

San Francisco State University
Head Start/ Early Head Start Program
Policy Council Meeting
May 12, 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 by Siai Morales. A quorum was established.

Members Present: Angel Gonzalez, Astrid Munoz, Bertha Yopez, Bi Tao Yu, Christian Morales, Crystal Knight, Edgar Chavero, Eiman Nour, Elizabeth Sanchez, Eva Chen, Gabrielle Thompson, Ingrid Wynn, Maria Hernandez, Nicole Jackson, Paola Soria and Siai Morales.

Excused Members: Charlotte Ferretti and Elizabeth Kirchner.

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

Discussions Items and Updates:

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

Minutes: The April 14, 2010 meeting was reviewed.

MOTION: Ingrid Wynn moved to approve and accept the April 14, 2010 meeting minutes. The motion was seconded by Siai Morales and approved unanimously.

Old Business:

- Cross Walk - Gabrielle Thompson continues to work on the cross walk school zone for the Potrero Hill site. She is in conversation with the Center Director from that site to get all the details.

New Business:

- End of Year Celebration- Parent Representative from Cadillac, Bertha Yopez asked if parents could purchase balloons to decorate the facility for the end of year celebration. Bertha also mentioned that the Center Director said no to the parents who wanted to contribute for the decorations. Gabrielle Thompson stated that this may be a safety issue but that we will follow up with the Center Director and get back to her.
- Meals for the Children- Parent Representative from North Beach-Kai Ming, Eva Chan stated that the meal portions are not enough for the children. In addition to not receiving enough food for the children, she feels that the children do not have enough variety of food at the meals. Linda Washington, FCP Manager stated that Kai Ming is working with the grantee and the food vendor to address these issues. Training for parents will also be scheduled to talk about meal portions. Eva will put a list of her concerns together and submit them to Linda.
- Bilingual Teacher – Parent Representative from SFUSD, Edgar Chavero announced that they have a new bilingual teacher in the classroom.

- Bathrooms- Parent Representative from Alemany, Angel Gonzalez, is requesting a partition for the shared bathroom. His concern is that both boys and girls are sharing bathrooms.
- The parent representative from Tucker (Visitacion Valley) also expressed her concern about the shared bathroom. Because this is one of our partner sites and they have their own policies and procedures, Dave Pearson suggested putting in writing her concerns so we can bring it up to the partners as a monitoring recommendation.
- OMI – Security camera is broken and the front door gets stuck.
- Gabrielle would like to request a presentation from our food vendor in June or July.

Status of 2010-2011 Refunding Grant Application:

Juanita Santana, Executive/Program Director informed the council that the grantee is working on a list of questions received from the regional office regarding our refunding grant application. One of the questions from the regional office was regarding the increase to indirect cost being charged to the grant this year.

The results were as follows:

1. A letter dated May 5, 2010 from SFSU ORSP went directly to the regional office providing the explanation of the indirect cost based on the determination to re-classify partners as “vendors” instead of sub-recipients.
2. The regional office rejected the grant application budget. The reason for this was based on SFSU not adhering to the SFSU indirect cost rate agreement signed between the University and HHS.
3. The regional office has requested that the indirect cost be returned back to the HS program. We have been given a deadline to correct and resubmit the application budget by May 14th.
4. SFSU ORSP will comply by: a) classifying the partners as sub-recipients; b) charging indirect cost only to the first \$25,000 of each contract. However, they have requested that the cost of the Human Resources Manager Position (salary and benefits) be included in the budget so the position will need to be directly supported by the grant.

Members of the Policy Council expressed great concern about having the HR Manager position paid out of the program's funds. Further discussion took place. The council agreed to use the returned IDC funds to restore the eliminated Family Advocate positions.

MOTION: Siai Morales moved to approve using the funds returned from the indirect cost from the partners to reinstate as many Family Advocate positions that the funds will allow. The motion was seconded by Angel Gonzalez. 9 members voted in favor and 1 abstained. Motion carried.

Ingrid Wynn, parent representative from HP/Kirkwood stated for the record that they want a full-time Family Advocate at their site.

Parent Representative Report: Elizabeth Sanchez, parent representative from Potrero Hill gave a PowerPoint presentation.

Parent Surveys: Gabrielle Thompson is still working on the parent surveys. As soon as she finishes the calculations, she will be present the results to the PC.

Mentor: Gabrielle Thompson, PC Chair has made a request to continue in the Policy Council as a mentor. Jayne Garcia, Center Operations & Program Compliance Manager read the description of the mentor program from the By-laws.

“Community members accepted as PC mentors will provide guidance to policy council members, offer suggestions or directions on related issues, provide feedback, etc. They bring knowledge, resources and expertise to the council. Mentors do not vote and are not considered PC members. Upon PC request, the Executive/Program Director will present resumes of candidates interested in becoming PC Mentors. The PC will vote to approve their participation for up to 3-year terms. Mentors will support the PC on specific issues such as Public Relation campaigns, fundraising activities, etc.”

The Policy Council Executive Committee members (Edgar Chavero, Siai Morales and Eva Chen) are in favor of Gabrielle Thompson to continue on the Policy Council as a mentor. The members welcome her knowledge and expertise and her commitment to continue advocating for all the children and families.

MOTION: Eiman Nour moved to approve Gabrielle Thompson to continue on the Policy Council as a mentor after her term is up. The motion was seconded by Angel Gonzales and approved unanimously.

City-Wide Enrollment: Jayne Garcia, Center Operations and Program Compliance Manager gave the May city-wide enrollment update. We are not enrolling children at this time since we are getting ready to close the 2009-2010 program year. We are also closing the family childcare program option effective June 1, 2010. We are in the process of transitioning the families (11) to the grantee center-based program option.

Jayne also reported that we have met the 10% disability enrollment. Gabrielle wanted to know how many children will be transitioning from Early Head Start to Head Start.

- Action item: Jayne will generate a report detailing how many children from EHS will transition to HS for the next meeting.

Head Start Program Information Report 2009-2010: Icy Tekleselassie, MIS/IT Manager, presented the program information report. Icy identified the elements that were measured and indicated the tools that were used to measure the outcomes.

Budget and Finance Report: Silan Stahlhut, Financial Manager, presented the Expense Report. HS/EHS is still within budget. Silan also provided an update on facilities maintenance repairs and cost. Questions were raised and answered. The policy council would like to be informed if there is any additional money available that comes to the program and that the PC be made aware of how those funds will be utilized.

CSEFEL: Updates on CSEFEL were provided. Craig Zercher, Disabilities/Mental Health Manager, introduced the Parent Education Support Specialist, Sharon Nomborg and

Behavior Support Specialist, Jayshree Patel. They gave a brief overview of their role and responsibilities and their involvement with CSEFEL.

Personnel Report: Victoria Narkewicz, Human Resources Administrator presented the personnel report. The council reviewed the temporary hires, vacant position and resignations. Discussion and clarification took place regarding the temporary hires. Juanita explained that the Policy Council only approves full time positions but for the purpose of communication and information all temporary positions will be presented to the PC in order to keep them informed.

Wu Yee: Regarding the reduction of slots for Wu Yee, a meeting will be scheduled with Linda Asato, Wu Yee Children Services Executive Director and the Policy Council Executive Committee to address the concerns of the Policy Council and to establish a process where families will be served.

- **Action item:** Juanita will contact Linda Asato to arrange a meeting between her and the PC Executive Committee.

Delegate Agencies gave a brief update.

The Policy Council meeting adjourned at 2:55 p.m. The next meeting is scheduled for **June 9, 2010.**