

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
January 13, 2010

The regular meeting of the Policy Council members was called to order by Gabrielle Thompson, Policy Council Chairperson, at 12:15 p.m.

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

Members Present: Nicole Ballard, Edgar Chavero, Jian Ming Huang, Nicole Jackson, Kenia Menjivar, Siai Morales, Eiman Noor, Marco Ponce, Frances Reynolds, Gabrielle Thompson, Patrita Tripp, Ingrid Wynn, Yu Yu Yee, Bi Tao Yu and Ada Zhao.

Special Guests: Sue V. Rosser, University Provost and Board Chair, Don Taylor, Dean of SFSU College of Health and Human Services and current Board Member.

Members Excused: Charlotte Ferretti and Elizabeth Kirkchner.

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

Discussion Items and Updates:

Minutes: The December 9, 2009 meeting minutes were reviewed.

MOTION: Frances Reynolds moved to approve and accept the December 9, 2009 meeting minutes. The motion was seconded by Patrita Tripp. The minutes were approved unanimously.

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

Board of Director's Update: Dean Taylor from SFSU College of Health and Human Services and current Board Member stated that the Board meets on quarterly basis and more often as needed. He expressed appreciation for receiving the Policy Council information and reports. He hopes that Head Start can provide an Executive Summary and special highlights of the PC reports. The Board members also received training on January 12, 2010 on the Head Start Act and Governing Body Roles and Responsibilities. He announced that the next board meeting is scheduled for February 26, 2010 from 10:00 to 12:00 at SFSU.

Executive Director's Update: Juanita Santana, Executive/Program Director presented the 2010 Transition Team (TT) Plan. The purpose of this plan is to have a transition team to oversee the day-to-day program operations during the process of hiring a new Executive Director.

Provost Rosser thanked Juanita Santana for the years of hard work. She announced Juanita will be working part-time for the next six months to help the program go through the federal review and prepare the refunding grant application for next program year 2010-2011. Provost Rosser thanked Juanita and wished her the very best.

Juanita stated that the HR Administrator submitted his resignation effective January 15th and the Family and Community Partnerships Manager also submitted her resignation effective January 22nd. Since Head Start will have these two key positions vacant, Juanita expressed the need to have additional support from the University in Human Resources and Family and Community Partnerships Services. She also mentioned that Head Start needs support in the Fiscal Area with Contracts.

Dean Taylor stated that conversations have taken place around this topic and that it is not confirmed yet but he believes the University will have a person assigned to work closely with Head Start on Human Resources. Dean Taylor stated that a meeting is scheduled with Charlotte Ferretti to discuss the transition plan. He also feels confident that we will continue to have a great program.

MOTION: Eiman Noor moved to approve the 2010 Transition Team Plan. The motion was seconded by Marco Ponce and approved unanimously.

City Enrollment Report: Jayne Garcia, Center Operations and Program Compliance Manager presented the January enrollment report. She gave a brief update on the current percentage on children with disabilities. They are as follows: GOP-9%; MNC-8% and KM-7.5%.The program expects to meet the mid-year program requirement which is 10%.

Action items:

1. Kai Ming needs to present an update at the next PC meeting how they intend to meet the 10% disabilities enrollment. Currently their disabilities enrollment is at 7.5%.
2. Head Start needs to contact the Boys and Girls Club in the Kirkwood area to make sure they have enough recruitment flyers for the Kirkwood site.
3. Head Start needs to revisit the target area of Kirkwood since the families are moving out of that area and the kids will no longer be at Malcolm X site.

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

- Ana Miramon, Nutrition Consultant

MOTION: Frances Reynolds moved to approve the recommendations for hire for this month. The motion was seconded by Siai Morales and approved unanimously.

Vacancies and resignations were presented.

Tom announced several training sessions have been conducted for the Policy Council Personnel Committee members on interview procedures, and job search skills. Another training session is scheduled this afternoon for all members who wish to attend.

Action item: Gabrielle requested to put on the agenda for discussion the Nutrition Services/Chefables/Food Program at the next PC meeting.

Budget and Finance Report: Silan Stahlhut, Financial Manager, presented the Expense Report.

The meeting was adjourned at 1:20 p.m. in order for the Program Planning and Evaluation Committee to continue with the planning process.

The next meeting is scheduled for February 10, 2010.