

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
December 9, 2009

The regular meeting of the Policy Council members was called to order by Gabrielle Thompson, Policy Council Chairperson, at 12:20 p.m.

Roll Call by Siai Morales, Policy Council Secretary. A quorum was established.

Members Present: Nicole Ballard, Sharon Chan, Edgar Chavero, Eva Chin, Nicole Jackson, Elizabeth Kirchner, Siai Morales, Veronica Nieto, Eiman Noor, Marco Ponce, Bertha Ramirez, Frances Reynolds, Jennifer Smith, Kathy Smith, Gabrielle Thompson, Patrita Tripp, Linda Tu, Bi Tao Yu and Yu Yu Yee.

Members Excused: Charlotte Ferretti.

Grantee, Delegates and Partners Staff Present: Please see attached sign-in sheet.

Discussion Items and Updates:

Minutes: The November 12, 2009 meeting minutes were reviewed.

MOTION: Siai Morales moved to approve and accept the November 12, 2009 meeting minutes. The motion was seconded by Edgar Chavero. The minutes were approved unanimously.

Confidential Agreement: Gabrielle reminded everyone about the confidentiality agreement. Juanita explained the process for confidentiality to the new members.

New Business: No new business for this meeting. The next business in order is unfinished business. The following action items from the October 14, 2009 meeting were tabled to the next meeting in January to allow Dave Pearson, Facilities Manager to provide the updates since he is out this month on vacation.

- Sunnydale – the program is getting quotes for the awning.
- Gabrielle continues to work with the city regarding the stop sign for OMI and the parking sign for the EHH sites.
- End of Program Year and Winter Celebration at the centers --food/potlucks—revisit program policies and procedures.
- Juanita and Gabrielle will need to attend the parent meeting at Alemany. The concern brought up in October about having the Family Advocate more than one day at the site was resolved.
- Late policy and attendance policy.
- Malcolm X --the sink and gate are up.

CSEFEL: Craig Zercher, Disabilities/Mental Health Manager gave a PowerPoint presentation on CSEFEL. The Center on the Social and Emotional Foundations for Early Learning (CSEFEL) is a national resource center funded by the Office of Head Start and the Child Care Bureau. CSEFEL focuses on promoting the healthy social and emotional development of young children aged birth to five. The CSEFEL Pyramid Model is designed to build the capacity of teachers and parents to support the social and emotional development of young children and to promote their success in school. This is the third year SFSU Head Start/Early Head Start has implemented this program.

- Craig reported that in the past year, based on staff and parent feedback, we have increased the resources available to the CSEFEL program. We hired two Behavior Support Technicians to provide classroom training and support, and have contracts with a Behavioral Consultant to develop plans for children and families and with a Mental Health Consultant to organize the Positive Solutions for Families component. In the Positive Solutions program, parents at each site will have the opportunity to learn the same strategies that teachers are learning in the CSEFEL training,
- Craig also shared with the PC members a letter from the CA Dept of Education dated October 9, 2009 informing our program that we will be one of the “mentor sites” because we have demonstrated the successful implementation of the CSEFEL Pyramid Model. See attached letter.
- Information about the upcoming CSEFEL training for parents will go out at a later time. Craig and Zoobi Waqar will give monthly updates to the Policy Council and provide further information about PC member’s role in building and supporting this exciting project.

Policy Council Standing Committees for 2009-2010:

- Budget/Finance Committee: Eva Chin and Marco Ponce.
- Program Planning and Evaluation Committee: Edgar Chavero, Siai Morales, Frances Reynolds and Linda Tu.
- Personnel Committee: Edgar Chavero, Siai Morales, Eiman Noor, Frances Reynolds, Jennifer Smith, Kathy Smith and Patrita Tripp.

Community Representatives for the Policy Council: Ms. Mardi Luccich, Policy Council Community Representative gave her resignation. At the meeting, Gabrielle Thompson and Juanita Santana expressed appreciation for Mardi’s participation, dedication and commitment to the SFSU HS/EHS children and families. Head Start will be seeking community representatives in the City and County of SF to participate and sit on the council. If parents know of any community individuals who can contribute their time and expertise, please submit the recommendations to Gabrielle, Martina or Fatima before December 23, 2009 so they can follow up accordingly.

Policy Council Monthly Meetings: The regular Policy Council meetings are scheduled every 2nd Wednesday of the month from 12:00 noon to 2:30 p.m., at the central office. At these meetings, the parent representative reports are scheduled. Gabrielle emphasized the importance of providing the parents reports according to the schedule. The Family Advocates and Center Directors can assist the parents in putting together the presentation and providing support.

Silan Stahlhut, Financial Manager would like to recommend that the policy council meetings be moved to the 4th Wednesday of the month in order to have an accurate financial report because the University does not post payroll data until after the 10th of each month.

Martina reported that the SFUSD parents were unable to attend the regular PC meetings because they are required to work or go to school during the day in order to qualify for Head Start. It is difficult for them to take 2 hours off in the middle of the day to attend PC meetings. Currently, we only have one representative and we are required to have two representatives. It was suggested that some meetings be held during the evening in order for the parents to participate. Further discussion regarding this matter will take place at a later time.

Executive Director's Report:

Self-Assessment Findings and Action Plan: Juanita presented the results for the self-assessment and action plan.

Action item: It was agreed that monthly reports and updates will be provided to the council on the self-assessment progress.

MOTION: Siai Morales moved to approve and accept the Self-Assessment summary findings and the action plan as presented. The motion was seconded by Frances Reynolds and approved unanimously.

Citywide Enrollment Report, Attendance, Meals Served: Martina Ayala, FCP Manager presented the December report. The report did not reflect the disability percentage for the GOP site. Craig explained that IEPs have not been entered in the system to reflect the actual percentage. He stated we are close to meeting the 10% enrollment goal. He has developed systems to process IEPs quicker.

Silan emphasized the importance of daily attendance and the impact on the budget.

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

- Shawntel Covington for Teacher Assistant at the Sunnydale site

MOTION: Jennifer Smith moved to approve the recommendations for hire for this month. The motion was second by Linda Tu and approved unanimously.

Vacant and resignations were presented. The Parent Aide job announcement as well as the other vacancies will be posted at the sites for parents.

Tom announced trainings will be provided to the new Personnel Committee members on interview procedures, and job search skills. The date and time for these trainings will be identified at a later time.

Budget and Finance Report: Silan Stahlhut, Financial Manager, presented the Expense Report. Questions were raised and answered.

Kai Ming Inc. (KM): Linda Washington, FCP Manager from KM gave a brief update. Kai Ming will be converting two sites (Sunset and Geary) to full day programs. KM is working on a couple

of grants to upgrade playgrounds. KM is also working with the grantee on the planning process for the refunding grant application.

Special Announcement: Juanita announced that she will be leaving the program at the end of June 30, 2010. Effective January, 2010, Juanita will be telecommuting and will be working on a part-time basis until the end June 30, 2010. She announced that the University Provost and the Dean from Health and Human Services will be attending the next PC meeting in January to talk about the transition.

Family and Community Partnership Update: Martina Ayala, FCP Manager announced that in the promotion and outreach for the career parent pathway internship program will begin in January. Parents were invited to attend the FCP Advisory committee scheduled for December 16, 2009. Parents were also invited to participate in the round table also scheduled for January. Juanita offered a facilitator for the planning of the parent roundtable headed by Gabrielle.

The meeting adjourned at approximately 3:10 p.m. The next meeting is scheduled for January 13, 2010 at the Central Office, 205 13th Street, Suite# 3280 from 12:00 noon to 2:30 p.m.