

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting Minutes
December 14, 2011

The regular meeting of the Policy Council was called to order by Solomon Abrams, Policy Council Chairperson at 12:00 noon.

Roll call by: Kimberly Jones, FCP Manager. A quorum was established.

Members Present: Solomon Abrams, Hugo Cruz, Erika Foots, Barbara Henderson, Joanna Koon, Eric Lee, Michael Lester, Amber Marks, Karen McCoy, Sheyna Moore, Pedro Mullul, Nga Nguyen, Romero O'Neal, Carlos Ortiz, Jua Perez, Ivet Pineda, Dorothy Quan, Sylvia Smith and Jonnie Thompson.

Members Excused: Tamelia Armstrong, Margarita Herrera, Jason Holthe and Ericka Soria.

Grantee, Delegate and Partner Staff Present: Sign-in sheet for staff on file.

Review of the Previous Meeting Minutes: The Chairperson called for a review and approval of the November 9, 2011 meeting minutes. Questions were raised about the membership of the Personnel Committee.

MOTION: Karen McCoy moved to approve the meeting minutes of November 9, 2011 with the understanding that the membership of the Personnel Committee will be clarified at the end of the meeting. The motion was seconded by Erika Foot and approved unanimously.

Policy Council Standards of Conduct: Kimberly Jones, FCP Manager reviewed the Policy Council Standards of Conduct.

Budget/Finance Committee Report: Erika Foots, Policy Council Treasurer provided the October 31, 2011 Income/Expenses by Projects Report. Head Start's spending percentage is at 29%. The year-to-date spending percentage is at 42%. The program is under budget due to one month's operation expenses invoices being in transit. SFUSD and Cross Cultural have not invoiced the grantee. A question was raised about a \$500,000 surplus in the budget. The Financial Manager clarified that a spending plan is being developed. Solomon Abrams, PC Chair, requested that the plan be shared with the Policy Council.

Further discussion took place.

Solomon Abrams raised a question about the quality of the food being delivered to the sites. Michael Lester suggested extending an invitation to the food vendor, Chefables, to make a presentation to the new Council, which Solomon Abrams asked to be scheduled for a future meeting. Ms. Senechal suggested reviewing the procedures for parent input on food quality. It was also suggested that Policy Council members address food concerns with their Center Directors.

Approval of Grant Amendment –Program Option Change for Mission Neighborhood Centers, Inc.:

The Program Director, Jennifer Senechal, requested Policy Council approval to amend the Head Start Grant Application for FY 2011-2012 in order to correct an error from the first grant amendment on Mission Neighborhood Centers, Inc. (MNC) Program Approach.

She explained that with the first amendment, MNC closed their Valencia site (serving 40 children). MNC converted some full-day sites to double-session sites in order to serve the children that would have been served at the closed site. In addition, they indicated that the Stevenson site, which is a double-session site, will provide full-year services. MNC thought they could earn state preschool funds at this site. However, MNC learned they cannot earn state preschool funds at that site because Head Start covers the entire 3 – ½ hours that each session operates. Since MNC cannot earn state preschool funds at Stevenson, there is not sufficient funding to keep this site open during the summer. As a result, the request to amend the grant application for the second time is needed in order to change Stevenson from a full-year to a part-year site. This type of change requires a formal grant amendment, Policy Council and Board approval. MNC’s Board of Directors and Policy Committee have approved this revision of their program design.

MOTION: Michael Lester moved to approve the Head Start Grant Amendment for FY 2011-2012. The motion was seconded by Erika Foot and approved unanimously.

Kai Ming One-time Funding Revision: At the November 9th Policy Council meeting, the Council approved a one-time funding increase up to \$30,000 for Kai Ming to update their information technology systems. This request was presented to the Board of Directors at their November 16th meeting and was not approved. The Board asked to identify an alternate project including assessing whether Kai Ming needs these funds to support children and parent services. Since then, several conversations have taken place with Kai Ming and they have confirmed their priority is still their technology upgrade since the Head Start and PFA funding supports children and family services and no other funding is available for technology upgrades. Kai Ming has been approved for e-rate funding, which subsidizes their Internet connection fees by 90%. Kai Ming is requesting \$30,000 in one time funds to support a telephone upgrade, which will enable them to maximize their e-rate funding by converting their phone system to Voice Over Internet Protocol (VOIP), including new cabling. This will save them \$5,000-\$6,000 per year in the telephone service costs. This annual cost savings will be re-invested into their program to support services.

MOTION: Michael Lester moved to approve the one-time funding increase of \$30,000 for Kai Ming, Inc to support their telephone upgrade. The motion was seconded by Jua Perez and approved unanimously.

Approval of FY 12-13 Sub-recipient Funding Allocations: Silan Stahlhut, Financial Manager, presented the SFSU Head Start/Early Head Start Program Year 2012-13 Funding Allocations. She provided a breakdown on the funded enrollment and total amount for the grantee operated sites and sub-recipients. The total funding for Head Start & Early Head Start is \$13,558,324, which is the same amount of funding for the 11-12 program year. FY 12-13 funding allocations and enrollment levels are the same

as FY 11-12 except for Cross Cultural Family Center – funding for Cross Cultural has increased by \$63,801 because they are employing their own Family Advocate. The funding for SFSU is reduced by the amount because SFSU had, in the past, employed the Family Advocate that supported the families in that program.

MOTION: Carlos Ortiz moved to approve the 2012-13 Funding Allocations and funded enrollment as presented. The motion was seconded by Michael Lester and approved unanimously.

Approval of Personnel Action: Ashley Bastinelli, Human Resources Manager, presented the personnel report for December. She asked the Council for approval on the re-appointment of Vivian Wong, Early Learning Mentor Lead Coach from January 1, 2012 to December 31, 2012.

MOTION: Sheyna Moore moved to approve the recommendation to re-appoint Vivian Wong, Early Learning Mentor Lead Coach from January 1, 2012 to December 31, 2012. The motion was seconded by Carlos Ortiz and approved unanimously.

The following resignations were announced: Alina Collier, Temporary Health/Nutrition Manager, effective November 30, 2011, and Marcy Spalding, Health/Nutrition Manager, effective January 8, 2012.

Overview of Site Presentations: The FCP Manager gave an overview of site presentations and explained the purpose of these presentations to the Council. The Council was asked if they wish to continue this activity on the 2011-2012 Council. The Council agreed. The FCP Manager stated that a calendar of site presentations will be presented to the Council in January.

Overview of Reports: The FCP Manager gave an overview of the following reports and what each report entails:

- a. Parent Committee Requests
- b. Delegate Agency Report
- c. Partner Agency Report
- d. Board of Directors Report
- e. Executive Director's Report

REPORTS:

a. Parent Committee Requests:

- o Johnnie Thompson, Parent Representative from OMI, stated that parents would like to start planning for their end-of-year celebration. The COPC Manager explained the procedures and what is allowable and not allowable. The program is working to address questions around parent activities and related policies and procedures that will be shared the Council.
- o Karen McCoy, Parent Representative from Sunnydale, expressed the need to have the written policies and procedures regarding celebrations, in place so parents can plan activities accordingly with center staff.

- Nga Nguyen, Parent Representative from Cadillac, stated that the parents are saving the monthly parent meeting money for the end of year celebration. They have \$240 saved and are requesting more funds. The Center Director from that site is looking for an additional funding contributions from the community.
- The Program Director and the COPC Manager will work together to develop procedures on parent events and send it out to the Center Directors.

b. Delegate Agency Report:

- Mission Neighborhood Center, Inc.: Michael Lester, MNC Parent Representative, gave a brief update. He stated that interviews for the Children Services Division Director position will take place in January. He completed budget and personnel training. He announced that March is National Women's History Month.
- Kai Ming: Linda Washington, FCP and Health Manager for Kai Ming, gave a brief update. Kai Ming has reached 8% on disabilities enrollment. They have hired two Mental Health Consultants for the North Beach and Broadway sites. Currently, 10 out of 265 children are in the process of disabilities referral for assessment through SFUSD. From October 11th to December 9th, their program's daily attendance was at 92.61%. Recruitment efforts are starting for the next school year 2012-2013. Family Advocates are working to complete Family Partnerships Agreements. All sites are scheduled for Case Conferences. Also, dental and medical follow-ups are taking place. Re-screenings are scheduled for vision and hearing. Children who are in need of nutrition referrals are being referred to Chinatown Health Center Nutrition, WIC, and the nutrition classes scheduled through Cooperative Extensive. Parent Policy Councils are receiving Governance training on December 15th.

c. Partner Agency Reports:

- Kate Allen, FCP and Disabilities Manager from Wu Yee Children's Services, gave a brief report. Wu Yee has exceeded the 10% on disabilities enrollment for their Head Start program. They are implementing the Center for Social and Emotional Foundation of Early Learning (CSEFEL Teaching Pyramid Model) for Head Start and Early Head Start. Two new Center Managers were hired: Joyce Young at the Golden Gate Center and Erica Harrell at their Visitacion Valley Center. Wu Yee's Health Manager resigned and they looking for a new Health Manager.

d. Board of Directors' Report:

- Dr. Barbara Henderson, Board of Directors Representative, gave a brief report. The Board met on November 16, 2011 for their regular quarterly meeting. Solomon Abrams, Policy Council Chair was seated as a new Board member at this meeting, as the Policy Council Representative.

The Policy Council Staff Termination Policy was presented to the Board and tabled since the Board would like SFSU legal counsel to review the policy. The Board approved the grant amendment for the program option changes for Mission Neighborhood Centers. The one-time funding increase for Kai Ming was not approved by the Board. The Executive Director will be asking the Board Chair to allow the Board to conduct an email vote on the action the Council approved today to use the funds for a telephone upgrade and cabling. The Board reviewed the end of year Program Information Report (PIR). The next Board meeting is scheduled for February 22, 2012.

e. Executive Director's Report: In the absence of the Executive Director, Jennifer Senechal, Program Director gave the following program updates:

- The November Program Service Report was presented. Our program (citywide) was at full enrollment as of November 30, 2011 and this was reported to OHS. SFSU average daily attendance was at 97.6%. The attendance for SFUSD, CCFC & Wu Yee was not included due to data entry delay. City-wide Children with disabilities enrollment was at 7.9%. The program needs to meet the required 10% children with disabilities enrollment by mid-program year. Health data completed screenings and well child exams were reported; however, this data is not accurate. We are working with the Health Consultant to reconfigure ChildPus to accurately track and report Health Data. Meal counts and meal revenue earned were reported for the month of October.
- Child and Adult Care Food Program (CACFP) Monitoring Review: The onsite program review began in November, 2011. CACFP conducted meal observations at our grantee operate sites (GOP) and the two delegates, Kai Ming and Mission Neighborhood Centers. There were no findings for the GOP and Kai Ming sites. There were findings for Mission Neighborhood Centers as follows: 1) Inaccurate meal counts were completed; 2) Inadequate food temperature; and 3) No cups for milk at the meal. MNC has provided a corrective action plan and staff training and submitted it to the grantee for submission to CACFP. The Administrative review is scheduled for March, 2012.
- Re-competition –As stated in the last meeting, the Office of Head Start (OHS) released new regulations regarding Head Start grant awards. Grant awards will be issued for only five (5) years. This change was required by the 2007 Improving Head Start for School Readiness Act. This item will be tabled since the Executive Director was absent and she will present this at the January meeting.
- Continuation of Head Start Class-Size Waiver: The Executive Director has requested from the Office of Head Start the continuation of the class-size waiver from June 1, 2012 to May 31, 2014. This waiver will allow our program to meet both Head Start and State Preschool regulations regarding staff to child ratios. Members received a copy of this letter.

Policy Council Committee Memberships: The membership of the Personnel Committee was clarified. Michael Lester stated that his membership is actually on the Program Planning and Evaluation Committee and not the Personnel Committee. Karen McCoy clarified that the following members are on the Personnel Committee per the November 9th Personnel Committee selection:

1. Karen McCoy
2. Jonnie Thompson
3. Nga Nguyen
4. Carlos Ortiz
5. Margarita Herrera
6. Sheyna Moore

In addition to these members, Jua Perez requested to be added to the membership of the Personnel Committee. Effective December 14th, Jua Perez is a member of the Personnel Committee.

The Chairperson asked if members wanted to share their contact information with him and noted sharing this information was voluntary. A sign-up sheet was distributed. He also requested that information explaining the items to be voted on, be sent ahead of time to the Council for review.

Adjournment: The meeting was adjourned at 2:03 p.m. The next meeting is scheduled for January 11, 2012 from 12:00 noon to 2:00 p.m. at the Head Start Central Office, 205 13th Street, Suite 3280, San Francisco.