

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

The regular meeting of the Policy Council members was called to order by Gabrielle Thompson, PC Chairperson at 12:35 p.m.

Roll Call: Fatima Sequeira.

Members Present: Ericka Arauz, Marvella Branner, Loretha Bryant, Ailada Dankul, Charlotte Ferretti, Tekesha Holmes, Angela Hodgson, Elizabeth Kirchner, May Lee, Quintina Lemelle, Candy Li, Nancy Liu, Leo Situ, Gabrielle Thompson and Sarah Yau.

Members Excused: Tennille Fondon, Sandra Huerta, Mardi Lucich and Paul Quate.

Special Guest: Evelyn Wilson, Registered Parliamentarian.

Staff Present: Martina Ayala, Jayne Garcia, Tom McCaffrey, Jason Mitchell, Juanita Santana, Fatima Sequeira and Silan Stahlhut.

Delegate and Partner Agencies Present: Stephanie Martinez, Sylvia Urrutia and Linda Washington.

A quorum was established.

Discussion Items and Updates:

Meeting Minutes: The January 14, 2009 meeting minutes were reviewed.

MOTION Loretha Bryant moved to approve the January 14, 2009 meeting minutes. The motion was seconded by Marvella Branner. The minutes were approved unanimously.

Head Start Additional Funding: Parents raised questions about the additional funding. Extensive discussion took place regarding the status of the economic stimulus package, based on a summary being circulated by Democratic Leadership, it appears that Head Start has been included for \$1 billion, Early Head Start for \$1.1 billion. The details of actual report language are not yet known at this time, so Juanita will keep the parents informed. In the meantime, our program will begin discussion for expanding Head Start/Early Head Start services.

A committee will be formed to gather feedback from the parents. Some recommendations were already made and they are as follows:

- Secure facilities for expansion – the grantee will work with the University to identify potential sites.
- Service Area - target South of Market – Possibly getting services back to Children's Village.

- Service Area - target the 94134 zip area – services needed for infants and toddlers.
- Look at program options center-based vs. home-based for Early Head Start– it seems that families need more center-based programs. Juanita will have a conversation with the other EHS grantee (Wu Yee) regarding boundaries.
- Expand services and hours of operations - One of the parents from Southeast would like to have the hours of operations extended at Southeast in order for parents to seek employment or attend training school programs.
- Provide more full day, full year services to families/parents attending school, job training programs or working. Possible hours of operations from 6:00 a.m. to 6:00 p.m.
- Look at current Head Start sites (North and South) to ensure full day, full year services are being provided across the board not just in one area.
- Regarding the ½ days on Fridays – have alternatives/options for parents (possible childcare).

All of the above will be taken into consideration when discussing the expansion for additional funding.

Annual Refunding Grant Application for FY 2009-2010: Juanita presented the abbreviated 2009-2010 Refunding Grant Application. She stated that the Program Planning/Evaluation and Budget Committee participated in this very important process. They started the process in December, 2008. On February 6, 2009 they met to review the budget and the rest of the program goals and objectives. One of the suggestions made during these meetings was to provide quarterly updates to the council on the progress made for the program goals and objectives for each service area.

Juanita also mentioned that one of the key goals this year is to bring the program Governing Body structure to meet the requirements outlined in the Revised Head Start Act of December, 2007. Juanita will seek guidance from the Regional Office regarding this matter. The program hopes to have a new governing body by September, 2009, before the federal review next year.

Regarding Goal 2 under HR: *“To develop and implement a program that recruits and prepares parents to become staff.”* One suggestion was to encourage the returning parents at the end of the school year to attend school. Have the Family Advocates work with the parents to find out their interest and develop a plan to work with community colleges and vocational school to get them ready for a job.

Regarding trainings, it was suggested that HS/EHS continues providing citywide trainings for all staff --the emphasis be on the families, suggested training topics on: domestic violence, child behavior, parent support not referrals. Training should be focused on children’s and parent’s education/support. In addition to staff trainings, schedule trainings/workshops for parents on career development.

Another parent suggested having parent volunteers in the classroom instead of interns. She felt interns are in a learning process. One suggestion was for the program to develop a parent education support network where parents are trained facilitators.

Gabrielle stated that this year, starting in March she will be visiting the sites and attending some of the parent meetings to hear the concerns from the parents and bring them back to the council.

Issues on communicable diseases were brought up, in particular Hunter's View, due to a ringworm breakout. Further discussion took place.

ACTION ITEM: Juanita suggested a presentation from the Health/Nutrition Manager, Larry Vitale at the next PC meeting on communicable diseases and ringworm.

ACTION ITEM: Martina Ayala, FCP/ERSEA Manager will follow up with the Family Advocates regarding kindergarten transition and after-school program information for the parents.

Budget for the Annual Refunding Grant Application: Jason Mitchell, Financial Consultant, presented the 2009 Head Start/Early Head Start Refunding Application budget. Jason went over each line item of the proposed operating budget and answered questions.

The new Financial Manager, Silan Stahlhut was introduced.

The council also wanted to acknowledge and thank Jayne Garcia, Center Operations and Compliance Manager and staff for their efforts in keeping the cost down for the Child Care Careers (request for substitute teachers).

Gabrielle asked Charlotte regarding the indirect cost that HS/EHS pays the University and how the University is using that money. Charlotte stated that every grant at the University negotiates a percentage of indirect cost. Head Start pays only 8% of indirect cost, Charlotte will get the information and breakdown to the council. Juanita mentioned that Sallie Birmingham is also working on the indirect cost with Agnes Wong.

MOTION Loretha Bryant moved to approve the submission of the SFSU Head Start/Early Head Start Refunding Grant Application for 2009-2010 and the Service Area Work Plans. The motion was seconded by Quintina Lemelle and approved unanimously.

Program Information Report: The 2007-2008 Program Information Report is tabled to the next meeting. Juanita will go over the report and performance indicators.

Personnel Report: The Council went into a closed session to further discuss personnel matters.

Tom McCaffrey presented the February Personnel Report. Silan Stahlhut, Financial Manager was recommended for hire.

MOTION Loretha Bryant moved to approve the recommendation for hire. The motion was seconded by Marvella Branner and approved unanimously.

One termination was also recommended for approval.

MOTION

Quintina Lemelle moved to approve the recommendation for termination. The motion was seconded by Marvella Branner and approved unanimously.

The meeting adjourned at 3:05 p.m. The next meeting is scheduled for **Wednesday, March 11, 2009.**