

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
June 10, 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. The confidentiality agreement was explained to the new members.

Discussion Items and Updates:

Amendments to the agenda were made in order to move up the Expense Report.

SFSU HS Expense Report as of 5/22/09 plus May-June, 09 Projections: Silan Stahlhut, Financial Manager gave an update on the program expense report. There is a surplus of \$28,910.14. This amount has already been set aside for training the Family Advocates and for outside printing. Head Start is getting ready to have its first professional printing of an annual report. Under the new reauthorization act, the annual report is required.

Last Month Meeting Minutes: The May 12, 2009 meeting minutes were reviewed.

MOTION Marvella Branner moved to approve the May 12, 2009 meeting minutes as corrected. The motion was seconded by Andrea Gause. The minutes were approved unanimously.

New Business: Accident/Incident Reports: Gabrielle requested that the Accident/Incident reports be translated in Spanish and Chinese. Some of the parents do not fully understand what they are signing. Martina Ayala, FCP Manager is working on getting all the required forms translated and ready for next program year. She will add the Accident/Incident Report to the list.

Family Handbook: Gabrielle also mentioned the need to have the parent/family handbook ready at the time of parent orientations. Martina stated that the Management Team is working on the revision of the family handbook. It was guaranteed that the handbook will be ready at the time of parent orientations.

Incident at Sunnydale: Quiana Colloway, parent from Sunnydale shared an incident at the site between two children hitting each other. One the parents displayed aggressive behavior towards another parent in front of staff and children. Quiana expressed the need to have a policy "code of conduct" or "mediation" in place for parents who intimidate other parents and staff. Recommendations were made to include the "code of conduct" policy at the parent orientations. Martina will follow up regarding this incident and will report to Juanita the outcome of the situation since we do not want to lose the child/family.

Reports:

SFGH Internship Presentation: SFSU HS/EHS has been working collaboratively with UCSF/SFGH to improve mental health services for Head Start children and families. Vilma Reyes and Kerry Makin-Byrd, two pre-doctoral interns in Clinical Psychology from UCSF/SFGH Multicultural Clinical Training Program, have been working since September 2008 to assess and enhance linkages between Head Start and mental health providers in

the community. They have developed a detailed resource and referral manual for Family Advocates and will be providing agency tours and introductions to encourage and strengthen direct relationships between Family Advocates and providers. As part of their internship, Vilma and Kerry have done some direct work with families, served on the Evidence-Based Practice Subcommittee for the Head Start Strategic Plan, and provided teachers with training on the Ages and Stages Social Emotional Questionnaire that teachers complete with families. They will also train FCP staff in how to update the Resource and Referral Manual each year, so that their work is continued after the end of their internship on June 30. Head Start is working with UCSF/SFGH staff to place a new intern at Head Start for the upcoming program year.

Parent Representative Reports: Cadillac, Ella Hill Hutch and Westside parent reports were provided. Ailada Dankul, Andrea Gause, Marvella Branner & Kenia Menjivar gave a Power Point presentation. They talked about the wonderful activities for children and parents at their site and some of the challenges they face. Copies of the Power Point presentation are in the Policy Council binder for review.

Board of Director's Update: Gabrielle Thompson gave a brief update to the council regarding the Board of Directors meeting on June 5, 2009. At the Board meeting, Gabrielle stressed the need to the Board of Directors to move forward with the Head Start and Early Head Start expansion since the city and state budget crisis is impacting families. Programs like CalWorks and SSI are being eliminated or cut significantly. She stated many parents need services like Head Start even if it is for two years. She stated that she is not only advocating for the 1404 children and their families but for the future children and families in the program.

She announced Dr. Gemello, Board Chair will retire at the end of August. The Policy Council will send a Thank You card.

Juanita thanked Gabrielle for her commitment and advocacy. Quiana recommended tracking the success of parents in Head Start. Quiana is a Head Start Success Story. She was able to meet her goals in 3 years.

HS/EHS Grant Application Award Letter: Juanita informed the council the grantee has received the Head Start and Early Head Start award letter from Department of Health and Human Services, Administration for Children and Families for fiscal year 2009-2010. A copy of the award letter was included in the council's packet.

Head Start Expansion & Early Head Start Expansion: Juanita went over the Head Start and Early Head Start proposed expansion budgets and the proposed additional slots for both Head Start and Early Head Start. If awarded, the number of additional children to be served for these expansions are as follows: 226 for Head Start and 204 for Early Head Start. Questions were raised and answered.

Gabrielle stated that there is still an issue about extending hours of services for some of the sites and serving children and families in the South of Market area. Juanita explained that these are still challenges that the program is facing. It was agreed that Dave Pearson, Facilities Manager will be at the next PC meeting to address any issues and answer any questions regarding facilities and target areas.

MOTION Marvella Branner moved to approve both the 2009 Head Start and Early Head Start Expansion application. The motion was seconded by Andrea Gause. The motion was approved unanimously.

Mission Neighborhood Centers, Inc., (MNC) Update: Juanita gave an update regarding the status of the contractual agreement for MNC. MNC will continue on a month-to-month basis effective immediately and until August 31, 2009. At that time, the University will make a decision regarding MNC. Juanita also informed Sam Ruiz, MNC Executive Director about the communication protocol and that any correspondence between MNC and SFSU should be sent to the attention of Gabrielle Thompson as the PC Chairperson and Dr. Charlotte Ferretti for the Board of Directors. They will channel all communication to the rest of the members of the governing groups.

Union Negotiations: Juanita provided the council with the union negotiations update. She stated that Impasse was reached during the final bargaining session. Juanita will keep the council informed regarding the union contract.

Citywide Enrollment: Martina Ayala, FCP Manager presented the June citywide enrollment for both Head Start and Early Head Start. For the grantee operated sites, attendance is low and this impacts the meals and funding. Extensive discussion took place regarding late drop off. Juanita emphasized the importance for children to come to school and prepare them for public schools. Juanita also mentioned the need to regroup with staff to clarify correct protocol – when parents arrive late. Staff must be polite and respectful to parents at all times.

Personnel Report: Tom McCaffrey, HR Administrator presented the personnel report. The Council reviewed the recommendations for hire: Doree Jacinto, Associate Budget Analyst

The vacant positions were also presented. Tom explained the process for posting vacant positions. He also announced that Erica Rath temporary assignment as Family Advocate is ending June 6, 2009. Gabrielle expressed concern about substitute teachers from the temporary agency. She hopes we use floater teachers instead. Tom will work with Jayne and Center Directors to develop a rating sheet for substitute on how well they performed.

MOTION Marvella Branner moved to approve the recommendations for hire for Doree Jacinto, Associate Budget Analyst. The motion was seconded by Quintina Lemelle and approved unanimously.

ACF Program Information Memoranda: Juanita explained the importance for parents to read this information. She informed the council of the FY 2009 Program Improvement Funds and one-time T/TA funds available. Head Start will apply for these funds. The application is due to the regional office by July 10, 2008.

Family Leave: Juanita announced that she will be out of the office from June 15 to July 20, 2009. During this time she will be working on expansion grants and communicating with the main office.

The following items have been tabled for the next meeting: 1) Childcare Reimbursement; 2) Delegate Reports and 3) FCP updates.

The meeting adjourned at 3:10 p.m. The next meeting is scheduled for July 8, 2009.