

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
March 11, 2009

The regular meeting of the Policy Council members was called to order by Gabrielle Thompson, PC Chairperson at 12:30 p.m.

Roll Call: Fatima Sequeira.

Members Present: Marvella Branner, Loretha Bryant, Ailada Dankul, Angela Hodgson, May Lee, Quintina Lemelle, Candy Li, Nancy Liu, Mardi Lucich, Paul Quate, Martha Rojas, Gabrielle Thompson, Sarah Yau and Chang Zhou.

Members Excused: Charlotte Ferretti, Tennille Fondon, Tekesha Holmes, Sandra Huerta, Elizabeth Kirchner and Leo Situ.

Special Guest: Evelyn Wilson, Registered Parliamentarian.

Staff Present: Tom McCaffrey, Juanita Santana, Fatima Sequeira and Larry Vitale.

Delegate and Partner Agencies Present: Jerry Yang, Allyson Ozmer and Maureen Sheveland.

A quorum was established.

Discussion Items and Updates:

Meeting Minutes: The February 12, 2009 meeting minutes were reviewed.

MOTION Paul Quate moved to approve the February 12, 2009 meeting minutes. The motion was seconded by Quintina Lemelle. The minutes were approved unanimously.

Parent Representative Report: Gabrielle Thompson, parent representative from OMI gave a PowerPoint presentation. She talked about the many educational activities scheduled for the children and parents at OMI. The children and families are diverse. The populations served consist of African American, Chinese, Latino, Middle Eastern, Korean and Pacific Islander. The staff is also diverse. Parents volunteer in the classroom and on field trips. They attend monthly meetings and workshops. OMI has strong parent participation and male involvement.

Confidential Agreement: Gabrielle reminded everyone about the confidentiality agreement. New members completed the agreement.

Citywide Self-Assessment: Gabrielle asked parents to volunteer and sign up for the upcoming Self-Assessment. The orientation for parents is scheduled on March 19th from 1:00 to 3:00 pm at the Central Office – 205 13th Street. A total of 8 GOP parents signed up to participate.

Health/Nutrition Presentation: Larry Vitale, Health/Nutrition Manager gave a presentation and an overview about communicable diseases and ringworm.

Daily Health Check: Larry also mentioned the importance of the Daily Health Check at the sites. He emphasized the importance of protecting the children at the center and asked for parent cooperation with this process.

Members of the council brought concerns regarding the daily health check and the reporting process for incidents/accidents at their centers. Juanita emphasized the importance to communicate any issues and concerns directly to the Center Director and staff at the center level. She thanked the parents for bringing the issues up. She indicated that all of their concerns will be looked into.

Parent Nutrition Workshops: Larry announced that the Parent Nutrition Workshops will continue to be once a month. The workshops will be scheduled in the evenings instead of scheduling them during the day. He hopes that more parents can attend during the evenings. Once he finalizes the schedule and confirms the locations for the upcoming workshops, the information will go out to all the sites. Larry emphasized the importance of parent participation. Parents will have the opportunity to comment on menus at their sites utilizing the new folder that will contain menus and a place for comments. Henceforth, the Nutrition Advisory Committee will be combined with the Health Advisory Committee and meet quarterly.

Program Information Report (PIR): The annual program information report and indicators for 2007-2008 were reviewed and shared with the council. In addition, the programs participated in a conference call with the Regional Office to discuss and analyze the PIR data. Those results were also included in the council's packet and discussed with the PC.

Citywide enrollment: It seems the citywide report was inaccurate. A correct report will be presented at the next meeting.

Budget/Finance Committee Report: A meeting is scheduled with the University Controller and HS Fiscal to go over the budget for program year 2008-2009 since there is discrepancy with the budget. A fiscal expenditure forecast report will be presented next month.

Personnel Report: Tom McCaffrey presented the March Personnel Report. No recommendations for hire this month. Discussion regarding the Associate Budget Analyst position took place. Juanita stated that the program will not advertise for that position at this time since Michelle Gagnon, an SFSU employee from Office of Research and Sponsored Programs will be assigned to Head Start to help out in the fiscal area. Michelle will assume some of the Associate Budget Analyst's responsibilities.

Union negotiations: Juanita informed the council that for fiscal year 2008-2009 SFSU Head Start/Early Head Start has begun the process of negotiating a new contract between the agency and CSUEU/SEIU. Juanita will keep the council informed.

Child Safety Plan: Due to the Ella Hill Hutch Type-A incident, HS/EHS developed a Child Safety Plan. HS is implementing the plan. Further discussion took place. The Policy Council emphasized the importance for teacher floaters to be properly trained and better skilled (especially on Child Behavior and Disabilities/Mental Health Services) in order for them to enter the classroom and be prepared to handle children with challenging behaviors and special needs.

The council also expressed the need to have parent volunteers also trained on child behavior and disabilities/mental health services.

MOTION Loretha Bryant moved to approve SFSU HS/EHS Child Safety Plan. The motion was seconded by Martha Rojas and approved unanimously.

PC Agenda: Gabrielle suggested adding "New Business" to the agenda.

Delegate Agency Report:

Kai Ming: Jerry Yang, Director for Kai Ming reported that KM is working toward achieving the 10% disabilities enrollment. KM is getting ready for the citywide self-assessment this month. The Geary Head Start site is now providing full-day services. He announced that one of KM's teachers received a teacher award and will be honored in Sacramento. Jerry also shared with the council a recent child incident accident during a field trip.

Action items:

Gabrielle requested KM to provide three steps in how they will achieve the 10% disabilities enrollment goal.

Larry Vitale, Health/Nutrition Manager will need to follow up with KM regarding the above child incident/accident.

Family/Community Partnership Updates: The case management committee and Management team met yesterday to map out the next steps and develop a plan.

Action item: Martina will provide a presentation at the next meeting regarding the outcome of this planning meeting.

\$2.00 per child campaign: May Lee reported that the combined parent committee meeting with HS and EHS conducted a fundraising on March 26 and they raised \$27.00 for the \$2.00 per child campaign. The parent committee will sell water for \$1.00 at their next meeting to raise more money.

Action item: Juanita stated that Family Advocates and Home Visitors need to support parents regarding the \$2.00 per child campaign. Juanita will follow up with Martina regarding this matter.

The meeting adjourned at approximately 2:40 p.m. The next meeting is scheduled for April 8, 2009.