

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting Minutes
September 14, 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, Sally Cruz, Yvonne Dunkley, Yvette Elliott, Angel Gonzalez, La Var Kent, Michael Lester, Rosmi Martinez, Sheyna Moore, Jua Perez, Ivet Pineda, Dorothy Quan and Yu Bi Tao.

Members Excused: Charlotte Ferretti, Thang Quoc Hoang, Jason Holthe, Eric Lee, Tania Martinez, Yurilia Moreno and Astrid Munoz.

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 August 10, 2011 meeting minutes.

MOTION: Jua Perez moved to approve and accept the August 10, 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 July Income/Expenses by Projects Report. She highlighted the contract amount awarded for each project and provided the program-to-date spending percentage including the expenditures for YTD credit card expenses.

Refreshments at Center Parent Meetings and Workshops Policy: Marjorie Weiss, Executive Director presented and reviewed the proposed Refreshments at Center Parent Meetings and Workshops Policy. She emphasized the importance of complying with the Head Start requirements to promote good health, provide nutritious meals (low in sugar and salt) and food safety. Discussion took place. Ms. Weiss requested the Council's approval.

MOTION: Angel Gonzalez moved to approve and accept the Refreshments at Center Parent Meetings and Workshops Policy as presented. The motion was seconded by Jua Perez and approved unanimously.

Approval of Personnel Action: The Executive Director presented the personnel report for September. She thanked Jua Perez, PC Representative for participating in the interviews. Jua provided feedback on the recommended candidates. The recommendations for hiring and re-appointment include:

1. *New Hires:* Amy Simmons, Temporary Early Learning Mentor Coach (for one year) *and* Thao Nguyen, Family Advocate (re-hire).
2. *Re-Appoint:* Maria Viva, Personal Assistant (for 12 months)

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

3. *Resignations:* The following resignations were reported: Susan Lu, Family Advocate, August 31, 2011 and Natina Waters, Kitchen Assistant, September 9, 2011.

Additionally, the Executive Director announced that Victoria Narkewicz, HR Manager, has officially tendered her resignation.

Vacant Positions: SFSU HS/EHS is actively recruiting for the following positions:

- a. HR Manager
- b. Management Information Systems (MIS) Manager
- c. Kitchen Assistant and
- d. Personal Assistant.

The Executive Director encouraged parents to apply for the Kitchen and Personal Assistant positions.

Lastly, the Executive Director introduced and welcomed the two newly hired Family Advocates: Katresa Carroll who has been assigned to Sunnydale and Shannon Edwards who has been assigned to Hunters Point.

Program Information Report (PIR) – The Grantee and Delegates PIR reports were submitted to the federal government on the due date August 31, 2011. This item has been tabled for the next meeting.

Center Parent Elections – Kimberly Jones, FCP Manager acknowledged and thanked the Council for their time, commitment and participation for the last 10 months of the program. As many of our parents/children transition to kindergarten, she emphasized the importance of continuing in the Council until the new seating in November. She also talked about accomplishments, tasks and approvals the Council made during the last 10 months. The FCP Manager asked for the Council's assistance during the upcoming parent elections at the sites to encourage other parents to get involved. Council members who will be returning to the program were encouraged to campaigning for re-election to the Council. Council members transitioning out of the program were encouraged to talk to other parents to encourage their involvement in leadership roles. The following dates were provided for parent elections at the grantee operated sites:

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| 1. October 3 rd | - | Cadillac |
| 2. October 4 th | - | Ella Hill Hutch |
| 3. October 5 th | - | Aleman |
| 4. October 7 th | - | OMI & Southeast |
| 5. October 13 th | - | Hunters Point |
| 6. Pending | - | Westside & Sunnydale |

Delegates Parent Elections:

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| 1. September 15 th | - | Kai Ming |
| 2. October 18 th | - | Mission Neighborhood Centers |

Kai Ming and Mission Site Presentations: Jua Perez, Parent Representative from Kai Ming, gave a presentation and highlighted activities and services provided for children and families at Kai Ming. Michael Lester, Parent Representative from Mission Neighborhood Centers (MNC) also gave a presentation that highlighted Mission Head Start services including their infant/toddler program funded by another source.

Parent Committee Requests:

- The Southeast parent representative asked for clarification about the daily health check for the children. The Executive Director explained the reasons that the regulations require the program to conduct daily health checks for our children – identifying suspected child abuse and health concerns.
- The MNC parent representative asked about touring the Hunter’s Point facility. The Executive Director stated our program will be happy to conduct a tour, even though the building is still under construction.
- Conversation took place about parents whose children have entered kindergarten and feeling the difference and lack of support from the school district. They expressed appreciation for the Head Start program. Edgar Chavero, Chair, stated that the school district has had huge budget cuts and that teachers are struggling with these reductions. He suggested establishing a good rapport with your child’s teacher and finding out what support they need. The FCP Manager suggested videotaping the Policy Council members during one of the meetings to record their experiences in Head Start and on the Council and to use this to encourage other parents to become involve in leadership roles.

Delegate Agencies Report: Kai Ming: Linda Washington, Health/Family & Community Services Manager from Kai Ming, gave a brief report. She thanked the Kai Ming parent representatives for their commitment to parent involvement. Kai Ming recently opened their new library for the children, which was funded by ING. A round table meeting is scheduled at new library on September 28th. An invitation was extended to the Council members to attend the meeting and visit the new library. Parent elections will be held on September 15th. Linda thanked the grantee Health/Nutrition Manager for getting the nurse students on board.

Mission Neighborhood Centers, Inc. (MNC): Stephanie Martinez, Program Director gave a brief report. MNC had three parent orientation meetings. Stephanie was happy to report that there were 250 families in attendance. Parent elections are scheduled for next month (October). Staff trainings are scheduled for the 2011-2012 program year. The focus of these trainings will be to increase staff knowledge of children’s social and emotional development and to promote child teacher interactions.

Board of Director’s Report: Charlotte Ferretti, Director of the Marian Wright Edelman Institute, was out of town and unable to attend the meeting. Edgar Chavero, Policy Council Chair, gave a brief report on the September 24 Board Meeting. Edgar announced to the Board that this was his last meeting as he transitions out of the PC Chairperson role in November. He also stated that the Board of Directors approved the Policy Council By-laws and the Standards of Conduct. The Board welcomed and seated a new member, Dr. Nancy K. Hayes, Interim Vice President of Administration & Finance to the Board, who serves as Board Co-Chairperson. At this meeting, the Board appointed Dr. Barbara Henderson to

serve as the Board of Director representative to the Policy Council effective November 2011. Ms. Henderson will replace outgoing Council representative Dr. Charlotte Ferretti.

Executive Director's Report:

- Enrollment and Program Service Report: The Executive Director presented the enrollment report submitted to the Office of Head Start in August and the citywide current enrollment status report. Our program is at 94% enrollment, with 51 slots to be served by Cross Culture Family Center won't be served until November 1 and some SFUSD parents needing to complete Head Start applications. Our program was at full enrollment on August 31. The citywide children with disabilities enrollment is at 6.7%. Health data was not reported as these services are not due for 45 and 90 days respectively. The meal count & reimbursement costs reflect the month of July. Meal counts for July were low due to reduced services during the summer.
- Ms. Weiss reported that our program is preparing to meet 45 and 90 days deadlines for children's vision and hearing screening, growth assessments for height and weight, and medical and dental exams. UC San Diego's Shiley Eye Mobile Clinic has started the vision screenings at the sites. Our SFSU nurse interns are conducting hearing screenings at the sites and will complete the growth assessment (weight and height) for the children beginning October. Teachers are beginning developmental assessments.
- Cross Cultural Family Center (CCFC): The Executive Director provided an update on the new partnership with CCFC to serve the 51 children in the Visitacion Valley community. CCFC are providing state preschool services in this neighborhood. Ms. Weiss is very optimistic they will enter into a contractual agreement for Head Start services, with services beginning November 1. The program has requested approval from the Office of Head Start to delay services until November 1 and to receive a waiver from the minimum days of service.
- Notice of Federal Interest (NOFI) for Kai Ming: SFSU has asked the Office of Head Start (OHS) for an extension of the special condition on the funding award to file a NOFI, to extend the due date from September 30, 2011 to November 30, 2011. This extension is needed because negotiations are continuing around the NOFI language. The SFSU HS/EHS program is working very closely with SFSU Director of Procurement, Office of Head Start, Kai Ming and Kai Ming's landlord to finalize and file the NOFI for the Kai Ming Broadway site.
- School Bus Disposal: The Executive Director announced that we still have not received approval from the Office of Head Start (OHS) to dispose of the school bus, since the original request was made in April. OHS is still reviewing the request and how the money from the sale will be handled. Ms. Weiss will continue to inform the Council regarding this matter.
- Wells Fargo Donation: The Executive Director reported the program received a donation of 20 Lego Duplo kits from Wells Fargo Bank. Wells Fargo used these Legos as part of staff training event. Ms. Weiss attended the end of the event to accept the donation and thank Wells Fargo for its support. In addition, the Executive Director shared with the Council that individuals came up her to share their

personal stories about Head Start experiences as students and parents. This made this event even more special.

- 1st National Head Start Birth to Five Leadership Institute Conference: The Executive Director and three other Managers will be attending the October 3-5, 2011 Head Start's 1st National Birth to Five Leadership Conference in Washington, D.C. Additionally, the program has been invited to serve on a panel discussion about our Early Learning Mentor Coach program at the October 6 joint meeting of the Office of Head Start and the Office of Child Care, so Ms. Weiss will make this presentation.

The meeting was adjourned at 2:00 p.m. The next meeting is scheduled for October 12, 2011.