

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
May 12, 2009

The regular meeting of the Policy Council members was called to order by Marvella Branner, acting as PC Chairperson at 12:20 p.m.

Roll Call: Fatima Sequeira.

Members Present: Ericka Arauz, Marvella Branner, Quiana Colloway, Charlotte Ferretti, Angela Hodson, Elizabeth Kirchner, May Lee, Quintina Lemelle, Nancy Liu, Guadalupe Moreno, Elizabeth Sanchez, Gwenda Walker, Sarah Yau and Chang Zhou.

Members Excused: Gabrielle Thompson, Mardi Lucich and Paul Quate.

Special Guest: Evelyn Wilson, Registered Parliamentarian.

Staff Present: Martina Ayala, Jayne Garcia, Juanita Santana, Fatima Sequeira and Silan Stahlhut.

Delegate and Partner Agencies Present: Stephanie Martinez.

A quorum was established.

Discussion Items and Updates:

Meeting Minutes: The March 11, 2009 meeting minutes were reviewed.

MOTION Angela Hodson moved to approve the March 11, 2009 meeting minutes. The motion was seconded by Quintina Lemelle. The minutes were approved unanimously.

The agenda item, Accident/Incident Reports Format is tabled for next meeting since Gabrielle Thompson is not present.

Board of Directors' Report: A conference call is scheduled with the Board of Directors on Wednesday, May 13, 2009 to go over the COLA, ARRA and QI proposed budget and the refunding grant application for 09-10. The Board is also requesting a meeting with the Regional Office to discuss HS/EHS's operating budget. Under its present budget, the program is struggling to keep the program in compliance. The Board is concerned that given the State's budget situation, the University will not be able to continue to support Head Start to the extent needed. Juanita will keep the Policy Council informed regarding this matter.

Executive Director's Report: The Executive Director presented the following reports:

COLA, ARRA & QI Application: Juanita presented the proposed COLA, ARRA and QI budget. She reviewed each budget line item and answered questions.

One of the parents requested clarification regarding the Case Management and CSEFEL training. Clarification was made that there are two separate types of trainings that address the program's needs. Another parent from Sunnydale expressed concern about not having a full-time Center Director at their site. She emphasized the need to have a Center Director in order to implement quality case management. She also expressed the need for qualified Family Advocates who have the skills to deal with high risk, high need families.

Juanita requested the Council's approval for the COLA, ARRA and QI budget.

MOTION Quintina Lemelle moved to approve the submission of both, San Francisco State University Head Start and Early Head Start COLA, ARRA and QI applications as presented today. The motion was seconded by Angela Hodson and approved unanimously.

Refunding Grant Application 2009-2010 Juanita explained to the Council the challenges our program has encountered with the new GABI instrument. These difficulties were compounded by the fact that Silan was on her first week of working with us when we had to complete the GABI. Upon the Regional Office's review and analysis of the data entered into GABI, it generated many questions. The Council received and reviewed the questions and answers our program provided to the Regional Office. Juanita went over the added information/clarifications requested by ACF.

She also mentioned that the additional information/clarifications have been added to the Refunding Grant Application packet that was originally submitted on March 1, 2009. Specific areas that required additional information/clarification were: budget narrative, community assessment and progress report to include the overarching goals.

Operating Budget Program's 09-10 operating budget was also presented and reviewed. Juanita requested Policy Council approval for the changes.

MOTION Angela Hodson moved to approve the changes to SFSU HS/EHS Refunding Grant Application for 09-10 as presented today. The motion was seconded by Quintina Lemelle and approved unanimously.

Head Start & Early Head Start Expansion: The program has started the process for the Head Start & Early Head Start Expansion. The program would like to increase 100 slots for Head Start and approximately 250 slots for Early Head Start. The program has also identified partners like the School District, Mt. St. Joseph, St. Elizabeth, Mission, Kai Ming and Family Child Care Providers. The Head Start Expansion grant is due June 23, 2009 and the Early Head Start Expansion is due July 9, 2009. Additional information will be provided at the next meeting.

Triennial and First Year Monitoring Review: Juanita announced that the program has received notification from the Department of Health and Human Services/Administration for Children and Families/Office of Head Start in Washington, DC for the upcoming federal review. A calendar was provided of the days of operation for the 2009-2010 program year. ACF will determine the best week within our program year and will send us a 30 day notice. It is expected to have the review between September, 2009 to May, 2010.

City and County of San Francisco correspondence of March 13, 2009: Juanita informed the Council about the letter from the City and County of San Francisco regarding Mission Neighborhood Centers, Inc., (MNC) fiscal compliance. Juanita shared this information with the Council in the event someone has a question or wants to contact the members; they can refer them to Juanita. Juanita also informed the Council that Mission has run out of funds as of the end of April. The Grantee is seriously concerned about MNC's financial stability. Juanita and Silan met with Mission and they have assured them that they have a plan and are in the process of securing loans in order for them to meet payroll and cover all expenses until the end of their program and fiscal year which is May 31, 2009.

Regarding MNC contractual agreement for next year, a meeting was scheduled to review and sign next year's contractual agreement. Juanita informed MNC that she needed to cancel the meeting in order for her to have a conversation with the Grantee's Board of Directors and the Regional Office regarding their financial status.

ACF Program Information Memorandum (IMs or PIs): Juanita informed the Council that when we send them IMs or PIs between meetings, they need to be read by the Council's members and bring their questions to the next meeting. The ACF Program Instructions and Information Memorandums provide clarity to Head Start Programs on new requirements and expectations. She asked the parents to make sure they read them and to ask any questions they may have about the IM's or PIs.

Juanita presented and reviewed the following IMs: 2009 Income Guidelines and Certifying Eligibility for Enrollment in Head Start Programs.

Citywide Enrollment: Jayne Garcia, Center Operations and Compliance Manager, presented the May citywide enrollment for both Head Start and Early Head Start. She also acknowledged that Kai Ming has met their 10% disabilities enrollment. Also covered in the Citywide Enrollment report was the average daily attendance, meal counts, and average child attendance per day.

End-of-the-Year Celebrations: The end-of-year celebrations are as follows:

OMI – May 29, 2009

Cadillac – June 29, 2009

Southeast – June 30, 2009

Sunnydale - July 24, 2009

Hunter's View/Malcolm X – July 28, 2009

Ella Hill Hutch – August 14, 2009

Westside and Potrero Hill – July 30, 2009

Aleman- to be announced

Self-Assessment (SA): Jayne Garcia informed the parents that the report was still in progress for the Self-Assessment. Once the report is received, the PC will be able to review it. Managers will be working on their Action Plans upon receipt of the SA report. Parents will also have the opportunity to participate in developing the action plans with the Managers. Jayne also thanked the parents that participated in the self-assessment by conducting the health and safety checks at their sites using the 2009 federal health and safety check protocol tool. Certificates were distributed to those members that participated during the week-long assessment.

Personnel Report: Juanita presented the May personnel report. The Council reviewed the new recommendations for hire:

- Bao-Long Vuong Tu, Personal Assistant
- Vanessa Letele, Kitchen Assistant
- Siai Morales, Parent Aide

MOTION Angela Hodson moved to approve the recommendations for hire for all candidates. The motion was seconded by Quiana Colloway and approved unanimously.

The vacant positions and resignations were also presented.

Budget/Finance Committee Report: Silan Stahlhut, Financial Manager, presented the Program Expense Report as of May 10, 2009 plus the April-June, 09 Projection.

Upcoming Conference: National Head Start Association 26th Annual Parent Training Conference is scheduled for December 4-8, 2009 in San Jose. Parents can also submit a proposal to make presentations. This is a great opportunity for the full PC to attend this training since it will take place in San Jose, CA. This event usually takes place in the East Coast. Juanita encouraged the Council to attend this conference.

Delegate Agency Report: Stephanie Martinez, Program Director for Mission announced that Mission is getting ready for their end-of-year celebrations. Staff development training is scheduled for June 6, 2009. Topics for this training are the Creative Curriculum and English learning as a second language. Mission is looking forward to this training.

Family Community Partnership (FCP) Update: Martina Ayala, FCP Manager provided and update on the following:

Citywide recruitment: Currently, our program is implementing its citywide recruitment plan. Head Start has participated in many of the city events. Monthly recruiting is taking place in public housing, community health clinics and food banks.

FCP Services: The program is assessing quality delivery of Family and Community Partnership services. The program acknowledges the need to build capacity within existing Family Advocates and the need to provide additional training to address the needs that parents have been bringing up at PC meetings.

Parent Round Table: Gabrielle Thompson, PC Chair has organized a parent round table. Parents were encouraged to attend this event on Friday, May 22, 2009 from 10am to 11:30am at the main office. The purpose of this event is to provide parents an opportunity to provide feedback and evaluation of services provided by the program.

FCP Advisory: The FCP Manager also reported on the latest Advisory committee meeting that took place on April 15, 2009 to respond to parent requests on information regarding job skills, training, education and business. A guest speaker from Child and Family Support services provided information regarding obtaining child support for children. Other speakers

from the following agencies gave presentations to the parents: 1) City College of SF; 2) Mission Economic Development Association; and 3) Alas-Women's Work Initiative.

Parent Internship: The FCP Manager announced the proposal for ***Career Pathways, HS/EHS Parent Internship***. This proposal is designed to provide job skills training and business language and vocational ESL classes for parents interested in business and ECE careers. Parents would have an opportunity to take courses and gain valuable job experiences at our sites. At the end of six weeks the parents will receive a certificate, job counseling and job placement.

The meeting adjourned at 2:15 p.m.