

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
December 11, 2008

The regular meeting of the Policy Council members was called to order on November 13, 2008 by Gabrielle Thompson, new PC Chairperson at 12:25 p.m.

Roll Call: Fatima Sequeira.

Members Present: Amador Karla, Marvella Branner, Teksha Holmes, Sandra Huerta, Elizabeth Kirchner, Quintina Lemelle, Candy Li, Mardi Lucich, Luis Martinez, Guadalupe Moreno, Paul Quate, Hebert Rivas, Elizabeth Sanchez, Gabrielle Thompson and Sarah Yau.

Members Excused: Charlotte Ferretti, Tennille Fondon and Quiana Colloway.

Special Guest: Evelyn Wilson, Registered Parliamentarian. Other Head Start parents present: Cheryl Bonilla, Royce Bonilla, Elizabeth Castillo, Un Un Che, Martiza Hurtado, Nancy Lu and Barbara Walden.

Staff Present: Martina Ayala, Jason Mitchell Jayne Garcia, Tom McCaffrey, Juanita Santana, Fatima Sequeira.

Delegate and Partner Agencies Present: Jerry Yang and Stephanie Martinez.

A quorum was established.

Discussion Items and Updates:

Meeting Minutes: The November 13, 2008 meeting minutes were reviewed.

MOTION Paul Quate moved to approve the November 13, 2008 meeting minutes. The motion was seconded by Tekesha Holmes. The minutes were approved unanimously.

Confidentiality Agreement: The confidentiality agreement for the Policy Council was presented. Juanita explained its importance in safeguarding confidential information presented to the council.

Executive Committee Report: Gabrielle informed the council that she attended the Board of Directors meeting on November 19, 2008. The Policy Council By-laws were presented and approved by the Board of Directors. Copies of the By-laws approved by the Board of Directors and Policy Council were also distributed to the council.

Establishing 2008-2009 Standing Committees:

The following standing committees were established:

- 1) Program Planning and Evaluation: Marvella Branner, Martiza Hurtado, Sandra Huerta, Candy Li, Hebert Rivas, Nancy Liu and Sara Yau.

The committee immediately scheduled a meeting for Tuesday, **December 16, 2008 at 11:00 a.m.** to begin the planning process for the refunding application. The location of the meeting will be at the Head Start central office.

- 2) Personnel Committee: Elizabeth Castillo and Hebert Rivas.
- 3) Budget: Quintina Lemelle and Sara Yau.

This committee will schedule a budget training at a later time. Jason Mitchell will conduct the training.

Enrollment Application Selection Criteria 2008-2009: Jayne Garcia, Center Operations/Compliance Manager explained that in order to comply with the Head Start Act, revision to the enrollment application selection criteria were made. In addition to the other eligibility status, Head Start will give priority to homeless families and foster children.

MOTION Mardi Lucich moved to approve the changes on the enrollment application selection criteria and its priority factors effective January 1, 2009. The motion was seconded by Hebert Rivas and approved unanimously.

Enrollment Report: The citywide enrollment report was presented. See attached breakdown. Also, the regional office approved the enrollment reduction of 70 Head Start slots. Attached is a copy of the award letter. Head Start funded enrollment is 1334 instead of 1404. Early Head Start funded enrollment remains the same at 64.

Ella Hill Hutch Update (EHH): Juanita announced that community care licensing visited the EHH site and there were no findings.

Upcoming Parent Training: California Head Start Association Annual Parent Conference is scheduled for January 26-30, 2009 in San Diego, CA. Parents were encouraged to attend.

Budget/Finance Committee Report: Jason Mitchell presented the fiscal expenditures, unliquidated obligations and available balances for all accounts. A budget workshop will be scheduled at a later time for the new policy council.

The Council went into a closed session to further discuss personnel matters.

Tom McCaffrey presented the December Personnel Report. Two new hires were recommended for hire, Loan Vo as Floater Kitchen Assistant and Imelda Carino as Parent Aide in Potrero Hill.

MOTION Hebert Rivas moved to approve the recommendations for hire. The motion was seconded by Marvella Branner and approved unanimously.

Three terminations were also recommended for approval.

MOTION Sandra Huerta moved to approve the recommendation for terminations. The motion was seconded by Hebert Rivas and approved unanimously.

Delegate Agencies Report:

Mission: Mission has started the process for the 2009 refunding grant application and will submitting the application in January to the grantee Executive/Director for review.

Kai Ming: Kai Ming had their staff appreciation day today. Kai Ming is looking to fill the vacant position of the Disabilities Manager since she resigned. Kai Ming has formed a committee and is currently working with the grantee Executive Director to improve and strengthen their management systems. Kai Ming has three parent

representatives sitting in the council. Two of them have served their three year term. Kai Ming will be re-electing two new parent representatives to sit in the council.

Family/Community Partnerships Update: Martina Ayala, FCP/ERSEA Manager, announced that Head Start resumed the Family/Community Partnership Advisory Committee meeting. Parents received information for: Employment and training opportunities, Vocational programs, Community Resources, Cultural and Art programs and Seasonal Resources. The Family and Community Partnerships Advisory Council Meeting had excellent Head Start parent participation. Several community agencies also participated. The response from the community leaders was incredible. Organizations/business donated goods and museum passes as incentives for the parents. For the first time, the meeting and information that was provided to the parents was broadcast on the Spanish radio station KIQW Radio 1010am and 990 am DJ Dr. Marcos Gutierrez host of "Hecho en California" interviewed staff and assigned reporter Eddie Monterroso to broadcast live and interview Managers and parents.

Head Start Case Management Model: Martina announced that HS is moving forward. The next case management meeting is scheduled December 17th from 2:30 to 4:30 pm. A speaker from the regional office will attend the meeting. The council was encouraged to attend.

It was suggested when scheduling these meetings to take in consideration that parents have to pick up children at the center by 4:00 pm.

Other announcements were made of upcoming events in the city and county of San Francisco. Martina encouraged parents to check with their Family Advocates since they will be getting this information on a monthly basis.

Regular Policy Council Meetings: Gabrielle Thompson requested approval to change the regular policy council meetings from every 2nd Thursday of the month to every **2nd Wednesday of the month** at the same time to allow her to go school. Gabrielle is working on getting a nutrition assistant certification. **This request was approved by majority of the council.**

Meeting adjourned at 2:25 p.m. The meeting adjourned at approximately 2:25 p.m. The next meeting is scheduled for **Wednesday, January 14, 2009.**

Approved January 14, 2009