

San Francisco State University
Head Start/Early Head Start Program
Policy Council Meeting
September 9, 2009

The regular meeting of the Policy Council members was called to order by Gabrielle Thompson, Policy Council Chairperson at 12:35 p.m.

Roll Call. A quorum was established.

Members Present: Araceli Aguilar, Marvella Branner, Bianca Cano, Quiana Colloway, Maria Diaz, Charlotte Ferretti, Andrea Gause, Elizabeth Kirchner, Quintina Lemelle, Siai Morales, Tiffany Smith, Gabrielle Thompson, Linda Tu, Lucille Whiley, Sarah Yau and Chang Zhou.

Members Excused: Ericka Arauz, Ailada Dankul and Leo Situ.

Grantee, Delegates and Partner Staff Present: Martina Ayala, Donna Chardon, Connie Cheng, Jayne Garcia, Rebecca Jarquin, Sister Fran Kearny, Tom McCaffrey, Thao Nguyen, Allyson Ozmer, Dave Pearson, Santiago Ruiz, Juanita Santana, Fatima Sequeira, Maureen Sheveland, Silan Stahlhut, Silvia Urutia, Zoobi Waqar and Jerry Yang.

Special Guest: Evelyn Wilson, Registered Parliamentarian.

Discussion Items and Updates:

Minutes: The August 12, 2009 meeting minutes were reviewed.

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

New Business:

The Policy Council meeting took place at the new Kirkwood site located at 729 Kirkwood Avenue. This site will house 16 0-3 infants and toddlers and 24 preschool children. Joanne Hubbard, Early Head Start Manager and Site Administrator welcomed everyone to the site.

Recruitment Efforts for the New Kirkwood Site: Martina Ayala, FCP/ERSEA Manager informed the council of the recruitment efforts to enroll 3 and 4 year olds at the Kirkwood site. Martina distributed the new flyers and informed the council of Kirkwood's Community Building Events scheduled for September 17, 19 and 26, 2009. Everyone is invited to join and participate. Andrea Gause volunteered to help recruit the children and families in this area. It was also suggested to contact the Elementary school in that area to do more outreach.

Opening Kirkwood Site: The original date to open the Kirkwood site was September 8, 2009. Juanita informed the council that the program delayed the opening of the Kirkwood site due to the City Building Department Fire Marshall not approving the inspection. The program immediately notified the parents on Friday, September 4, 2009. On the same day, Friday, September 4, 2009, Charlotte Ferretti, Director of MWEI & Board member received an

anonymous complaint via email from a concerned parent. The email expressed the parent's concern and disappointment due to the delay of opening the Kirkwood site.

Juanita responded to the parent's concern in writing and offered immediate support to secure care for his/her child until the center opens. She also requested a meeting with the parent to talk about the concerns and how the program can provide temporary services until the center opens. As of yet, Juanita has not received a response. In addition, staff contacted every parent enrolled in the center and asked if they needed temporary child care until the center opens. None of the parents requested support with child care services. Kirkwood is scheduled to open on September 14, 2009. The staff

HS/EHS website: Gabrielle Thompson suggested the following: 1) Posting HS/EHS job announcements on our website and/or link to SFSU; 2) Update the Center locations on the website to include Malcolm X and the new Kirkwood site; and, 3) Include links to community agencies and available resources for parents like: shelter, food, housing, etc.

Action Item: Tom McCaffrey, HR Administrator and Icy Tekleselassie, MIS Manager will work on these items and report back to the council.

Traffic and Safety Signs: Gabrielle continues to work with city officials regarding the child cross sign for Sunnydale, school parking zone for EHH and OMI stop sign.

Malcolm X Site: Siai Morales, parent representative from Malcolm X shared several concerns:

- 1. Food preparation at that site: Parents presented a poster with pictures of the food preparation area in the center. The staff is using a small sink and a small table to arrange the food received from the food vendor and wash dishes. Parents felt that the food preparation area is inadequate and were upset by the arrangements that were made in preparation to open the center. Dave addressed this concern and stated that he met with the Principal and will be following up with SFUSD Facilities Manager to start the process to provide adequate space.*
- 2. Head Teacher: The parent also expressed concern about the Head Teacher walking out (quitting) in the middle of the day. Zoobi informed the parents that interviews will be scheduled in the next week to fill the teacher position. In the meantime, Tom McCaffrey, HR Administrator stated that one of our Floater Teachers has been assigned at Malcolm X and will stay there until a new permanent teacher is hired.*
- 3. Insufficient Classroom and Office Supplies: This continues to be a concern. Zoobi addressed the issue with the educational supplies. She stated that classroom materials were available but they were in boxes. The Head Teacher being new, was not aware that the supplies were in the next room. Zoobi stated that the materials were taken out of the boxes and were placed in different interest areas in the Malcolm X classrooms. Additional educational materials are in the cabinets stored in the next room. With regards to the office supplies, parent stated that there were no office supplies such as: computer, printers, fax, and copier for the staff to carry out their jobs.*
- 4. Office and Outdoor space: Dave will be following up with SFUSD and addressing the classroom environment, outdoor space usage and the need for adequate office space*

to hold parent meetings as well as a place for the Center Directors and Family Advocates to conduct business. He thanked the parents for their input.

Juanita apologized for the present conditions in the center and thanked the parents for bringing these concerns to her attention. She assured the parents that this is not the way the program conducts business and told the parents that she was taking full responsibility for correcting the concerns. She will personally go out to the site and make sure that these issues are immediately addressed.

Parent Representative Report:

Early Head Start: The Early Head Start parent representative report will be tabled for another meeting, parent was unable to attend.

Sunnydale Head Start: Quiana Colloway, Sunnydale Parent Representative gave an overview of Head Start services at that site. She presented a slide show of last school year children's and parents' activities. This year, the site increased the number of slots available and now serves 40 children and their families. Quiana brought up two concerns about the crowded hallway during drop-off and pick-up and the fact that the parents have to wait outside with potential rain before coming in for the daily health check and sign-in. Nevertheless, she is satisfied with the staff and stated that they are wonderful and believe that the Center Director and Family Advocate are doing a good job. Sunnydale has great parent involvement as evident in the end of the year celebration. Quiana looks forward to stronger participation as the new school year brings many new families to the center.

Family Advocates Role: Gabrielle asked Martina to clarify the role of the Family Advocate as far as planning parent activities. The Family Advocate is there to help and support parents in their decision making, setting goals, objectives, and planning activities. The monthly parent meetings provide the vehicle for parents to problem solve their concerns with staff and to make recommendations for planned activities for their sites. With regards to the year-end-celebrations, the program has a policy that does not allow outside food due to the health and safety regulations.

Action Item: Gabrielle requested a presentation at the next parent workshop regarding end-of-year celebration and outside food policy.

Board of Directors Report: Charlotte Ferretti reported that the Board of Directors met last week on September 2, 2009 to discuss changes to the By-laws and Treasure Island. The new Provost Sue V. Rosser chaired the meeting.

Grantee Update Regarding: Mission Neighborhood, Centers, Inc., (MNC). Juanita stated that MNC's contract was extended to September 30, 2009. A meeting is scheduled with MNC Board of Directors' Executive Committee on September 15, 2009 at 6:00 p.m. to discuss the results of the fiscal monitoring findings conducted in July and August of 2009 by Silan Stahlhut, Grantee Financial Manager and the next steps regarding MNC's contractual agreement. Another meeting is scheduled on September 16, 2009 to look at their cost allocation plan.

Treasure Island: Juanita informed the council that HS/EHS was approached by the San Francisco Department of Children Youth and their Families (DCYF), Treasure Island Development Authority (TIDA), and Treasure Island Housing Development, Inc. (TIHDI) to provide child care services to 26 children presently enrolled in the Treasure Island child care

program. The services will be provided from September 16 to December 31, 2009. The three agencies have also agreed to provide funding to continue the childcare services for the 26 children. Treasure Island is one of the identified areas for the HS/EHS expansion. Juanita will keep the council informed and provide updates.

Citywide Enrollment Report: Jayne Garcia presented the citywide enrollment report.

Personnel Report: Tom McCaffrey, Human Resource Administrator presented the personnel report. The council reviewed the recommendations for hire for:

- Daniel Sepulona, Center Assistant
- Cheryl Horney, Teacher Assistant
- Mendy Zhu, Teacher Assistant
- Abby Ganzon, ERSEA Coordinator
- Shelly Matsumoto Tom, Infant Toddler Head Teacher
- Kim Ngoc Du, Kitchen Assistant
- Barbara Walden, Kitchen Assistant
- Shawntel Covington, Teacher Assistant
- Angela Hodgson, Infant/Toddler Teacher*

Tom asked the members to please write the score for Kim Ngoc: 83% on the personnel report. *He also informed the council that Angela Hodgson is back on the recommendation for hire because of a title change. The correct title for Angela is Infant/Toddler Teacher.

MOTION: Andrea Gause moved to approve the recommendations for hire for September as follows: Eight (8) recommendations for hires and one (1) correction of title for Angela Hodgson, Infant Toddler Teacher. The motion was seconded by Quintina Lemelle and approved unanimously.

Vacant positions and resignations were also provided.

Fiscal Report: Silan Stahlhut, Financial Manager presented the 2009-2010 revised Head Start Fiscal Report form. The revised budget included in the form reflects the 3.06% Cost of Living Adjustment, 1.84% ARRA Cost of Living Adjustment and Quality Improvement funds received from the HHS in July, 2009. She also presented the Low Income Investment Funds (LIIF) Project breakdown. The council requested the year-to-date expense report which was not included in the new Fiscal Report form. Juanita explained that Silan was confused and thought that the PC needed to only approve the new fiscal report format during this meeting. She will make sure that the year-to-date expense report is mailed to all the PC members immediately. David Pearson, Facility Manager gave a brief description and overview regarding the LIIF projects and how the funds are utilized to improve facilities.

Action Item: *Silan will send the expense report out to all the members regular mail tomorrow.*

Mission Neighborhood Centers, Inc., (MNC): Santiago Ruiz, Executive Director for MNC gave a brief report. He stated MNC is fully enrolled. He expressed thanks ERSEA staff for their recruitment efforts. MNC received Preschool for All (PFA) funding. These funds will definitely improve quality services. MNC also renewed their contract and have funding from the California Department of Education for their state preschool program. MNC is waiting for the COLA and QI funds from the Grantee. He received the amendment but the dollar amounts were not matching. He returned the agreement with corrections. MNC is in

the process of hiring a new Controller. The Grantee Executive Director and Financial Manager participated in the interviews for the new Controller. Santiago Ruiz extended an invitation to all the PC members to attend the grand opening of their Southeast Families United Child Development Center. The open house is scheduled for Thursday, September 24, 2009. The ribbon cutting ceremony is scheduled from 4:00 to 6:00 p.m. Location: 1337 Evans Ave., San Francisco, CA 94124.

Kai Ming Inc. (KM): Jerry Yang, Director of KM gave a brief up date. KM is fully enrolled for the first day of school. However, the Chinatown site has currently some openings. If you know of any families needing services in that area, please refer them to KM. With regards to the new food vendor, so far the food vendor has been providing good meals. Jerry expressed his appreciation to Juanita Santana and her team for the new food vendor.

Family and Community Partnership update: Martina Ayla, FCP Manager gave a brief update. This year the program made changes to the delivery of information to the families during the orientation meetings. During the orientation a video was included about the services. The forms were translated in Spanish and Chinese. A new recruitment flyer was designed and distributed. The Individualized Family Partnership Agreement and the Family Assessment forms have been revised to make it easier for parents to set goals and identify needs. The program is in the process of hiring a Family Advocate to serve in the school district and continue recruitments efforts.

Action Item: Gabrielle requested a presentation to the council from the school district regarding the kindergarten transition and applications.

The Childcare policy is tabled to the next meeting.

The meeting adjourned at 2:50 p.m. The next meeting is scheduled for October 14, 2009 at the central office located 205 13th Street, Suite#3280, San Francisco.