

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

The regular meeting of the Policy Council members was called to order by Gabrielle Thompson, Policy Council Chairperson, at 12:17p.m.

Roll Call by Siai Morales. A quorum was established.

Members Present: Nicole Ballard, Edgar Chavero, Charlotte Ferretti, Maria Hernandez, Jae Hwang, Christian Morales, Siai Morales, Astrid Munoz, Eiman Nour, Marco Ponce, Jennifer Smith, Yu Bi Tao, Gabrielle Thompson and Ingrid Wynn.

Excused Members: Elizabeth Kirchner

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

Discussion Items and Updates:

Minutes: The June 9, 2010 meeting minutes were reviewed.

MOTION: Siai Morales moved to approve and accept the June 9, 2010 meeting minutes as written. The motion was seconded by Ingrid Wynn and approved unanimously.

The Native American Health Center (NAHC) Dental Chair Program: made a PowerPoint presentation on the Head Start for Oral Health program. Statistics were also provided from the first phase of the program--February through June 2010. Questions were raised and answered. PC Chair made a recommendation to have Dr. Eric Smith back for another presentation at the beginning of the school year. Another recommendation is to have the Head Start for Oral Health program integrated into the parent orientation. Marcy Spaulding, Health/Nutrition Manager, stated that HS/EHS is in the process of developing a video for parents on the Head Start for Oral Health program.

Food Vendor (Chefables) Presentation: Leslie Kohn and Chef Ken Harris gave a presentation about the food program and required portions during breakfast, lunch and snacks for the children including nutritional components. Discussion took place about the menu changes for the new program year. Ideas for cooking and nutrition classes for parents were also discussed. A recommendation was made to bring them back at the beginning of the school year to make a presentation for the new parents.

Short-Term Illness Exclusion Policy: Marcy Spaulding, Health/Nutrition Manager, presented the changes to the short-term illness exclusion policy. Discussion took place. Recommendations to keep item number 7, reporting of communicable diseases, on the unusual incident report form were made.

MOTION: Ingrid Wynn moved to approve and accept the amended Short-Term Illness Exclusion Policy. The motion was seconded by Nicole Ballard and approved unanimously.

Transition Plan Program Update: Craig Zercher, Disabilities/Mental Health Manager presented a copy of the June 30, 2010 program update from Juanita Santana.

CSEFEL Update: Craig Zercher, Disabilities/Mental Health Manager and Amy Pacio, Disabilities/Mental Health Coordinator, gave a PowerPoint presentation on the implementation and outcomes of the CSEFEL program.

Early Learning Mentor Coaches Grant Application: Craig Zercher announced that HS/EHS has submitted the grant application for these funds. He provided an overview of the grant and the program approach.

New Business:

- Gabrielle Thompson received an email today from the National Head Start Association regarding a USA Today article "Opposing view on early education: Significant dividends". Gabrielle will be working Kimberly Jones, FCP Manager to draft a letter of response for parents to address this article.
- The plan for the City-wide end of the year celebration will be discussed by a special committee at a later time.
- An important issue was discussed regarding the need to develop an attendance policy to track active and non-active members of the Policy Council.

Board of Director's report: Charlotte Ferretti, Board Member and Director of MWEI provided the following updates:

1. Search for the new Executive Director: Six candidates were identified and interviewed. Out of those six, three had potential for a second interview. The search committee decided to revise the job description and repost the position.

Extensive discussion took place regarding this matter. The council wants to make sure that a parent representative is involved in the process at the beginning. Also references were made from §1304.50 of the performance standards.

2. Request to carry over \$97K: The Board of Directors is in the process of voting to request the Regional Office a carryover of \$97,000 from the Head Start one-time improvements funds 2009-2010 to the current budget year 2010-2011. These funds were budgeted for several construction projects that were not completed on a timely basis. Dave Pearson explained some of the reasons for the delays. After the vote, the request will be forwarded to the Regional Office.

Personnel Report: Victoria Narkewicz, Human Resources Manager presented the personnel report. Vacant positions and resignations were reviewed. All vacant positions, after being posted internally, are posted on the California Head Start Association website. Clarification was provided on the reposting of the Health Services Coordinator position. Clarification was also provided on the funding source for the Behavior Support Technician and the Education Technician Coach positions.

Charlotte Ferretti presented the recommendations for hire for the Human Resources Manager and Family and Community Partnership Manager positions.

Discussion took place. For management positions, going forward the council would like to have the PC representative who participated in the interviews at the PC meeting to provide input.

The council reviewed the recommendation for hire.

MOTION: Eiman Nour moved to approve the recommendation for hire for Kimberly Jones for the Family and Community Partnership Manager position. The motion was seconded by Nicole Ballard. 7 yes, 3 abstained. Motion carried.

MOTION: Siai Morales moved to approve the recommendation for hire for Victoria Narkewicz for the Human Resources Manager position. The motion was seconded by Ingrid Wynn and approved unanimously.

A request was made to change the score Column on the personnel report to percentage.

City-Wide Enrollment: Fatima Sequeira gave a brief update on the enrollment status. HS/EHS is in the process of accepting applications for next program year. The disabilities enrollment status will be provided next month. In this report, Jayne included the number of children in transition from EHS to HS.

Budget and Finance Report: The monthly financial expenditure report will not be presented to the council this month because the SFSU Fiscal Office is performing year-end-closing. The financial data will be available at the end of July. The July report will be presented at the next PC meeting in August.

Delegate agency update: Silvia Urrutia from Mission provided a brief update. Mission is still focusing on recruitment during the summer months. On July 12, 2010, Mission Neighborhood Centers (MNC), and Speaker of the House, Congresswoman Nancy Pelosi, hosted a press conference specifically designed to promote the reauthorization of the Reinvestment Act Jobs Creation component. Dr. Charlotte Ferretti, Dave Pearson and Silan Stahlhut attended from the grantee.

Family/Community Partnerships Update: Kimberly Jones, new FCP Manager looks forward to closely working with the council. During the interim period, Kimberly has begun talking to the family advocates about the parent orientation process for this year. One key item that will be handled differently this year is the family interest survey. There is a new form being used for the family interest survey and a new procedure has been established. The process of distributing the survey will happen in the first couple of weeks of school rather than in the group orientation. A new training curriculum for family advocates has been developed. We have two vacant Family Advocate positions that we are currently posting.

The Policy Council meeting adjourned at 3:20 p.m. The next meeting is scheduled for **August 11, 2010**.