

San Francisco State University  
Head Start/Early Head Start Program  
**Policy Council Meeting Minutes**  
November 9, 2011

The regular meeting of the Policy Council was called to order by Edgar Chavero, Policy Council Chairperson at 9:18 a.m.

Roll call by: Astrid Munoz, Policy Council Secretary. A quorum was established.

**Members Present:** Edgar Chavero, Eva Chen, Julissa Cruz, Yvonne Dunkley, Yvette Elliott, Charlotte Ferretti, Angel Gonzalez, Quoc Thank Hoang, Eric Lee, Michael Lester, Astrid Munoz, Romero O'Neal, Jua Perez, Ivet Pineda, Dorothy Quan and Yu Bi Tao.

**Members Excused:** Jason Holthe, La Var Kent and Sheyna Moore.

**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 October 12, 2011 meeting minutes.

**MOTION:** Michael Lester moved to approve and accept the October 12, 2011 meeting minutes as written. The motion was seconded by Dorothy Quan and approved unanimously.

**Budget/Finance Committee Report:** Yvonne Dunkley, Policy Council Treasurer provided the September 30, 2011 Income/Expenses by Projects Report. The program is under budget because staff vacancies and invoices are still being processed. The Executive Director explained the income/expenses report format and funding sources in light of the new Council. The new Council will have more time to review the November income/expenses report and ask any questions at the December meeting.

**Approval of Funding Increase for Delegate Agency, Kai Ming, Inc:** The Executive Director stated that Kai Ming, Inc. is looking for funding to upgrade their computer systems since their equipment is very old. The Executive Director stated that our program generated some savings from staff vacancies (not filling positions like the Program Director, HR & MIS Managers) and would like to assist Kai Ming with a one-time funding increase up to \$30,000 to fund their computer system upgrade.

**MOTION:** Jua Perez moved to approve a one-time funding increase up to \$30,000 for Delegate Agency, Kai Ming, Inc., to upgrade their IT systems and computer network. The motion was seconded by Eric Lee and approved unanimously.

**Approval of Personnel Action:** The Executive Director introduced and welcomed the new Program Director, Jennifer Senechal. She also presented the personnel report for November and asked the Council for approval on the following recommendations for hire and re-appointment. Personnel Committee members that participated in the interviews spoke about the recommended hires.

*New Hires:* Ashley Bastinelli, Human Resources Manager  
Peter Collins, MIS Manager  
Olabisi Adesuyi-Fasuyi, Teacher

**MOTION:** Michael Lester moved to approve the above recommendations for hire. The motion was seconded by Jua Perez and approved unanimously.

*Re-Appoint:* Ramya Krishna, Early Learning Mentor Coach

**MOTION:** Yvonne Dunkley moved to approve the above recommendations to re-appoint Ramya Krishna, Early Learning Mentor Coach from 11/1/11 to 10/30/12. The motion was seconded by Yvette Elliott and approved unanimously.

*Retirement:* The Executive Director gave a warm farewell to Dorothea Lawyer, Family Advocate from OMI Head Start who will be retiring, December 1, 2011.

*Resignation:* Shawntel Covington, Teacher Assistant, Resignation effective November 11, 2011.

**Recognition of the Outgoing Policy Council Members:** The FCP Manager, Kimberly Jones, thanked the 2010-2011 Policy Council members for their service, dedication, caring, and commitment to SFSU Head Start/Early Head Start children, families and staff. She also highlighted some of the Council's accomplishments for this year:

- Revised and Approved the By-laws
- Approved Standards of Conduct
- Approved the 2011-2012 Grant Application
- Approved Enrollment Selection Criteria
- Approved Self-Assessment Plan and participated in the scheduled annual Self-Assessment

Certificates of Appreciation were distributed to all Council members for their services. Special acknowledgement was given to Charlotte Ferretti, Board of Director representative, who can no longer serve in the Council because she has completed the maximum number of terms.

**Seating of the 2011-12 Policy Council:** The new Council for 2011-2012 was announced and officially seated.

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

**New Members Present:** Amber Marks, Nga Nguyen, Ivet Pineda, Margarita Herrera, Frances Nwankwo, Erika Foots, Eric Lee, Joanna Koon, Michael Lester, Mario Flores, Francys Knowles, Jonnie Thompson, Sylvia Smith, Hugo Cruz, Cynthia Kim, Tamelia Armstrong, Edwin Vasquez, Pedro Mullul, Claudia Chavez, Karen McCoy, Solomon Abrams, Tara Jones, Carlos Ortiz, Barbara Henderson and Dorothy Quan.

Each member introduced themselves and their represented sites.

**Election of Officers:** The following nominations were received for:

- 1. Chairperson:** Erika Foots, Solomon Abrams and Ivet Pineda

**MOTION:** Michael Lester moved to close nominations for Chairperson. The motion was seconded by Solomon Abrams and approved unanimously.

Election of the Chairperson was conducted by written ballot and ballots were tabulated by Tara Jones, Parent Alternate from Westside and Kimberly Jones, FCP Manager.

**Results:** Solomon Abrams was elected Chairperson

- 2. Vice-Chairperson:** Carols Ortiz, Michael Lester, Margarita Herrera and Erika Foots

Margarita Herrera declined the nomination.

**MOTION:** Tamelia Armstrong moved to close nominations for Vice-Chairperson. The motion was seconded by Carlos Ortiz and approved unanimously.

Election of the Vice- Chairperson was conducted by written ballot and ballots were tabulated by Tara Jones, Parent Alternate from Westside and Kimberly Jones, FCP Manager.

**Results:** Michael Lester was elected Vice-Chairperson

- 3. Secretary:** Joanna Koon, Sheyna Moore and Carlos Ortiz

**MOTION:** Karen McCoy moved to close nominations for Secretary. The motion was seconded by Joanne Koon and approved unanimously.

Election of the Secretary was conducted by written ballot and ballots were tabulated by Tara Jones, Parent Alternate from Westside and Kimberly Jones, FCP Manager.

Results: Joanne Koon was elected Secretary.

**4. Treasurer:** Erika Foots, Sylvia Smith and Carlos Ortiz

MOTION: A Policy Council member moved to close nominations for Treasurer. The motion was seconded by Policy Council member and approved unanimously.

Election of the Treasurer was conducted by written ballot and ballots were tabulated by Tara Jones, Parent Alternate from Westside and Kimberly Jones, FCP Manager.

Results: Erika Foots was elected Treasurer.

**5. Parliamentarian:** Sylvia Smith and Carlos Ortiz

MOTION: Margarita Herrera moved to close nominations for Parliamentarian. The motion was seconded by Erika Foots and approved unanimously.

Election of the Vice- Chairperson was conducted by written ballot and ballots were tabulated by Tara Jones, Parent Alternate from Westside and Kimberly Jones, FCP Manager.

Results: Carlos Ortiz was elected Parliamentarian.

**Standing Committees:** The Policy Council established membership on the following standing committees:

1. Executive Committee:  
Solomon Abrams, Chairperson  
Michael Lester, Vice-Chairperson  
Joanne Koon, Secretary  
Erika Foots, Treasurer  
Carlos Ortiz, Parliamentarian
2. Program Planning and Evaluation Committee:  
Karen McCoy  
Joanna Koon  
Michael Lester  
Amber Marks  
Solomon Abrams

This committee will start meeting in December and January to review the 2011-2012 Refunding Grant Application due March 1<sup>st</sup> in Office of Head Start.

3. Budget/Finance Committee:

Erika Foots, Treasurer  
Karen McCoy  
Carlos Ortiz  
Sylvia Smith

This committee will meet a week prior to each Policy Council meeting to review the Financial Expense Report – The first meeting is scheduled for December 8<sup>th</sup>.

4. Personnel Committee:

Karen McCoy  
Jonnie Thompson  
Sheyna Moore  
Nga Nguyen  
Carlos Ortiz  
Margarita Herrera  
Jua Perez

This committee meets as a group once a year for orientation and training. Thereafter, members are called as needed to participate in the interview and hiring process.

**Executive Director's Report:**

- School Bus Disposal - Last month, the Executive Director informed the Council that our program got approval from the Office of Head Start to dispose of the school bus. She was happy to report that school bus was sold for approximately \$20,000, including taxes and fees. The program expects to receive \$16,000 to \$17,000 from the sale and these funds will be used to support program operations.
- The Executive Director announced that SFSU Head Start/Early Head Start Program has been working for several months to revise the strategic plan that was established a year ago. The revised plan is scaled down from more than 100 activities to 17 goals. The plan will be shared with the Policy Council in January or February for approval.
- Also, in January and February, the Council will start working on the 2011-2012 Head Start/Early Head Start refunding grant application. The Council will need to approve the budget and grant application in February in order to meet the Office of Head Start deadline for March 1<sup>st</sup>.
- The Executive Director announced that yesterday, 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. Currently, grantees have an indefinite term for grant awards. This change is to ensure high quality programs continue to be funded while other agencies have the opportunity to apply for funding if the grantee in their community is

not a high quality program. The Executive Director will keep the Council informed regarding this matter.

- This year we had an 11 percent budget reduction from the state. The Executive Director announced the state is not generating sufficient revenues as expected, which will trigger additional budget reductions. It is anticipated that an additional 4 percent funding reduction from the state will be implemented effective February 1<sup>st</sup>. SFSU Head Start has been under spending, so we can absorb these cuts to our operational budget through the end of the year.
- Kai Ming Notice of Federal Interest (NOFI): The Executive Director gave background information to the new Council regarding the reason to record the NOFI for Kai Ming's Broadway site. In addition, she announced the NOFI has been signed and recorded on November 4, 2011. We are waiting for the copy of the recorded document so this can be sent to Office of Head Start, which is due to them by December 3, 2011.
- The Executive Director reminded the Council to review the program service report that is included in their meeting packet.

The Executive Director will not be attending the December Policy Council meeting because she will be on vacation.

**Delegate Agency Reports:** Stephanie Martinez, Head Start Program Director from Mission Neighborhood Centers (MNC) and Linda Washington, FCP and Health Manager from Kai Ming gave a brief update on each delegate agency's activities. Below are some highlights:

**MNC:**

- MNC has nine sites located in the Mission area, two sites are located in the outer Mission, one serving families in the Excelsior District and the other one in China Basin.
- MNC's kindergarten festival was scheduled for November 8<sup>th</sup> to provide information to parents in kindergarten enrollment and to meet public, private and charter school staff.
- MNC continues with a series of staff development trainings to increase staff knowledge of children's social and emotional development and to promote child/teacher interactions.
- MNC's Policy Committee has scheduled a series of trainings in the months of November and December for the newly elected Policy Committee members.

**Kai Ming:**

- Linda Washington thanked the Council for approving the one-time funding increase for Kai Ming to upgrade their computer network/systems.
- Kai Ming will be closed for staff development training on November 23, 2011.

- A fundraising event is scheduled for November 19, 2011 at 3:00 p.m. at the First Unitarian Church. The theme is “TOGETHER WE RAISE THEM UP”. Kai Ming parents will be provided tickets to the event.
- The grantee will conduct monitoring on November 29<sup>th</sup>.
- Kai Ming’s Policy Committee approved a student from one of the universities to conduct research in their program to support the student’s dissertation about parents and special needs children.

**Community Representatives Reappointments to the Council:**

The following individuals were nominated as Community Representatives to the Council:

1. Dorothy Quan, RN, San Francisco Department of Public Health, Maternal Child & Adolescent Health (second term)
2. Jason Holthe, Senior Analyst, San Francisco Human Services Agency/Childcare Policy and Planning (second term)
3. Romero O’Neal, former Head Start Parent (first term)
4. Jua Perez, former Head Start Parent (second term)

MOTION: Carlos Ortiz moved to close the nominations for Community Representatives and approve the above nominations. The motion was seconded by Michael Lester and approved unanimously.

**Board of Directors’ Report:** Dr. Barbara Henderson, the new Board of Directors representative, introduced herself and gave a brief report. Dr. Henderson is a Professor of Education at SFSU. She works in an undergraduate program that has a number of students coming from City College to take courses in child development and early education. She also has several Head Start staff in her master’s degree program. They have approximately 250 students from the Child and Adolescent Development Program that take courses in her department. She is also a member of the faculty group working with the Head Start early learning coaching team. Part of her role is to serve as a bridge between the Head Start program and SFSU.

She announced that the Board of Directors meets quarterly. The next meeting is scheduled for November 16<sup>th</sup>. The Board will discuss the Policy Council Staff Termination Policy and the one-time funding increase request for Kai Ming.

**Adjournment:** The meeting was adjourned at 12:00 noon. The next meeting is scheduled for December 14, 2011 from 12:00 noon to 2:00 p.m. at the Head Start central office, 205 13<sup>th</sup> Street, Suite 3280, San Francisco.