

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

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

Roll Call: A quorum was established.

Members Present: Araceli Aguilar, Nicole Ballard, Charlotte Ferretti, Andrea Gause, Jian Ming Huang, Moniquica Hatch, Zhi Fang Hu, Siai Morales, Gabrielle Thompson, Linda Tu, Patrita Tripp, Wendy Li Wong, Sarah Yau, Yu Yu Yee, Bi Tao Yu and Suji Zhang.

Members Excused: Elizabeth Kirchner and Mardi Lucich.

Grantee, Delegates and Partners Staff Present: Jayne Garcia, Winnie Kwong, Dave Pearson, Juanita Santana, Fatima Sequeira, Silan Stahlhut, Silvia Urrutia, Zoobi Waqar, Nancy Yan and Jerry Yang.

Special Guest: Evelyn Wilson, Registered Parliamentarian.

Discussion Items and Updates:

Minutes: The September 9, 2009 meeting minutes were reviewed.

MOTION: Sarah Yau moved to approve the September 9, 2009 meeting minutes. The motion was second by Andrea Gause. The minutes were approved unanimously.

Copies of the October 7, 2009 PC Executive Committee meeting minutes were also reviewed.

Confidentiality Agreement: Juanita Santana explained the confidentiality agreement to the new members.

Paid Study Participation Opportunity for Low-Income Single Moms. Julia McQuoid made a power point presentation and provided an overview of the study she is conducting. Julia is a graduate student working on her thesis for her Master's in Human Geography and Planning. Her thesis has to do with the organization of daily life of low-income single moms in American urban settings. She is interested in learning about the ways that shape daily routines, such as transportation, work schedules, service provision meetings, and locations of job/home/amenities. Specifically, she'd like to learn how low-income, single mothers make decisions that affect the quality of their lives (such as choosing between jobs, deciding whether or not to take a computer skills course or parenting classes). She hopes that some of our Head-Start mothers would be interested in participating in the study. This is a paid opportunity for participants (\$65 per participant). Information about the women participating in the study will be known only to Julia and will be kept completely confidential.

New Business and Updates on Action Items:

- Regarding Malcolm X:
 - The New Teacher, Maritza Nunez, will be starting tomorrow.
 - Educational materials and supplies are available in the classrooms and resources are stored in an organized manner in the storage shelves.
 - Dave Pearson, Facilities Manager, provided updates on the facility. The items still pending are as follows: sink, counter, painting, carpeting, and gate. Dave is working with the school district and contractors to finalize these items.
- Crowded hallway during drop-off and pick-up time at the Sunnydale site. Dave is planning to get a proposal and follow the process to install an awning over the entry way.

Other items pending:

- End-of-Year and Birthday Celebration Policies
- The Kirkwood Opening – Formal Open House Date: Juanita, Martina and Charlotte are working on new dates to be identified for President Robert Corrigan and the Mayor to attend the open house.

New items:

1. 8:15 late policy –tabled for the next meeting.
2. Schedule a PC Executive Committee to talk about EHH and invite Andrea Gause.
3. Concerns were brought up regarding the previous Family Advocate for Alemany and the 1½ day for the new Family Advocate. Extensive discussion took place regarding this matter. Questions were raised and answered.
Action item: Juanita and Gabrielle will attend the next parent meeting at Alemany. Juanita will follow up with Martina and Kimberly regarding the 1½ day for the Family Advocate at Alemany.
4. Fieldtrips: An explanation was provided regarding fieldtrips and the reason why children have to be back at a certain time. Zoobi Waqar, Education Manager, gave a brief explanation as to why children have to be back at the site at 2:00pm. The program must comply with community care licensing regulations which state the children must rest if they start school at 8:00 a.m.

Executive Committee Update: Gabrielle Thompson reported that the Executive Committee met on October 7, 2009, to conduct business. Gabrielle had to temporarily appoint new members for the Executive Committee since the previous members are no longer active. Quiana Colloway is the new Vice-President and Erica Arauz is the new Secretary. The committee discussed personnel matters. The committee reviewed the documentation presented and questions were raised and answered. The recommendations made by the committee will be presented to the full Policy Council today.

Board of Directors' Update: Charlotte Ferretti announced that a Head Start tour is scheduled for November 4, 2009 for the new Board members. The next Board meeting is scheduled for

November 20, 2009. Training, Orientation and Federal Review preparation will be the topic of discussion for the next meeting.

Executive Director's Report:

Program Planning and Evaluation: SFSU Head Start/Early Head Start is getting ready to start the planning process for the next program year 2010-2011 Refunding Application. Juanita explained the process and the important role that the Policy Council, Board members, Managers and staff play. She also announced the timelines for getting the Refunding Application ready. The entire application must be submitted to the Regional Office by March 1, 2010.

The committee will review the updated Community Assessment, Self-Assessment findings, the Program Information Report, and accomplishments from last year's program goals and objectives. The committee also participates in the budget development process. Parents were encouraged to participate and get involved. The following members will participate: Siai Morales, Nicole Ballard, Andrea Gause, Gabrielle Thompson, Patriza Tripp, Linda Tu and Sugi Zhang.

Action item: Dates for the program planning will be identified and the information will be sent to the members via regular mail. Childcare and interpreters will be provided on site.

Action item: A request to have a budget/fiscal workshop for the Policy Council members during this time frame was also suggested.

Regional Office Meeting: The Grantee participated in the Office of Head Start Risk Management Meeting on October 2, 2009. The outcome of the meeting resulted in two action items for the program: 1) Schedule a Fiscal & Technical Assistance training; and 2) Refunding Application Planning Calendar. Juanita stated that the program is working on those items. She stated that due to everyone's contribution, our program was able to have such a successful outcome at this meeting. She thanked the staff for a job well done. A copy of the Regional Office letter regarding the outcome of the October 2, 2009 meeting was included in the Council's packet.

Procedures to Resolve Parent's and Community Concerns and Freedom of Information Act: Juanita presented the revised policy. Discussion took place and questions were answered.

MOTION: Andrea Gause moved to approve the revised Policy and Procedures to Resolve Parent's and Community Concerns including the Freedom of Information Act. The motion was seconded by Patriza Tripp and approved unanimously.

Citywide Enrollment Report, Attendance, Meals Served: Jayne Garcia presented the October report. The goal is to meet the 10% disability enrollment; the program has until January 2010 to do so.

Budget and Finance Report: Silan Stahlhut, Financial Manager, presented the Expense Report. Questions were raised and answered.

Action Item: One of the parents asked what "Transfer out ASF544" means. Silan will get clarification and report back at the next meeting.

The Child Care Reimbursement Form was revised and presented.

Personnel Report: Theresa Dzikunu-Markham, Human Resource Coordinator presented the personnel report. The council reviewed the recommendations for hire for:

- Mary Lu Christie, Temporary Head Teacher II
- Bianca Cano, Kitchen Assistant
- Gustavo Poktzin, Temporary Family Advocate
- Raul Castenada Suaza, Family Advocate
- Jenny Hong, Teacher Assistant
- Marisa Nunez, Head Teacher II

MOTION: Linda Tu moved to approve the recommendations for hire for October. The motion was second by Patriza Tripp and approved unanimously.

Personnel Policies and Procedures Update: Juanita presented the updates to the Personnel Policies and Procedures Manual required because of changes in the new union contract: 1) Sick Leave/Notification to Supervisor; 2) Bereavement Leave; and 3) Educational Incentive Program; Employee Positions Designated in Chart A of the Agreement.

MOTION: Andrea Gause moved to approve the changes on the personnel policies and procedures. The motion was second by Araceli Aguilar and approved unanimously.

Closed session: The Council went into a closed session to further discuss personnel matters. Personnel decisions made during the closed session are being kept at the central office and available for any of the PC members who would like to review them.

Kai Ming Inc. (KM): Jerry Yang, Director of Kai Ming, gave a brief update. Kai Ming is working toward the 10% disabilities requirement. He proudly announced that six of his centers are publishing weekly news letters in English and Chinese.

Mission Neighborhood Centers, Inc., (MNC): Silvia Urrutia, FCP Manager, gave a brief update. MNC is fully enrolled. About 300 parents showed up at the general parent orientation. They are getting ready for their Policy Council meeting scheduled for tomorrow from 10:30am to 12:00pm. The Grantee members were invited to attend.

The Childcare policy is tabled to the next meeting.

The meeting adjourned at 2:50 p.m. The next meeting is scheduled for November 12, 2009.