

San Francisco State University  
Head Start/Early Head Start Program  
Policy Council Meeting  
February 10, 2010

The regular meeting of the Policy Council members was called to order by Gabrielle Thompson, Policy Council Chairperson, at 12:35 p.m.

**Roll Call:** By Siai Morales, PC Secretary. A quorum was established.

**Members Present:** Nicole Ballard, Edgar Chavero, Charlotte Ferretti, Kenia Menijivar, Siai Morales, Eiman Nour, Gabrielle Thompson, Ingrid Wynn, Bertha Yopez, Bi Tao Yu and Ada Zhao.

**Members Excused:** Elizabeth Kirchner and Nicole Jackson.

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

**Discussion Items and Updates:**

**Minutes:** The January 13, 2010 meeting minutes were reviewed.

**MOTION** Ingrid Wynn moved to approve and accept the January 13, 2010 meeting minutes. The motion was seconded by Siai Morales. The minutes were approved unanimously.

**New Business:**

- Time duration for field trips – Parents from Alemany are concerned about the duration of field trips and the expectation to have all children return to the site at 1:30 or 2:00 p.m. in order for the children to take a short nap. Discussion took place. The Education Manager will follow up with the Program Operations and Compliance Manager and the Center Directors to review the time duration policies and procedures.
- End-of-year celebrations – Discussion took place regarding the end-of-year celebrations and parents wanting caps and gowns for the children. It was stated that this is a decision that has to come from the parent committee at each site. The Program Operations and Compliance Manager reaffirmed that caps and gowns decisions should take place at the Center level.
- Birthday celebrations- discussion took place regarding this matter. It was stated that birthday celebrations must be conducted at the end of the day after school hours at the discretion of the Center Director.
- Staff trainings- At the Alemany site, parent (Nicole Ballard) expressed an interest in attending staff trainings. Discussion took place. It was agreed that Jayne will follow up with the Center Director at Alemany and with the other Center Directors regarding this matter. Parents are encouraged to attend the scheduled site staff trainings. In addition a training calendar will be posted at all sites.
- Computer- A request for a computer in the front area of the Alemany site was made. Parent representative from Alemany, Nicole Ballard stated that the computer will be

for the parents to access information about job opportunities. The program will provide a computer for the parents at the Alemany site.

- DRDP - Extensive discussion took place about child outcomes, "DRDP", based on an impact study conducted by the California Head Start Association. A handout published by CHSA was distributed to the PC members at the meeting.
- Volunteer Month - February is the kick-off month for volunteers at the sites. Some sites did not receive the information; Gabrielle Thompson will send the information out again.
- Food portions – Discussion took place regarding the food portions. Several parents stated that there is not enough food for the children and teaching staff. This is an issue at the following sites: Alemany, Malcolm X and Cadillac.

Action item: Jayne will look into this matter and report back at the next meeting. She also announced that the food vendor will be providing training and she encouraged parents to attend. We are looking at February 23, 2010 at the central office. Information will go out in the regular mail.

**Parent Representative Reports:** Bertha Yopez, Cadillac parent representative provided a PowerPoint presentation and gave an overview of the services provided to children and families. Nicole Ballard, Alemany parent representative also gave a PowerPoint presentation and highlighted the wonderful activities that take place in Alemany including their surroundings.

**Updates on CSEFEL: Craig Zercher, Disabilities/Mental Health Manager** provided information and schedules for the upcoming CSEFEL training for parents. Craig encouraged parents to participate. He also emphasized how important it is for the Policy Council to be involved in order for this program to be successful.

**Executive Director's Report:** Juanita Santana, Executive/Program Director presented the refunding grant application for program year 2010-2011. She highlighted the changes that will take place for the next program year. One of the changes will be the discontinuation of the Family Child Care option. In place of this program option the grantee is proposing to operate two center-based double session classrooms at our Hunter's Point/Kirkwood and Ella Hill Hutch sites. Each classroom will enroll 17 children for the AM and PM sessions. In addition the program will reduce the slots for Wu Yee Children Services to 53 slots instead of 77 to accommodate this part-day option.

Juanita also stated that, on February 5, 2010, the Board of Directors made a decision to start charging indirect cost to our partner's contracts. Up until now, the University has not charged indirect cost to these contracts because partners have been classified as sub-recipients just like the delegate agencies. In order to charge indirect cost, partners will have to be reclassified as contractors. In addition, the University has decided to retain the full 15% administrative cost from the Preschool For All grant, taking away the customary 7% that usually stays with Head Start to support the management of these contracts.

**Budget for the Annual Refunding Grant Application:** Silan Stahlhut, Financial Manager presented the proposed operating budget for 2010-2011. She reviewed each line item of the proposed operating budget and answered questions.

Ingrid asked if the receptionist position for each site was included in the budget. Juanita responded that this position was not included in the budget because the budget will not allow for this additional cost. Unfortunately, her efforts to bring additional support from JOBS NOW and Goodwill of San Francisco failed due to University's policies which did not allow for the program to enter into a contractual agreement with those agencies.

**MOTION** Sai Morales moved to approve the Refunding Grant Application inclusive of the operating budget for 2010-2011 as presented. The motion was seconded by Emain Nour. The motion was adopted.

**Upcoming Federal Review:** The grantee received notification about the upcoming federal review. We are confirmed for the week of February 28 – March 5, 2010. The grantee also received notification that a separate review on Erroneous payments will be conducted alongside the federal review. Copies of both correspondences were provided to the members in their packets. Juanita also mentioned that the reviewer team would like to schedule a meeting with the Policy Council members. The council identified Wednesday, March 3, 2010 at 12:30 p.m. as the best day to meet with the federal review team. Juanita stated that a separate interview with a group of parent non-PC members will need to be scheduled. She asked the parent representative to take this information back to their sites and share with other parents. We are looking at Tuesday, March 2 at 10:00 a.m. at the central office for this meeting.

The Policy Council meeting adjourned at 3:10 p.m.