

San Francisco State University  
Head Start/Early Head Start Program  
Policy Council Meeting  
June 9, 2010

The regular meeting of the Policy Council was called to order by Siai Morales, Policy Council Secretary, at 12:20 p.m.

Roll Call by Fatima Sequeira. A quorum was established.

Members Present: Charlotte Ferretti, Maria Hernandez, Astrid Munoz, Christian Morales, Siai Morales, Eiman Nour, Frances Reynolds, Elizabeth Sanchez, Jennifer Smith, Yu Bi Tao, Gabrielle Thompson (via phone), Ingrid Wynn and Jessica Wong.

Excused Members: Edgar Chavero, Elizabeth Kirchner and Bertha Yopez.

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

Minutes: The May 12, 2010 meeting minutes were reviewed.

**MOTION:** Frances Reynolds moved to approve and accept the May 12, 2010 meeting minutes as written. The motion was seconded by Jennifer Smith and approved unanimously.

New Business:

- Funding opportunity for Head Start. The update will be provided by Charlotte Ferretti during the Board of Director's report.
- Gabrielle Thompson requested to have a presentation by our Food Vendor (Chefables) for the next meeting.
- Gabrielle Thompson asked about the meeting between Wu Yee and the PC Executive Committee to address the PC's concern. Fatima will follow up with Juanita Santana regarding this matter and report back.

No parent representative report this month.

Update on CSEFEL: Craig Zercher, Disabilities/Mental Health Manager presented a short video on the work of one of the SFHS CSEFEL Behavior Support Technicians. The video showed some specific social and emotional teaching episodes where the children practiced taking turns, solving arguments, and using visual schedules to learn transitions. The video showed what the classroom was like before and after these teaching episodes, and how children were more engaged in learning after the intervention.

Craig announced that the CSEFEL Positive Solutions for Families parent groups are coming to an end for the year. There were a total of sixty sessions implemented successfully across all the centers this program year. We hope to continue these sessions for the new program year.

Transition to Kindergarten: Dr. Zoobi Waqar, Education/ECD Manager gave a PowerPoint presentation and an overview of different strategies implemented at SFSU Head Start preschool classrooms regarding the transition to kindergarten. She discussed a review of research in transition to kindergarten and the promising practices conducted by preschool teachers to prepare the children. In her presentation she emphasized the important role the families' play in transition to kindergarten. At the end of the presentation a questionnaire was given to the parents to complete on kindergarten readiness.

Board of Director's report: Charlotte Ferretti, Board Member and Director of MWEI informed the council that she has been working very closely with the Transition Team (TT). She has been attending the regular meetings of the Transition Team and recently the Management Team Meeting (MTM) on June 2<sup>nd</sup>. She also stated that Juanita Santana is still with us until June 30, 2010.

Regarding the status of 2010-2011 Refunding Grant Application (page 2 on the May 12 meeting notes), Charlotte explained that conversations between the Regional Office and SFSU are still taking place regarding the re-classification of partners as sub-recipients instead of vendors and the indirect cost charged to the grant. Charlotte will keep the council informed of the outcome.

Funding Opportunities for HS/EHS: Head Start has received notification about two funding opportunities:

- 1) Early Learning Mentor Coaches
- 2) Center of Excellence in Early Childhood

At the June 2<sup>nd</sup> management team meeting, the program managers discussed both applications and agreed to move forward in considering the grant applications. Both applications are due July 12<sup>th</sup>. It was also agreed that Charlotte Ferretti will inform the Board of Directors about the agency's intention to apply for one or both these grants. Gabrielle mentioned an email from the Provost stating that the Board of Directors did not feel comfortable moving forward with the grant applications. Charlotte explained that the Board members are concerned about the absence of an Executive Director and the additional resources the grants may require. At this time the information was taken back to the Transition Team and they agreed to prepare an email to the Board of Directors providing additional information about the grant and the availability of resources and assure them that this team is capable and well prepared for submitting one or both grants. In order to follow procedure the Policy Council was asked to approve moving forward on one or both of the grant applications .

Craig gave an overview of both grant applications. The policy council voted as follows:

**MOTION:** Frances Reynold moved to approve the submission of the Early Learning Mentor Coaches grant application. The motion was seconded by Charlotte Ferretti and approved unanimously.

**MOTION:** Jennifer Smith moved to approve the submission of the Center of Excellence in Early Childhood grant application. This application will require a nomination letter from the Governor. The motion was seconded by Frances Reynold and approved unanimously.

Search for the new Executive Director: Charlotte Ferretti provided an update on the search for the new Executive Director. The Transition Team along with Alliance Resource Consulting Agency have identified six potential candidates. Dates have been identified for the 1<sup>st</sup> round of interviews. Charlotte will keep the council informed and provide an update at the next meeting.

Citywide Enrollment: No citywide enrollment updates this month due to end of year. The report next month will include how many children will transition from EHS to HS.

Program Information Report (PIR): Icy Tekleselassie, MIS Manager, gave the PIR report. The report included citywide attendance, health, disabilities and family services data. He also presented trends analysis on the performance of services.

Budget and Finance Report: Silan Stahlhut, Financial Manager, presented the Expense Report. Silan went over each line item and answered questions.

Personnel Report: Victoria Narkewicz, Human Resources Administrator presented the personnel report. The council reviewed the recommendation for hire.

**MOTION:** Ingrid Wynn moved to approve the recommendation for hire for

- Yelena Zakharyevich, Infant Toddler Head Teacher for HP/Kirwood

The motion was seconded by Emain Nour and approved unanimously.

Vacant positions and resignations were also reviewed. Gabrielle asked if our program will continue posting jobs on the California Head Start Association. Jayne Garcia explained the bidding process and how the program is required to first post vacant positions internally for 14 days. If no one bids for the open positions, then the program goes out and posts the vacant positions on Craigslist and the California Head Start Association.

Family Advocates: The issue regarding a full-time Family Advocate for HP/Kirkwood was back on the table. Jayne mentioned that it is hard to justify a full-time Family Advocate for any site unless the caseload is 50 and over. Dave Pearson emphasized the importance of the Family Advocates providing support and assisting parents in finding resources. Not only at Hunters Point but Citywide.

He added that the Hunters Point community also has other resources available that play a special role in that community. In the absence of the Family Advocate, the Center Director, Site Administrator, Coordinators and/or Managers are also advocates and can assist in connecting parents to program-related resources.

Parents are the greatest advocates when it comes to their children and the center environment. For it takes parents, managers, center directors teachers and FAs to build a community of support if there are resources lacking.

Sites open during the Summer: Ella Hill Hutch, Potrero Hill, Alemany, Malcolm X, Westside and Sunnydale are open during the summer.

Human Resources Manager and Family and Community Partnership Manager: Charlotte Ferretti announced that interviews were conducted for the Human Resources Manager and Family and Community Partnerships Manager positions. One more interview for the HR Manager is scheduled for today at 4:00 p.m. The interview committee will make a decision today regarding this position. A 2<sup>nd</sup> round of interviews is scheduled for this Friday, June 11<sup>th</sup> for the Family and Community Partnerships Manager. Charlotte will keep the council informed of the outcome for this interview.

ACF Information Memorandum – Multicultural Principles: Dr. Zoobi Waqar, Education Manager explained that the ACF Information Memorandum was received to inform Grantees and Delegate Agencies of the new updates on Multicultural Principles for Head Start Programs and the importance to integrate multiculturalism into early childhood settings. She also announced that a web site, [www.eclkc](http://www.eclkc), is showing a webinar on how to incorporate these principles into daily operations of the classrooms with children and families. A book titled, Revisiting and Updating the Multicultural Principles, was shared with the council.

ACF Program Instruction - Income Eligibility for Enrollment: Jayne Garcia, Center Operations and Program Compliance Manager explained the new program instructions. Because of the recent findings from the Government Accountability Office (GAO) of fraudulent allegations and inadequate controls of Head Start grantees regarding income eligibility, new requirements have been established for all Grantees and Delegates regarding Income Eligibility for Enrollment. Jayne assured the council that we have good systems in place, and eligibility is verified citywide.

Jayne also mentioned to the council that incoming ACF Information Memoranda and Program Instructions will be shared with the council as soon as they are received.

Delegate report – Sylvia Urrutia gave a brief update. Mission Neighborhood Centers, Inc. announced that their program finished with the end of year celebrations. Their focus is recruitment and enrollment for the next program year. She also announced that some centers will be open during the summer months.

The Policy Council meeting adjourned at 2:25 p.m. The next meeting is scheduled for **July 14, 2010**.