

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
March 23, 2010

The regular meeting of the Policy Council members was called to order by Gabrielle Thompson, Policy Council Chairperson, at 12:45 p.m.

Roll Call by Fatima Sequeira. A quorum was established.

Members Present: Edgar Chavero, Eva (Yan Lian) Chen, Maria Hernandez, Jae Hwang, Astrid Munoz, Eiman Nour, Marco Ponce, Gabrielle Thompson, Laura Wright, Ingrid Wynn, Bi Tao Yu and Ada (Pei Ru) Zhao.

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

Discussion Items and Updates:

The new parent representatives from Mission and Cadillac were welcomed by the council. The Confidentiality Agreement was reviewed and explained for the new members by the Executive/Program Director, Ms. Juanita Santana.

Minutes: The February 10 and February 26, 2010 meetings were reviewed.

Motion Edgar Chavero moved to approve and accept the February 10, 2010 meeting minutes. The motion was seconded by Eiman Nour and approved unanimously.

Motion Edgar Chavero moved to approve and accept the February 26, 2010 PC special meeting minutes. The motion was seconded by Astrid Munoz and approved unanimously.

Budget and Finance Report: Silan Stahlhut, Financial Manager, presented the Expense Report. HS/EHS still within budget. Questions were raised and answered.

Funding Increase: The grantee has received notification regarding funding increase for fiscal year 2010. Juanita Santana, Executive/Program Director discussed the letter with the council. The purpose for these funds is to have all grantees and delegate agencies make the 1.84 percent cost-of-living adjustment (COLA) increase provided to grantees in FY 2009 with American Recovery and Reinvestment Act (ARRA) fund part of the permanent base funding for FY 2010 HS/EHS grant.

Silan Stahlhut, Financial Manager, presented the proposed budget for the 1.84% COLA Application.

Motion

Eva Chen moved to approve the application and proposed budget for the 1.84% COLA. The motion was seconded by Astrid Munoz and approved unanimously.

Parent Representative Report: Eiman Nour, Ella Hill Hutch parent representative presented a PowerPoint presentation and provided a summary of the Head Start services that are provided to the children and families.

Update on CSEFEL: Craig Zercher, Disabilities/Mental Health Manager and Amy H. Pacio, Disabilities/Mental Health Coordinator provided information as well as a video presentation on the best practices and effects of CSEFEL in the classrooms. In addition, Craig summarized the recommendations made by PC members in the February meeting regarding ways to increase parent participation in the CSEFEL "Positive Solutions for Families" groups. The majority of PC recommendations were to increase incentives (prizes, raffles, awards) given to parents. Amy responded to these recommendations by contacting local companies for donations. She showed some items that were donated (tickets to a family farm, movie tickets, small toys, and soaps). PC members were encouraged to attend the scheduled CSEFEL workshops at their centers and to promote the groups to other parents. The CSEFEL Team will collect data on parent satisfaction with the "Positive Solutions" parent groups and will share the findings at a future PC meeting.

Federal Review Outcomes: Juanita Santana Executive/Program Director thanked everyone for their hard work in making the federal review a success. Thirteen areas were identified as strengths for our program. The areas of non-compliance: 1) meeting the 10% mandate disabilities enrollment and 2) the financial status report (SF 269) not submitted in a timely manner.

ACF Information Memorandum: Juanita went over the information memorandums included in the PC packets: 1) Training and Technical Assistance Systems and 2) HS Funding Increase.

Request for classroom waiver letter: Juanita reviewed the letter that was included in our grant application to the regional office. She stated that the purpose of the letter is to request for a permanent classroom waiver to serve and enroll up to 24 children in the classroom citywide. A copy of the letter is attached.

Self Assessment 2009-2010: Jayne Garcia, Center Operations and Compliance Manager presented the 2009-2010 Self-Assessment Plan and proposed Protocol tools. Self-Assessment is scheduled for April 12-16, 2010. Training and orientation will take place on April 9, 2010. Parents were encouraged to participate.

- *Action item: It was agreed that the notification about the upcoming self-assessment will go out to the family advocates and they will encourage parents to participate in this important process.*

Motion Eva Chen moved to approve the 2009-2010 self-assessment plan and protocol tools as presented to the Policy Council. The motion was seconded by Jae Hwang and approved unanimously.

Attendance Policy: Jayne Garcia, Center Operations and Program Compliance Manager would like to develop a sub-committee to revisit the current attendance policy. Discussion took place.

There are issues and concerns regarding the drop off time for some of the parents at Kirkwood and EHH. Another concern was also the ½ days on Fridays and how it is affecting the enrollment rate at those sites. These items will be addressed at the scheduled meeting for the attendance policy.

- *Action item: A meeting to discuss the attendance policy will be scheduled at the next PC meeting.*

City Enrollment Report: Jayne Garcia, Center Operations and Program Compliance Manager presented the March enrollment report. The program is at 9% for disabilities enrollment. The grantee continues to work towards the 10% mandated disability enrollment. Gabrielle expressed appreciation for both delegate agencies working and maintaining their 10% disability enrollments.

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

Discussion took place regarding the vacancy of the Family Advocate at the HP/Kirkwood site. Ingrid Wynn emphasized the importance of having a full-time Family Advocate for this site. Explanation was provided that Shaneeka Phillips is the new temporary Family Advocate (Floater) assigned to cover this site until the new Family Advocate is hired. Ingrid expressed strong interest in participating in the interview process for this position.

Motion: Ingrid Wynn moved to approve the recommendations for hire for

- David Caulfield, Temporary Maintenance Worker and
- Shaneeka Phillips, Temporary Family Advocate

Both positions will end on May 31, 2010. The motion was seconded by Marco Ponce and approved unanimously.

Vacancies and resignations were also presented.

- *Action Item: The council requested future trainings on: 1) Conducting interviews; 2) Resume building and job search workshops. Victoria will identify a couple of dates and times for these trainings.*

Delegate Agencies (Mission and Kai Ming) updates were provided.

PC Chair Update: Gabrielle Thompson, PC Chair would like parents to volunteer to help translate the Spanish and Chinese Parent Surveys in order to report the outcome of the surveys by the next PC meeting.

The sites with the most parent volunteer hours will be acknowledged in March. The award will be an end-of-year celebration.

The grantee is planning to have a citywide end-of-year celebration (annual picnic).

The Policy Council meeting adjourned at 2:42 p.m.

The next meeting is scheduled for May 12, 2010.