

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
July 8, 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: Fatima Sequeira. A quorum was established.

Members Present: Marvella Branner, Charlotte Ferretti, Andrea Gause, Angela Hodson, Mardi Lucich, Leo Situ and Gabrielle Thompson.

Members Excused: Elizabeth Kirchner, Nancy Liu, Candy Li, Sarah Yau and Chang Zhou.

Special Guest: Evelyn Wilson, Registered Parliamentarian.

Staff Present: Martina Ayala, Tom McCaffrey, Dave Pearson, Juanita Santana and Fatima Sequeira.

Delegate and Partner Agencies Present: Connie Cheng and Yecenia Zamora.

Discussion Items and Updates:

Minutes: The June 10, 2009 meeting minutes were reviewed.

MOTION Marvella Branner moved to approve the June 10, 2009 meeting minutes as corrected. The motion was seconded by Angela Hodson. The minutes were approved unanimously.

The Parent Representative reports (Hunter's View/Malcolm X and Southeast) were tabled for the next meeting.

Board of Director's Update: The Board of Directors reviewed and approved on July 7, 2009 the EHS Expansion Grant, One-Time Program Improvement and TTA application. The One-Time Program Improvement and TTA was approved with the condition that the correction to the budget narrative will be made. It was announced that another Board member, Mr. Larry Ware will retire at the end of August, 2009. The Policy Council will send a thank you card to Larry Ware.

One-Time Program Improvement and One-Time Training and Technical Assistance Application: Juanita presented the proposed one-time program improvement and one-time training and technical assistance budget and budget narrative. The program is requesting a total of \$2,012,238.40 for both. The Delegate Agencies, Kai Ming and Mission, will also apply for these funds. They will get approvals from their Board and Policy Council. The Grantee and Delegates applications will be submitted as one.

MOTION Marvella Branner moved to approve the 2009 One-Time Program Improvement and One-Time Training and Technical Assistance application. The motion was seconded by Andrea Gause and approved unanimously.

Citywide Enrollment Report: Martina Ayala presented the citywide enrollment report. Door-to-door recruitment efforts are under way for Potrero Hill, Hunter's View and Bayview.

A question was raised regarding the OMI site and the number of children served at that site. Dave stated that the program will reduce OMI slots from 51 to 40 to allow the program to expand services to EHS infant and toddler at that location.

Personnel Report: Tom McCaffrey, HR Administrator presented the personnel report. The council reviewed the recommendations for hire for: Kaitlyn Cotter and Gilbert Cardena, for the Teacher positions.

The vacant positions were also presented. A clarification was made that Erica Rath, Temporary Family Advocate assignment has ended.

Charlotte suggested that Head Start could take advantage of new graduates from the CAD program, potentially hiring them for open positions and/or to build a substitute pool. She also suggested for Tom to speak and make a presentation to CAD students in the months before they graduate and provide information about Head Start and available opportunities. Juanita thanked Charlotte for bringing this idea to our attention again and stated that she will follow up to ensure that this time we take action on it since we have been talking about this idea for some time now.

MOTION Charlotte Ferretti moved to approve the recommendations for hire for both teachers, Kaitlyn Cotter and Gilbert Cardena. The motion was seconded by Andrea Gause and approved unanimously.

Discussion took place regarding facilities. Dave gave the council a brief update of what changes/renovations will occur over the next few months once the expansion/one time improvement have been granted. Dave also expressed his thanks to Anonthy Meek, Maintenance Technician, for working over and above the call of duty. The council thanked Dave Pearson for keeping the HS & EHS facilities safe.

Family Community Partnership Report: Martina Ayala announced that the family handbook and required forms have been translated. The family handbook will be provided at the time of parent orientation. There will also be a video for the parents. The video will also be translated in Spanish and Chinese.

Fiscal Update: Due to fiscal year-end processing at the University, the Head Start program is unable to access their Financial Management Systems (FMS) to update the Head Start fiscal report. A fiscal report will be presented at the next meeting in August.

Information Memorandum: Certifying Eligibility for Enrollment Update for Head Start Programs was provided to the council.

Childcare Reimbursement Policy: This agenda item was tabled for the next meeting.

Action Item: Gabrielle suggested for the program to continue working on our website if funding is available. Dave will include the additional cost in the program improvement application.

Action Item: Gabrielle suggested scheduling another round table discussion before winter break.

The meeting adjourned at 1:45 p.m. The next meeting is scheduled for August 12, 2009.