

San Francisco State University  
Head Start/Early Head Start Program  
Policy Council Meeting  
August 12, 2009

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 Fatima Sequeira. A quorum was established.

**Members Present:** Aracely Aguilar, Marvella Branner, Ailada Dankul, Maria Diaz, Andrea Gause, Angela Hodson, Candy Li, Elizabeth Sanchez, Leo Situ, Tiffany Smith, Gabrielle Thompson, Linda Tu and Sisia Morales.

**Members Excused:** Charlotte Ferretti, Elizabeth Kirchner, Mardi Lucich, Nancy Liu, Sarah Yau and Chang Zhou.

**Staff Present:** Jayne Garcia, Kimberly Jones, Tom McCaffrey, Juanita Santana Fatima Sequeira and Silan Stahluht.

**Delegate and Partner Agencies Present:** Silvia Urrutia, Robert Shen, Allyson Ozmer and Sister Fan Kearney.

**Discussion Items and Updates:**

Minutes: The July 8, 2009 meeting minutes were reviewed.

**MOTION:** Marvella Branner moved to approve the July 8, 2009 meeting minutes. The motion was seconded by Angela Hodson. The minutes were approved unanimously.

Confidentially Agreement: Gabrielle explained the confidentially agreement to the new members.

New Business:

- Gabrielle Thompson is happy to announce that she is part of the California Head Start Association and Region IX Board of Directors. She will be taking an active role in advocating for Head Start. She will also be representing SFSU HS/EHS and be the voice for all parents.
- The date for the next round table discussion is set. This information will go out to all the members. Juanita emphasized the importance of informing staff about the process and objectives for this meeting. In addition, Juanita would like to have broader input from parents and perhaps develop a parent survey so every parent has an opportunity to provide their feedback regarding program services. This survey should be developed in a way that parents can express their experiences with the program. The information gathered from the survey should be presented at the roundtable for discussion. Gabrielle would like to be part of the team who develops

the survey questions. Juanita will work with the Martina Ayala, FCP Manager for the best approach regarding this process.

- Gabrielle presented the idea of an Emergency key chain for parents. The emergency key chain will have emergency phone numbers of the central office and an out of area contact telephone number in the event of major disaster.
- Gabrielle also suggested field trip name tags for children to ensure the safety of all children. It was suggested to have the First and Last Name of the child, the center name and location, and one of the emergency contact phone numbers on the name tag. Discussion took place about the safety of having child's name visible during field trips. It was shared that the program has procedures in place and all centers carry the emergency card information for all the children when they take a field trip. The centers will discuss with parent committees the idea of having children carry a card with the center's name and phone number.
- Head Start will open the new infants and toddlers center at the Kirkwood site in September. Further discussion took place regarding this matter. It was agreed that the next PC meeting in September will be held at the new Kirkwood site. Transportation will be arranged for all the members.
- OMI and Sunnydale are getting a STOP sign. Gabrielle has been very active working with the City and Supervisors regarding this process. For Ella Hill Hutch, Gabrielle is working to get a Child Drop-Off area at that site. Gabrielle is committed in making sure the parents concerns are addressed. She will continue to work to the best of her ability.
- Gabrielle announced that there will be a video for the parents to watch at the time of orientation regarding Head Start services. Also a copy of the family handbook will be distributed to all parents at the parent orientations.

Parent Representative Report: Sisia Morales and Tiffany Smith parent representatives for HV/Malcolm X gave an overview of the Head Start services at that site. Malcolm X is a new site located in the Malcolm X Academy Elementary School in Bayview/Hunter's Point. They serve 20 children and their families. Donna Chardon is the new Family Advocate and Benjamin Hughes is the Center Director. The parents emphasized the importance for children and parents to have permanent staff. Parent orientation was conducted on August 10, 2009. The parents are looking forward to the new school and a new school year. The parents shared some of the challenges faced last year at the HV site.

Those included: 1) staff turnover; 2) ½ a day on Fridays; 3) limited classroom supplies and materials; and 4) lack of monthly fieldtrips.

With regards to staffing for the Malcolm X site, Jayne informed the parents that as of August 17<sup>th</sup> the staff for Malcolm X is set.

Regarding the ½ a day on Fridays, Juanita stated that because of the need to implement an educational program that individualize children's educational services according to federal

regulations, HS must implement a curriculum and teachers need this time to prepare their individual lesson plan. Unfortunately, this has been a challenge for the program because there is no additional funding to pay for staff to cover those hours and it will be very difficult to secure additional funding.

Another issue the parents brought up was the hours of operations for that site. The hours changed from 7:30 a.m. to 8:00 a.m. The parents were concerned about the new hours of operations because the majority of parents have to be at work or school at 8:00 a.m.

Juanita thanked the parents for sharing this information. Juanita also mentioned the need to bring these issues at the center level and inform the center director.

The concerns were noted. The following are action items: 1) Juanita will follow up with Dave regarding the hours of operation at that site; 2) Education Manager will conduct a site visit and look into the classroom supplies and materials.

Board of Directors Report: The next board meeting is scheduled for September 2, 2009 from 10 a.m. to 12 noon at SFSU. Juanita announced that Dr. John M. Gemello, Board Chair, Provost and Vice-President of Academic Affairs retired. Another board member that left is Mr. Larry Ware, Associate Vice-President of Fiscal Affairs. Both members have been very supporting of HS/EHS. The new Provost is Dr. Sue V. Rosser. The Interim AVP for Fiscal Affairs is Agnes Wong Nickerson. Both will be attending the board meeting. Because of these changes, Juanita would like to request a HS/EHS presentation at the next Board meeting. The council extended an invitation for Provost Rosser to attend the PC meeting in December. Juanita is scheduled to meet with the new Provost on August 26, 2009.

Executive Director's Report:

Career Pathways Internship Project: Juanita announced that Head Start is working on Career Pathways Internship Project for parents. This project has three possible career paths: 1) Business Office Skills; 2) Community Outreach Worker; and 3) Education Early Childhood Education. The goal is to recruit parents (50) to obtain training for credit and not for credit and gain on the job experience. Juanita encouraged parents to take advantage of this opportunity. Additional information regarding this matter will follow in the next few months.

For the past two weeks, Juanita spent time in Washington, D.C. reviewing Expansion grants. The feds received 1,700 applications. The panels were on overload. Juanita feels confident about our expansion application and that the program may have a good chance to get the funding. The program expects to receive information about the outcome of our application by the end of September.

Annual Report: Juanita announced that HS/EHS is working on its first annual report. This is a federal requirement. We are also looking to publish parent's success stories. Parent interested should contact Juanita or Gabrielle directly.

Citywide Enrollment Report: Jayne Garcia presented the citywide enrollment report.

Personnel Report: Tom McCaffrey, Human Resource Administrator presented the personnel report. The council reviewed the recommendations for hire for:

- Jayshree Patel, Behavior Support Technician
- Katie Le Blanc, Behavior Support Technician
- Maggie Chen, Behavior Support Technician
- Angela Hodgson, Infant/Toddler Head Teacher
- Stephen Elliot, Center Assistant
- Sonja Elaine Wilkins, Teacher Assistant

Dr. Craig Zercher, Disabilities and Mental Health Services Manager gave an overview of the new Behavior Support Technician position for the upcoming program year. With the new Quality Improvement funds awarded, the program will be hiring three additional qualified staff to provide support to GOP classrooms with children with challenging behaviors. The three new specialized staff will provide training and mentor teachers/staff in strategies to deal with children with challenging behaviors. They will work in different classrooms on a short term, as-needed, basis. The funds for these positions are only good for one year. Dr. Zercher distinguished this new behavior support position from the Personal Assistant position we have had for the past three years. A Personal Assistant works on a one-to-one, long-term basis with a specific child with a disability—helping them with feeding, toileting, and with daily routines and socialization. The Personal Assistant positions are paid for by the Golden Gate Regional Center, a state agency serving children and families with disabilities.

**MOTION:** Andrea Gause moved to approve the recommendations for hire. The motion was seconded by Marvella Branner and approved unanimously.

Vacant positions and resignations were also provided.

Regarding the Health Services Manager, Juanita explained the reason why the program is looking for a full-time Health Services Manager. The current Health/Nutrition Services Manager will continue on a part-time basis. Further discussion regarding this matter will take place at the next PC meeting.

Job announcement: Andrea brought up a concern regarding the preferred language for the Parent Aide and Kitchen Assistant job announcements. She was concerned that she and the other English speakers' parents cannot apply for these positions. Further discussion took place regarding this matter. Juanita explained that by federal regulation the program must provide as possible staff that meets the cultural and language needs of the families served.

Fiscal Report: Silan Stahlhut, Financial Manager presented the fiscal report. Questions were raised regarding the year-end report, format and the different amounts for the Low Income Investment (LIIF) funds for the GOP sites. The new format is confusing to the council. Juanita apologized for the confusion. She will work with Silan on the format. HS/EHS will provide a budget breakdown for the LIIF grants and the supporting documentation at the next meeting.

**MOTION:** Tiffany Smith moved to reformat the fiscal report. The council is requesting for the next PC meeting to have two separate fiscal reports one for the year-end and the other report for the contract expenses. The motion was seconded by Andrea Gause and approved unanimously.

Child Care Reimbursement Policy: The proposed Child Care Reimbursement Policy was presented by Kimberly Jones, FCP Coordinator. The following questions/concerns were raised by parents:

1. What happens if the HS childcare provider cannot stay beyond 2:30 p.m.? Can they be contracted until at least 3:00 p.m.? Juanita stated that this is not a problem and that it will be taken care of.
2. Other parents were concerned about not getting reimbursed if they choose not to use the onsite child care services provided by HS/EHS. Some parents expressed safety concerns for themselves and for their children while riding the Muni. They felt that it may not be safe, convenient or practical to bring their children on Muni to the PC meetings. Therefore, it will be easier for the parents to leave the child with someone else. Can an exception be made for this situation?
3. Another parent expressed a similar concern and stated that she prefers to leave the children with a provider of her choice. A separate conversation with Juanita was suggested to address this concern.
4. Another parent is already paying for monthly on-going child care for a non-Head Start child and wants an exemption to be made. Juanita suggested that he writes a letter to explain his needs.
5. Juanita thanked the parents for their feedback. This information will be provided to Martina Ayala, FCP Manager. Gabrielle, Martina and Juanita will look at the Child Care Reimbursement Policy again and make the necessary changes.

The meeting adjourned at 2:55 p.m. The next meeting is scheduled for September 9, 2009.