

San Francisco State University
Head Start/ Early head Start Program
Policy Council Meeting
April 14, 2010

The regular meeting of the Policy Council members was called to order by Gabrielle Thompson, Policy Council Chairperson, at 12:25 p.m.

Roll Call. A quorum was established.

Members Present: Edgar Chavero, Eva Chen, Charlotte Ferretti, Angel Gonzalez, Maria Hernandez, Siai Morales, Astrid Munoz, Eiman Nour, Frances Reynolds, Jennifer Smith, Gabrielle Thompson, Bertha Yepez, Bi Tao Yu and Yee Yu Yu.

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

Discussion Items and Updates:

The Confidentiality Agreement was reviewed and explained for the new members by the Executive/ Program Director, Ms. Juanita Santana.

Minutes: The March 23, 2010 meeting was reviewed.

MOTION: Siai Morales, moved to approve and accept the March 23, 2010 meeting minutes. The motion was seconded by Frances Reynolds and approved unanimously.

New Business:

- Malcolm X- The parent representative from Malcolm X expressed concern about the opening and closing of the facilities because unified school district will be closed for the summer months. Dave Pearson, Facilities Manager replied that the Head Start Malcolm X will site will remain open all year round. The school district custodians will be opening and closing the facility.
- OMI – Gabrielle Thompson, PC chair asked when parents will receive notifications regarding the opportunity to attend other HS sites during the summer months since OMI will be closed.
- HP/ Kirkwood - The parent representative from HP/Kirkwood asked about cap and gown. Gabrielle Thompson stated that this request gets presented at the center level and it is up to the parents to decide if they want caps and gowns for the end-of-year. Gabrielle will provide more information regarding caps and gowns cost.
- Potrero Hill - The parent representative from Potrero Hill requested a cross walk. Gabrielle is familiar with the process and will be working on this matter.

Board of Directors Update: Dr. Charlotte Ferretti, Member of the Board reported that the Board has not met since February 26, 2010 but they have been very active and involved in approving the Self-Assessment plan and protocol tools. They also approved the 2009-2010 Community Development Block Grants (Board Resolutions) for HP/Kirkwood and OMI. They will be reviewing the application for the 1.84% cost of living adjustment (COLA) and the options to discontinue the current Family Child Care Program. It was announced that one of the Board members, Dr. Marci Hanson has submitted her resignation as a board member. The University Provost and Dr. Charlotte Ferretti are working to identify another board member with the same qualifications as Dr. Hanson. The next Board of Directors meeting is scheduled for May 26, 2010

Updates on CSEFEL: Craig Zercher, Disabilities/ Mental Health Manager, Kimberly Jones, Intrim FCP Manager, and Zoobi Waqar Education Manager provided progress on the CSEFEL project and encouraged parents to participate in the CSEFEL workshops.

Policy Council Chair Update:

Parent Surveys: Gabrielle Thompson shared with the council some of the positive results from the parent surveys. This information will be summarized and shared with everyone at the next meeting.

- **Action Item:** Juanita Santana requested that Kimberly Jones work with Gabrielle to format and finalize the results of the survey.

Parent Volunteer Hours: Gabrielle announced that the winner for the center with most volunteer hours for February is Sunnydale. For the month of March, Gabrielle is still working to tally the total number of hours for each center. Notification of the center with the most volunteer hours will be announced at the next meeting.

City-wide end-of-year celebration: Gabrielle asked about the planning for a city-wide end-of-year celebration for mid-July 2010. Dave Pearson, Facilities Manager suggested that 729 Kirkwood –HS facility has a recreational area big enough to accommodate this event. Juanita suggests that media and government relations be involved in the end of the year celebration if the decision is made to make this one citywide event. Further discussion will need to take place regarding this event.

Upcoming Conference: National Head Start Association Conference is scheduled for May 3-May 8, 2010 in Dallas, Texas. Gabrielle Thompson encouraged the council to attend.

UCLA J&J: An announcement was made that the Education/ECD Manager, Zoobi Waqar, and Giang Le, Center Director at Southeast Head Start were selected by UCLA/Johnson & Johnson Head Start Management Fellows Program Committee to attend the 2010 UCLA/Johnson & Johnson Head Start Management Fellows Program to be held July 5-16, 2010, at UCLA. The Education Manager and Center Director are looking forward to the management development program.

Attendance Policy: A committee was established to work on the attendance policy. They will be meeting on May 12, 2010 at 10:00 a.m. in the central office.

City-Wide Enrollment: Jayne Garcia, Center Operations & Program Compliance Manager gave the April city-wide enrollment update. We continue to work on the 10% disabilities enrollment. Early Head Start enrollment is low –the program is working to bring the numbers up.

Head Start Program Information Report 2009-2010: Icy Tekleselassie, MIS/IT Manager presented the program information report. Questions were raised and answered. Extensive discussion took place regarding English language learners measured outcome. Icy will go back and identify what elements were measured and indicate what type of tools were used to measure the outcome. He will report back at the next meeting.

- **Action Item:** Icy will report back to the PC on the next meeting.

Delegates Updates were provided.

Personnel Report: Victoria Narkewicz, Human Resources Administrator reported that there is no recommendation for hire, resignations or termination for this month. Vacant positions were announced. Concerns were brought up from the council as to the delay of filling in the vacant positions. Victoria explained that many resumes have come in but the qualifications are not met. Training for the policy council is scheduled on May 12, 2010 from 11am to 12 noon at the central office. The topics covered will be resume building.

Charlotte wanted to acknowledge and thank Victoria Narkewicz for her support and involvement.

Budget and Finance Report: Silan Stahlhut, Financial Manager, presented the Expense Report. HS/EHS is still within budget. Questions were raised and answered. Silan emphasized the importance of attendance. In order for the program to maximize its state preschool contract and its funding, the parents need to bring their children to school. Because of low attendance, we could not claim \$60K revenue from state preschool in 08-09.

The Family and Community Partnership updates are scheduled for the next PC meeting.

The Policy Council meeting adjourned at 2:10 p.m. The next meeting is scheduled for **May 12, 2010**