

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting Minutes
October 12, 2011

The regular meeting of the Policy Council was called to order by Edgar Chavero, Policy Council Chairperson, at 12:10 p.m.

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

Members Present: Edgar Chavero, Eva Chen, Yvonne Dunkley, Yvette Elliott, Charlotte Ferretti, Angel Gonzalez, Jason Holthe, Joanna Koon, Eric Lee, Michael Lester, Sheyna Moore, Jua Perez, Ivett Pineda, Dorothy Quan, and Yu Bi Tao.

Members Excused: Sally Cruz, La Var Kent, Tania Martinez, Yurilia Moreno and Rosmi Martinez.

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 September 14, 2011 meeting minutes.

MOTION: Michael Lester moved to approve and accept the September 14, 2011 meeting minutes as written. The motion was seconded by Angel Gonzalez and approved unanimously.

Budget/Finance Committee Report: Silan Stahlhut, Financial Manager, presented the August Income/Expenses by Projects Report. The program-to-date spending percentage is low due to Head Start partner agencies not billing us and the fact that school did not start until the end of August. The YTD credit card expenditure is \$51,714.

Approval for Staff Termination Policy and Procedures: Marjorie Weiss, Executive Director reviewed the proposed Staff Termination Policy and Procedures. The Council has previously discussed the need to formalize the Staff Termination Policy and Procedures. Discussion followed. Ms. Weiss requested the Council's approval.

MOTION: Angel Gonzalez moved to approve and accept the Staff Termination Policy and Procedures as presented. The motion was seconded by Michael Lester and approved unanimously.

Approval of Personnel Action: The Executive Director presented the personnel report for October. The recommendations for hiring and re-appointment are as follows:

1. New Hire:
 - Jennifer Senechal, Program Director
 - Athena Morrisette, Infant/Toddler Teacher Assistant
 - Kelly Roberts, HR Student Assistant
2. Re-appointment:
 - Xi Hua (Grace) Liao, Kitchen Assistant

MOTION: Yvette Elliott moved to approve the above recommendations for hire and re-appointment. The motion was seconded by Angel Gonzalez and approved unanimously.

3. Resignations and Retirement: Justin Kivel, Teacher II, resigned, September 30, 2011 and Dorothea Lawyer, Family Advocate will be retiring, December 1, 2011.
4. Vacant Positions: Our program is in the process of arranging interviews for the Management Information Systems (MIS) and Human Resources Managers positions for next week. Yvette Elliott, Parent Representative, will participate in the HR Manager Interviews on October 19th. For the MIS Manager interviews scheduled for October 21st, we are waiting confirmation from another Parent Representative who will participate.

2010-2011 Program Information Report (PIR): The Executive Director reviewed the 2010-2011 PIR. The report provides comprehensive data on services delivered to enrolled children and their families including pregnant women. The Management team met on October 11th and provided a presentation on their service area outcomes for the PIR.

Transitional Kindergarten: The Executive Director informed the Council about the upcoming changes with the implementation of Transitional Kindergarten. Transitional Kindergarten is the first year of a two-year kindergarten program. Transitional Kindergarten is designed to address the shifting age requirement for Kindergarten.

Minimum age for admittance to kindergarten in California
For the 2010-2011 school year the date is December 2
For the 2011-2012 school year the date is December 2
For the 2012-2013 school year the date is November 1
For the 2013-2014 school year the date is October 1
For the 2014-15 school year and each school year thereafter the date is September 1.

Ms. Weiss stated that this new requirement has implications for our program because if children are eligible for Kindergarten, they cannot attend Head Start. Our program will need to revise the eligibility criteria and the new Council will need to approve based on this requirements. Further discussion regarding this matter will take place with the new Policy Council.

Video Taping – Policy Council Testimonials: Policy Council members provided testimonial on video that will be use to encourage other parents to become involved in leadership roles. Several members volunteered and shared their experiences about Policy Council membership and how it has benefitted them and their children. Council members gave testimonials in English, Spanish and Chinese.

Community Representatives for the Council: Some members asked about continuing on the Council as Community Representatives. The FCP Manager explained the process and encouraged those members interested in becoming community representatives for the 2011-2012 program year to talk to her. According to the By-laws we can have up to five (5) members.

Policy Council Training: The FCP Manager announced that training is scheduled on October 27, 2011 from 9:00 a.m. to 2:00 p.m. at the Central Office (205 13th Street) for the newly elected Policy Council members.

Parent Election/Nomination Procedures: This item was tabled for the next meeting.

Parent Committee Requests: None

Delegate Agencies Report: Linda Washington, Health/Family & Community Services Manager gave a brief report. Kai Ming has scheduled their 2nd annual Family Fun Day at Coyote Point on October 14th. Buses are chartered and they anticipate great parent involvement. A consultant was hired to assist in streamlining the process to prepare for self-assessment, monitoring and federal review. The grantee brought staff from UC San Diego to assist with children's vision health screenings. Kai Ming had their parent elections and the new Policy Council Representative was introduced. Joanne Koon, the new Vice Chairperson, was invited to observe the Policy Council meeting today. Kai Ming will be participating in the Shakeout (earthquake) drill. CBS donated 60 tickets to Disney on Ice for Kai Ming families. Dental screenings are taking place with SFSU.

Mission: Michael Lester, Parent Representative from MNC gave a brief update on MNC activities. He attended the strategic planning day for the MNC Board of Directors on October 8th. It was very informative. They also addressed roles and responsibilities for the Board of Directors. Parent elections took place at Mission. He was happy to announce that Mission have more male involvement this year. They also hired a Mental Health Manager and several staff were promoted.

Board of Director's Report: Charlotte Ferretti, Director of Marian Wright Edelman Institute, announced that the next board meeting is scheduled for November 16th. A pre-board meeting is scheduled for November 2nd.

Executive Director's Report:

- The September Program Service Report was presented. Our program was at full enrollment as of September 30, 2011. This is the same report submitted to the Office of Head Start. Citywide enrollment is at 96%, with 51 slots to be served by the Cross Cultural Family Center by November 1st. Average daily attendance is at 100%. Children with disabilities enrollment was at 7%. Our program is well underway to meet the 10% disabilities enrollment requirement. Health data will be reported in November since these services are not due for 45 and 90 days respectively. Meal counts expensed were reported for the month of September.
- At the last Policy Council meeting, the Executive Director announced that the approval from the Office of Head Start regarding the disposal of the school bus was still pending. Ms. Weiss was happy to report that on September 14th we finally got the approval from the Office of Head Start to move forward with this request. The proceeds from the sale will go to our program.
- The Executive Director and three other managers attended the Head Start 1st National Birth to Five Leadership Conference in Washington, D.C. October 3-5, 2011. The message was very clear as to where programs are headed: School Readiness and Family Engagement were the emphasis. Ms. Weiss also announced that on October 6th, at the request of the Office of Head Start and the Office of Child Care, gave a presentation on our program's Early Learning Mentor Coach program/model. In addition, Ms. Weiss and Delegate Staff visited Nancy Pelosi's office in Washington, D.C. to talk about the San Francisco Head Start Program. The annual report was presented.

Site Presentations: Edgar Chavero, Policy Council Chair and Parent Representative from SFUSD gave a power point presentation. He highlighted Head Start activities and services provided at the school district.

The meeting was adjourned at 2:02 p.m. The next meeting is scheduled for November 9, 2011 at the Westbay Conference Center, 1290 Fillmore Avenue, San Francisco.