council that there are leadership opportunities such as becoming a parent committee officer, Policy Council member or advisory committee member. She also stated that if a parent's schedule does not permit involvement at the center, they can become involved with their children's education at home. She encouraged Council members who are returning to run for election for a second Policy Council term.

The Executive Director reminded parents their Council terms end in November and to continue representing their sites until their term ends, even though their children may have transitioned to Kindergarten.

Site Presentation: Sister Fran Kearney gave a presentation on the Epiphany/Early Head Start Parent Child-Center, that was previously known as Mount St. Joseph - St. Elizabeth. She highlighted activities and services provided for children and families, which serves the diverse San Francisco community. The Center's mission is to strengthen at-risk families and build healthy futures for children.

Parent Committee Requests: None

Delegate Agencies Report: Kai Ming (KM): Linda Washington, Health/Family & Community Services Manager for Kai Ming, gave a brief report. School starts on August 22nd. Kai Ming needs only six more slots to fill before school starts to have full enrollment. Part-time and full-time staff will return after the summer to their regular duties this Friday. Their annual preservice is scheduled for August 19th (one day staff training only). Kai Ming met with a consultant with regards to parent engagement and holiday celebrations.

Mission Neighborhood Centers, Inc. (MNC): Michael Lester, MNC Parent Representative attended the end of year celebration for Mission Southeast United. He was awarded a certificate of appreciation. He announced MNC has elected a new Board President. The agency is doing well. Michael sat on the Health/Disabilities Manager interviews and attended a field trip with the MNC children. Michael looks forward to the new program year and hopes that he will be re-elected to their Policy Committee and SFSU Policy Council. MNC has full enrollment and a long waiting list.

Board of Director's Report: Charlotte Ferretti, Director of the Marian Wright Edelman (MWEI) and Board Member, announced that the next Board meeting is scheduled for August 24, 2011. At this meeting the Board will review and approve the PC By-laws.

Executive Director's Report:

- The Executive Director presented and reviewed the Enrollment Status Report for 2011-2012 Program Year. There are a few vacancies for some sites (see attached report for breakdown). The major concern is with the San Francisco Unified School District

(SFUSD) since they have 115 vacancies. Our program is making great progress on the disabilities enrollment, which is at 8 percent. She thanked the Delegates and Grantee staff (COPC Manager, ERSEA Coordinator, FCP Manager, FCP Coordinator and Family Advocates) for their efforts with recruitment and enrollment.

- The Executive Director reviewed the Head Start/Early Head Start Program Service Report for July 2011. Our program is at 99% enrollment. Some children dropped and were not enrolled because the program year is ending. City-wide, we are at 11.8% on disabilities enrollment. Updates on Health Screenings and Immunizations were provided as of August 9th. Meal Count & Reimbursement numbers are as of June 2011.
- Visitacion Valley: Visitacion Valley relinquished their state contract. The state awarded the funds to a new agency: Cross Cultural Family Center and they will be taking over the sites and providing state preschool services in this neighborhood. Preliminary conversations are taking place with Cross Cultural Family Center about possibly contracting with SFSU to provide Head Start services to the children and families in that community.
- The Executive Director announced that the visitors from the Office of Head Start, Washington, D.C. had a wonderful time visiting the Hunters Point site on July 26. We were honored by the following guests:
 - George Sheldon, Interim Assistant Secretary, ACF/DHHS, Washington, D.C.
 - Diann Dawson, Director, ACF/DHHS, Washington, D.C.
 - Sharon M. Fuji, Regional Administrator, Region IX SF
 - Kristine Jackson, Interim Program Specialist, Region IX SF
- Preservice for the grantee is scheduled for August 18 and 19, 2011.
- In September, the Executive Director will present a request to amend the grant application for Mission, since one of their sites will not be providing full year services as previously requested in their May amendment.
- The Native American Health Center will be implementing a new dental model. Hygienists will be doing dental exams on site. They will be able to communicate and send electronic information to the dentist that will be off-site. Based on that the dentist will develop a treatment plan and come on-site to provide this treatment.
- Another exciting project for our program is the “Eye Mobile”. The University of California in San Diego will be providing vision screenings, free exams, glasses and treatment for the those children who need them on site.
- The annual report for 2009-2010 was distributed.

The meeting was adjourned at 2:05 p.m. The next meeting is scheduled for September 14, 2011.