

Approved February 12, 2009

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
January 14, 2009

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

Roll Call: Tennille Fondon, PC Secretary.

Members Present: Ericka Arauz, Marvella Branner, Loretha Bryant, Tennille Fondon, Tekesha Holmes, Sandra Huerta, Lashanna Jacobs, May Lee, Quintina Lemelle, Yue Yan Li, Nancy Liu, Guadalupe Moreno, Paul Quate, Gabrielle Thompson, Sarah Yau and Chang Zhou.

Members Excused: Charlotte Ferretti, Mardi Lucich and Elizabeth Kirchner.

Special Guest: Evelyn Wilson, Registered Parliamentarian. Parents from Visitacion Valley present: Hui Hua Huang, Dong Mei Li, Doi Mei Huang, Bitao Yu, and Nu Wang Chen.

Staff Present: Martina Ayala, Monina Balagtas, Jason Mitchell Jayne Garcia, Winnie Kwong, Tom McCaffrey, Barbara Pastorello, Juanita Santana and Fatima Sequeira.

Delegate and Partner Agencies Present: Jerry Yang and Stephanie Martinez.

A quorum was established.

Discussion Items and Updates:

Meeting Minutes: The December 11, 2008 meeting minutes were reviewed.

MOTION Sandra Huerta moved to approve the December 11, 2008 meeting minutes as corrected. The motion was seconded by Tekesha Holmes. The minutes were approved unanimously.

Budget/Finance Committee Report: Jason Mitchell introduced Barbara Pastorello who will be working with Head Start in the fiscal area. Jason also presented the fiscal expenditure report. Head Start continues to monitor closely the cost on food, requests for substitute teachers, supplies and services to ensure the program expenditures stay within budget. Also, a copy of the child development and child care food programs audit report was presented to the Council. Jason stated there were no findings and that it is a clean audit.

A budget workshop/training will be scheduled early February before the regular PC meeting on February 11, 2009. The day and time will be identified and the announcement for the workshop will go out to all the PC members. PC members were encouraged to participate.

Program Planning and Evaluation Committee: SFSU HS/EHS is getting ready for the submission of the *refunding grant application for 2009*. The Program Planning and Evaluation Committee and Policy Council members met on December 16, 2008 to review last year's approved triennial Community Assessment and program goals and objectives. Juanita explained the process and the importance of parent participation and feedback. She also presented a status of (accomplished, complete, in progress) program goals and objectives for Health, Nutrition, Mental Health and Disabilities. At the next meeting all of the program goals, service area plans and budget will be presented for approval.

Further discussion took place. Gabrielle Thompson suggested for HS to set up an email account for her so parents can email their questions. The parents can also contact Fatima Sequeira so Juanita Santana can be informed immediately of any questions, or concerns the parents may have regarding the program goals and objectives.

Updates on Community Assessment: Juanita presented the updates on the Community Assessment and requested PC approval.

MOTION Loretha Bryant moved to approve the updates of the Community Assessment. The motion was seconded by Marvella Branner and approved unanimously.

Self-Assessment Planning: SFSU HS/EHS is required to conduct an annual Self-Assessment. Juanita also gave an overview of onsite monitoring. The Self-Assessment Planning process and the 2009 Office of Head Start Monitoring Protocol tool were presented to the council. Self-Assessment Orientation and Training for all participants is scheduled for March 18 and 19, 2009.

MOTION Tekesha Holmes moved to approve the Self-Assessment plan and tool to be utilized in 2009. The motion was seconded by Marvella Branner and approved unanimously.

Enrollment Report: The citywide enrollment report was presented by Martina Ayala, FCP/ERSEA Manager. Martina explained that every Thursday children are accepted into the program so the numbers for the actual enrollment will change. See attached breakdown. Questions were raised and answered. Martina will be able to report at the next meeting on the percentage of children with disabilities currently enrolled.

Head Start Additional Funding: The National Head Start Association is urging all Head Start programs to act now and ask parents and community members to send an email or write a letter to Congress to promote the inclusion of Head Start in the Economic Recovery Package. The National Head Start Association is requesting to include a \$4.3 billion for Head Start/Early Head Start and \$3.0 billion for the Child Care & Development Block Grant. Juanita asked the parents to go back to their sites and share the information with other parents and the community. A contact list for Senators/Congress members was provided.

Three of our Policy Council members brought some facilities issues and concerns to the table. Dave Pearson, Facilities Manager addressed some of these concerns. With regards to the playground surfacing Dave will immediately follow up with Mission Head Start. He will also look into the Potrero site.

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

Tom McCaffrey presented the January Personnel Report. Two new Personal Assistants were recommended for hire, Bao-Long Vuong Tu, for Cadillac and Xi Hua Liao for Sunnydale.

MOTION Tekesha Holmes moved to approve the recommendations for hire. The motion was seconded by Marvella Branner and approved unanimously.

Two terminations were also recommended for approval.

MOTION Marvella Branner moved to approve the recommendation for terminations. The motion was seconded by Sandra Huerta and approved unanimously.

The meeting adjourned at 2:30 p.m. The next meeting is scheduled for **Wednesday, February 11, 2009.**