



Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 2/20/2019

Time Convened: 6:08 PM

Time Terminated: 8:00 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Veronica Gutierrez, Chair, called the meeting to order at 6:08 p.m. • Emma Duran, Vice Chair, reviewed the desired outcomes. • Delphine Smith, Parliamentarian, reviewed ground meeting rules.
Public Comment	None
Correspondence	None
Staff Recognition	<p>The following staff were recognized for their excellent work with the children and the families:</p> <ul style="list-style-type: none"> • Carol Weadon, Site Supervisor II at Bayo Vista Children Center was recognized for her dedication to the children and families. • Valerie Nunley, Teacher at Ambrose Children Center was also recognized for her dedication to the children and families, she was unable to attend - her certificate and book will be sent to the site. • Special thank you was given to CSB staff providing support during the February 20, 2019, Policy Council meeting.
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<p>Camilla Rand, Director, welcomed Policy Council representatives and apologized for the cancellation of January's meeting due to severe weather.</p> <p>Key agenda items & Administrative updates:</p> <ul style="list-style-type: none"> • 1.77% Cost of Living Adjustment (COLA) for Early Head Start, Early Head Start Child Care Partnership #1, and Head Start is on the agenda for approval. Many of our employees are represented by labor union Local 1 and during recent negotiations the County approved a 3% Cost of Living Adjustment Increase; this Federal COLA will go to funding the negotiate County COLA. Governor Newsom greatly supports Early Care Education; we're hoping that an increase will be included in the Governor's May budget to help support the Cost of Living Adjustment. • Advocacy Subcommittee held their first meeting, committee reviews legislation and governor's ideas for our program. Representatives were encouraged to join. • CSB identified a new location for the Central Kitchen and meetings are currently in progress with Public Works to review designs. Program Improvement Grant will be presented next month to obtain funds for this project.



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	<ul style="list-style-type: none"> • Federal Review for Focus Area 1, will be conducted the 2nd week in March. The review will be conducted virtually and a few Policy Council representatives will be asked to participate in the interviews • Child and Adult Care Food Program (CACFP) conducted an audit. Reviewers visited and observed family style dining at our George Miller III and Balboa Centers. The reviewers were very impressed and there was only one finding and that was around paperwork not matching the electronic system, a correction plan has already been put in place. <p>Katharine Mason, Division Manager, presented enrollment and attendance statistics:</p> <p>November</p> <ul style="list-style-type: none"> • Enrollment: 98.4% for Head Start, 101.6% for Early Head Start, 100% for Early Head Start Child Care Program Partnership #1, and 101.6% for Early Head Start Child Care Program Partnership #2. • Attendance: 77.88% for Head Start, 79.47% for Early Head Start, 90.55% for Early Head Start Child Care Program Partnership #1, and 82.5% for Early Head Start Child Care Program Partnership #2. <p>December</p> <ul style="list-style-type: none"> • Enrollment: 98.96% for Head Start, 100.67% for Early Head Start, 100% for Early Head Start Child Care Program Partnership #1, and 100% for Early Head Start Child Care Program Partnership #2. • Attendance: 71.05% for Head Start, 71.22% for Early Head Start, 83.73% for Early Head Start Child Care Program Partnership #1, and 75.4% for Early Head Start Child Care Program Partnership #2. <p>January</p> <ul style="list-style-type: none"> • Enrollment: 99.48% for Head Start, 101.61% for Early Head Start, 100% for Early Head Start Child Care Program Partnership #1, and 99.47% for Early Head Start Child Care Program Partnership #2. • Attendance: 78.63% for Head Start, 78.38% for Early Head Start, 87.92% for Early Head Start Child Care Program Partnership #1, and 80.4% for Early Head Start Child Care Program Partnership #2. <p>Program updates:</p> <ul style="list-style-type: none"> • CSB’s Child Outcomes 2018-19 Baseline Assessment assesses the development of children enrolled in the program. Three assessments are conducted each program year to monitor children's development. Teachers use the data to individualize activities for each child, small groups and classrooms. Site Supervisors use data at center level to order materials or resources. The state requires us to input the data into their system and as of now their system is unable to generate reports. Children have taken the assessment and will continue to as planned, and staff are using the data to individualize lesson plan for all children but we are unable to provide



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	<p>the agency-wide Baseline report due to the State’s technical difficulties. Developers are working diligently to resolve the issue. The Baseline information will be provided as soon as the reports are able to generate.</p> <ul style="list-style-type: none"> • Two staff attended a Train the Trainer program for Trauma Informed Practice 102 & 103. They will conduct trainings for CSB staff over the next two years. • Comprehensive Services staff completed the Family Development Credential program. • 11 Teacher Assistant Trainee’s completed the Teacher Apprenticeship Program and will obtaining their Associate Teacher Permit to work in our classrooms. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2018-2019 Head Start Program: December 2018 year to date cash expenditures were \$14,070,165 YTD, which represents 81% of the program budget. ○ 2018-2019 Early Head Start Program: December 2018 year to date cash expenditures were \$3,628,390 YTD, which represents 100% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #1: December 2018 year to date cash expenditures were \$565,216 YTD, which represents 51% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #2: December 2018 year to date cash expenditures were \$938,182 YTD, which represents 26% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of December 2018 were \$21,272.41. ○ Child and Adult Care Food Program: December 2018 total meal served including breakfast, lunch, and supplements were 28,720.
<p>Report:</p> <ul style="list-style-type: none"> • Bureau Year-End Report 	<p>Camilla Rand, CSB Director, provided an overview of the Bureau 2018 Year-End Report.</p> <p><i>Accomplishments, Funding:</i></p> <ul style="list-style-type: none"> ➤ \$1.5 million one-time Program Improvement Grant funds ➤ Roofs at Crescent Park and Balboa; ➤ Resurface Balboa; ➤ New George Miller Concord playground; ➤ Playground repairs at Los Arboles, Los Nogales, Balboa, Crescent Park; ➤ Program for Infant Toddler Caregiving training; ➤ Classroom materials;



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	<ul style="list-style-type: none"> ➤ Health and Safety repairs; ➤ Computer software upgrades ➤ \$250K Enterprise Funds for Technology/E-Rate ➤ Increases in Low-Income Home Energy Assistance Program (LIHEAP), Stage II and Community Services Block Grant (CSBG) ➤ No findings in County, CSBG and LIHEAP Audits ➤ Combined 5% State/ HS COLA ➤ State Standard Reimbursement Rate (SRR) Increase ➤ \$1.5 million California Alternative Payment Program (CAPP) increase <p><i>Accomplishments, Program:</i></p> <ul style="list-style-type: none"> ➤ New partnerships – Kindercare, Baby Yale, Tiny Toes; expanded existing partnerships ➤ Centralized Enrollment Unit roll-out – 100% enrolled ➤ 9 Family Development Credential graduates ➤ 9 Teacher Apprenticeship Program graduates; new Spring 2019 ➤ Cohort starting ➤ 60 New Hires ➤ All 14 centers Quality Rating and Improvement System (QRIS) 4s and 5s on five stars rating scale- Ambrose, Balboa, George Miller III, Los Arboles, Marsh Creek and Riverview. ➤ Cohort one, Teaching Pyramid ➤ Train the Trainer Programs ➤ Trauma Informed Practice ➤ Program for Infant Toddler Caregivers ➤ Over 350 parents trained in Make Parenting a Pleasure, Financial Fitness ➤ Positive licensing visits with no deficiencies ➤ 34 Parents registered for ESL ➤ All centers implemented Itsy Bitsy Reading and Parent Power ➤ 43 site visits/ 500 treated by Mobile Dental Vans ➤ Creative Curriculum support <p><i>Accomplishments, Priorities:</i></p> <ul style="list-style-type: none"> ➤ Technology:



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	<ul style="list-style-type: none"> ➤ Tablet usage ➤ Interactive Voice Response (IVR) and Short Message Service (SMS) capabilities ➤ Kiosks ➤ Team Building/ Competencies: ➤ Staff Health Improvement Project (SHIP) ➤ Wellness Focus ➤ Buddy System ➤ Peer Recognitions ➤ Leadership Library <p><i>2019 Horizon</i></p> <ul style="list-style-type: none"> • New Kitchen • New Grants: • Early Head Start (EHS) Expansion • Workforce funds for Teacher Apprenticeship Program (TAP) and Associates of Arts (AA) degree track • Funding: • 1.7% HS/ EHS COLA • Negotiated COLA Increases and Healthcare Costs • Growing our Own • Retirements • ECE Focus State-wide • Legislation sponsored by McCarthy that calls for expansion, facilities and wage increases • Reviews: Focus Area One, Contract Monitoring Review, Child and Adult Care Food Program and Community Services Block Grant triennials, Low-Income Home Energy Assistance Program 											
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of the 1.77% Cost of Living Adjustment 	<p>Haydee Ilan, Accountant III, reviewed the letter received from ACF 1.77% Cost of Living Adjustment (COLA) for Early Head Start, Early Head Start Child Care Partnership #1, and Head Start.</p> <table border="1" data-bbox="352 1336 1255 1433"> <thead> <tr> <th>Funding Type</th> <th>Head Start</th> <th>Early Head Start</th> </tr> </thead> <tbody> <tr> <td>Cost-of-Living Adjustment (COLA)</td> <td>\$290,745</td> <td>\$62,754</td> </tr> <tr> <td>Total Funding</td> <td colspan="2" style="text-align: center;">\$353,499</td> </tr> </tbody> </table> <table border="1" data-bbox="352 1458 1159 1492"> <tr> <td><i>Program</i></td> <td><i>Early Head Start</i></td> </tr> </table>	Funding Type	Head Start	Early Head Start	Cost-of-Living Adjustment (COLA)	\$290,745	\$62,754	Total Funding	\$353,499		<i>Program</i>	<i>Early Head Start</i>
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(COLA) for Head Start	Federal Funded Enrollment	72																																																				
	Funding Type	Early Head Start																																																				
	Program Operations	\$1,093,173																																																				
	Training and Technical Assistance	\$25,907																																																				
	Cost-of-Living Adjustment (COLA)	\$19,349																																																				
	Total Funding	\$1,138,429																																																				
	<p>A motion to approve the 1.77% Cost of Living Adjustment (COLA) for Early Head Start, Early Head Start Child Care Partnership #1, and Head Start, was made by Delphine Smith and seconded by Andres Torres. The motion was approved.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th align="center" colspan="2">Ayes</th> <th align="center">Nays</th> <th align="center">Abstentions</th> <th align="center">Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Monica Barajas</td> <td></td> <td></td> <td>Cindy Chiem</td> </tr> <tr> <td>Nancy Santos</td> <td>Cindy Dolores</td> <td></td> <td></td> <td>Susana Huizar</td> </tr> <tr> <td>Delphine Smith</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Monica Avila</td> </tr> <tr> <td>Nivette Moore-Mason</td> <td>Tiffany Posey</td> <td></td> <td></td> <td>Teresa Rodriguez</td> </tr> <tr> <td>Damaris Santiago</td> <td>Sara Dicken</td> <td></td> <td></td> <td>Esperanza Ortega</td> </tr> <tr> <td>Miguel Gonzalez</td> <td>Lee Ross</td> <td></td> <td></td> <td>Faith Beitia</td> </tr> <tr> <td>Mariam Okesanya</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Dawn Dailey</td> </tr> <tr> <td>Emma Duran</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Dawn Miguel</td> </tr> <tr> <td>Daisy Templeton</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td>Lucia Mendez</td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Andres Torres	Monica Barajas			Cindy Chiem	Nancy Santos	Cindy Dolores			Susana Huizar	Delphine Smith	Paige Chatman			Monica Avila	Nivette Moore-Mason	Tiffany Posey			Teresa Rodriguez	Damaris Santiago	Sara Dicken			Esperanza Ortega	Miguel Gonzalez	Lee Ross			Faith Beitia	Mariam Okesanya	Veronica Gutierrez			Dawn Dailey	Emma Duran	Katie Cisco			Dawn Miguel	Daisy Templeton	Mayra Rodriguez			Lucia Mendez
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Subcommittee Updates	<p>Advocacy: Delphine Smith shared information presented during the meeting along with handouts informing of various advocacy events happening throughout the county. Cecilia Perez-Media, First 5 Community Engagement Liaison attended as a quest speaker and shared information three Advocacy Community Groups are involved with. The groups current advocacy efforts include: equitable access to land; equitable access to parks, play structures and safe grounds; and leadership development.</p> <p>Program Services/Ongoing Monitoring: Andres Torres shared the information presented and discussed during the meeting to include: School Readiness Goals for Early Head Start and Head Start; Semi-Annual Monitoring Report; and Federal Review Focus Area 1.</p>																																																					
Action: <ul style="list-style-type: none"> Consider Approval of the November 28, 	<p>November 28, 2018, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the November 28, 2018, Policy Council minutes was made by Delphine Smith and seconded by Andres Torres. The motion was approved.</p>																																																					



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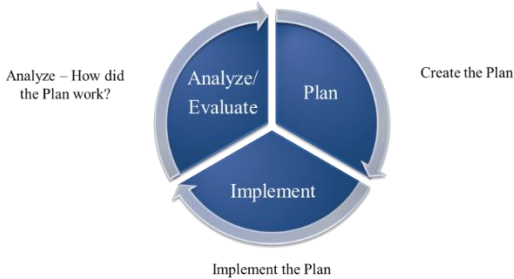
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2018 Policy Council Minutes	Ayes		Nays	Abstentions	Not Present
	Andres Torres	Monica Barajas			Cindy Chiem
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Action: <ul style="list-style-type: none"> Consider Approval of the 2019-2020 Recruitment & Enrollment Plan and Admission Priority/Selection Criteria 	<p>Tracy Lewis, ASA II, reviewed the 2019-2020 Recruitment & Enrollment Plan and Admission Priority/Selection Criteria.</p> <ul style="list-style-type: none"> 2019-2020 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan includes: informing the public about services available through the Contra Costa County Community Services Bureau, particularly those populations identified in our Community Assessment; and recruiting and enrolling eligible children and their families into the Head Start, Early Head Start and Early Education and Support Programs. CSB Admissions & Selections Criteria - Head Start Performance Standard 1302.14 (a)(1) mandates that the program set criteria, based on our Community Assessment, that define the types of children and families who will be given priority for recruitment and selection. Kindergarten is available in all communities that we serve. Due to the community need for full-day, full-year services, and the mandate that the Head Start & Early Head Start Program collaborate for full-day services, CSB has adopted selection criteria shared in PowerPoint as presented in order of priority, which also meets the regulations of our partner, the State Department of Education. <p>A motion to approve the 2019-2020 Recruitment & Enrollment Plan and Admission Priority/Selection Criteria was made by Nivette Mason-Moore and seconded by Mayra Rodriguez. The motion was approved.</p>				
	Ayes		Nays	Abstentions	Not Present
Andres Torres	Monica Barajas			Cindy Chiem	
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	Mariam Okesanya	Veronica Gutierrez		Dawn Dailey
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<p>Report:</p> <ul style="list-style-type: none"> 2018-2019 Semi-Annual Monitoring Report for Period 1 	<p>Nelly Ige, ASA III, provided an overview of the 2018-2019 Semi-Annual Monitoring Report for Period 1.</p> <p>Changes Implemented for Program Year 2018-19</p> <ul style="list-style-type: none"> Updated Monitoring Tools Fidelity Monitoring Analyzed findings and root cause by site for File Monitoring No changes in Quality Management Unit staff <p>How QMU's data been used for Continuous Quality Improvement this year</p> <p>The report highlights monitoring results in the areas of:</p> <ul style="list-style-type: none"> Center Monitoring Need & Eligibility Comprehensive Services Education Curriculum Fidelity CLASS Observations <p>Summary Report</p> <ul style="list-style-type: none"> Identifies the top 3 strengths in each category and areas we can strengthen per monitoring tool Compares CSB's average CLASS scores per domain to agency and national threshold <p>Items QMU Reviewed</p> <p>447 Child and family files reviewed 13 Classrooms sampled for center monitoring 48 Directly operated, partner and delegate agency's infant, toddler, and preschool classroom were observed for curriculum fidelity 40 Classrooms received CLASS Observations completed between October-November</p> <p>Key Findings – CSB's Strengths</p> <ul style="list-style-type: none"> Emotional Support & Classroom Organization were above 6 			

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	<ul style="list-style-type: none"> • Children meets eligibility criteria • Overall Fidelity: Medium for both Infant/Toddler & Preschool classrooms • Comprehensive Services reduced the # of items above % <p>Classroom Assessment Scoring System (CLASS)</p> <table border="1" data-bbox="352 516 764 753"> <thead> <tr> <th>Domain</th> <th>CSB Average Score Period 1</th> <th>CSB Threshold</th> <th>Federal Threshold <small>Based on lowest 10% of CLASS Scores of programs reviewed in 2017.</small></th> </tr> </thead> <tbody> <tr> <td>Emotional Support</td> <td>6.60</td> <td>6</td> <td>5.7024</td> </tr> <tr> <td>Classroom Organization</td> <td>6.20</td> <td>6</td> <td>5.3264</td> </tr> <tr> <td>Instructional Support</td> <td>2.84</td> <td>3</td> <td>2.3095</td> </tr> </tbody> </table> <p>What's your next steps Content Area Managers are reviewing</p> <p>Continuous Quality Improvement</p>  <p>Analyze – How did the Plan work?</p> <p>Create the Plan</p> <p>Implement the Plan</p>	Domain	CSB Average Score Period 1	CSB Threshold	Federal Threshold <small>Based on lowest 10% of CLASS Scores of programs reviewed in 2017.</small>	Emotional Support	6.60	6	5.7024	Classroom Organization	6.20	6	5.3264	Instructional Support	2.84	3	2.3095
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<p>Presentation:</p> <ul style="list-style-type: none"> • School Readiness Goals for 2018-2019 Program Year 	<p>Amy Wells, Jessie Black & Afi Fiaxe, Education Managers, provided an overview of the Early Head Start & Head Start School Readiness Goals for 2018-2019 Program Year.</p> <p>Head Start Early Learning Outcomes Framework and Desired Results Developmental Profile (DRDP) Domain:</p> <table border="1" data-bbox="352 1438 2032 1485"> <thead> <tr> <th>Domain</th> <th>Early Head Start</th> <th>Head Start</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Domain	Early Head Start	Head Start													
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	Approaches to Learning-Self Regulation (ATL-REG)	Imitation (ATL-REG 3): Children will mirror, repeat, and practice the actions or words of others in increasingly complex ways.	Engagement and Persistence (ALT-REG 6): Children will show increasing ability toward basic learning skills and self-regulation.
	Social and Emotional Development (SED)	Relationships and Social Interactions with Peers (SED 4): Children will become increasingly competent and cooperative in interactions with peers and develop friendships with several peers	Relationships and Social Interactions with Peers (SED 4): Children will be socially and emotionally ready for their next school experience.
	Language and Literacy Development (LLD)	Understanding of Receptive Language (LLD 1): Children will understand increasingly complex communication and language.	Phonological Awareness (LLD 8): Children will develop and show an awareness of foundational language and literacy skills. Sub Goal -Symbolic Letter and Word Knowledge in English
	Cognition, including Math (COG)	Number Sense of Quantity (COG 3); Children will show developing understanding of number and quantity	Classification (COG 2): Children will increase the development of math concepts and operations through active exploration and discovery.
	Physical Development and Health (PD-HLTH)	Perceptual-Motor Skills and Movement Concepts (PD-HLTH 1): Children move body and interact with the environment, demonstrating increasing awareness of own physical effort, body awareness, spatial awareness, and directional awareness	Perceptual-Motor Skills and Movement Concepts (PD-HLTH 1): Children will demonstrate increased strength, coordination, and efficiency in motor development.
Report: <ul style="list-style-type: none"> NHSA Parent Conference 	<p>Policy Council Executive Committee attended the 2018 Parent and Family Engagement Conference in Orlando, Florida and shared feedback about their experience attending a National Head Start conference to include the following:</p> <p>Delphine Smith, Parliamentarian, shared that the conference was an amazing experience; location was beautiful and there were many decorated Christmas trees, each represented an organization. The workshop she enjoyed the most was PBS Science, she learned about one of their apps with many educational activities. Additionally, information on college education programs were made available with special rates for parents attending the conference.</p> <p>All attendees shared that participating in workshops was a great experience that brought the team together.</p> <p>Camilla Rand, CSB Director, Ana Araujo, CS Manager and Imelda Prieto Martinez, PC Clerk also attended the conference.</p>		
Site Reports	<p>George Miller Concord:</p> <ul style="list-style-type: none"> Site is fully enrolled. Rosaura Landeros, a new Infant/Toddler Associate Teacher was hired for room 7C. Hearing and Vision Training was held on January 29, 2019. Nurses from different health clinics from Concord and Richmond attended and were trained and certified. Comprehensive Services of George Miller- Ms. Rima Kashou shared the Head Start and Early Head Start recruitment flyers and pre-application forms for attendees to distribute to patients at their clinics. 		



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	<p>Bayo Vista:</p> <ul style="list-style-type: none"> • Preparing Children for Kindergarten in 2019. Assisatnce with registration for Kindergarten was provided during parent meeting. • Welcomed new Associate Teacher, Anjana Pathak to room 3. • Working on the Teacher’s Staff room, re-decorating and creating a quiet space for them to recharge their batteries. <p>Riverview:</p> <ul style="list-style-type: none"> • Ma. Maria, Associate Teacher, received her AA degree. • Ms. Lidia, TAT, will be moving to Texas and will continue with school to earn her AA degree in Child Development. • Outdoor supplies and materials for the children were ordered to support their gross motor development. • Saying goodbye to Lizzette, Comp Services Clerk, who supported us these past couple of months and welcoming Rosio Tapia, Comp Services Clerk. • To provide immediate response to the children's interest, the teachers have been organizing materials for easy access to them. • CSU East Bay Nursing Students are returning to share their knowledge with the children. • Room 2 is working on a Tree Project with a visiting experts (gardeners, arborist). Children went on neighborhood nature walks to collect materials for their project. • Room 1 is doing a recycling project. Children completed a neighborhood walk to the recycling center and collected items from home to create a wide variety of 3D art projects. • AD Read Aloud for AM classes • SS attended Contra Costa County Community Advisory Committee Meeting. • SS is attending Teaching Pyramid Leadership Team 2nd Cohort meeting. <p>Crescent Park:</p> <ul style="list-style-type: none"> • Ms. Jasmin Bragg was hired as an Associate Teacher (substitute) at the center after successfully completing the Apprenticeship Program. • The teachers are honoring Black History month by highlighting the historical contributions and accomplishments of African Americans. To date, the children have learned about Bo Jangles and Bessie Coleman. • Ms. Ale is working on classroom orders and making purchases to enhance the toddler play yard. • Nivette Moore-Mason, Parent & PC Representative, created depiction of Ms. Yolanda Williams in the entrance of room 2 that has wowed the children and families. • On February 21, the Bay Area Discovery Museum will visit Crescent Park and conduct a classroom visit emphasizing STEM with a focus on mathematics. • Make Parenting a Pleasure training will be facilitated by our past PC Representative Mayra Nieto at our Parent Meeting on February 21st. <p>Ambrose:</p>



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	<ul style="list-style-type: none"> • Give Kids a Smile was a huge success. Our children were given free dental exams by a Pediatric Dentist. • Site welcomed Ms. Ligia Ortiz as the new Site Supervisor II for Ambrose • Teachers are organizing and enhancing the classroom environments to make them more inviting and efficient. • Office will be getting new desk and filling cabinets. • Parents will participate in a “Spring Cleaning” day at the center. • Ms. Erika Leyva and Ms. Isabel Gaspar were able to share children’s portfolios and discuss curriculum with parents. • A lending library was made available to parent with interesting and useful resources. <p>Los Arboles:</p> <ul style="list-style-type: none"> • Site passed the NAEYC Accreditation which happened every 5 years. • One of our Teacher Assistant Trainees graduated after completing her 12 Early Childhood Education units and is now an Associate Teacher Substitute. • New play structure installation is in progress for toddlers. • Preschool classrooms will be going on a field trip to the Fire Station on February 28th. • The Fire Truck will visit Los Arboles in Early March. • Parents received a take home activity to do with their children. <p>Balboa:</p> <ul style="list-style-type: none"> • This month’s Parent Meeting was about School Readiness and Kindergarten registration. • Site Supervisor and teaching teams have placed orders for interactive and sensory play material through different vendors utilizing QRIS grant money. • Give Kids a Smile day was a huge success; children were seen by a team of dentists. They received fluoride varnish and oral health awareness. • Cleaned up and decluttered classrooms and ROP room. ROP room has been enhanced to create an inviting environment for the staff and families. • Reviewing and validating ECERS to deepen teaching team’s understanding of creative learning, teaching and creating space for discovery and investigation. • Deep cleaning and rearrangement of the kitchen, cleaning schedule was developed for the staff to promote team work in taking care of the spaces that we share. • New roof project has been reviewed and is in process of setting up preliminary plans to ensure services to our children and families are not interrupted. • Parent work day is scheduled to conduct deep cleaning and decluttering at Balboa.



Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> • Second Step curriculum letters and activities are sent home to ensure that our children are receiving social emotional support at school and home. • STEAM learning activities are shared with the parents to build school to home connection in embracing science and technology learning goals for our children. <p>YMCA – Giant Rd. CDC:</p> <ul style="list-style-type: none"> • Site scored 4 out of 5 in the Quality Rating Improvement System (QRIS) • Site is being considered for a yearlong Science Technology Engineering & Math (STEM) that brings hands on materials to the classroom and a field trip to the Exploratorium. • Site recently finished a remodel and is now earthquake safe. • Teachers are attending the Teaching Pyramid training. The training provides strategies that support children who express themselves with challenging behaviors. • For the past year, we had regular weekly/bi-weekly support from Mental Health Specialist, Inclusion Specialist and Education Coach YMCA employees. • RaeAnn Goldberg from the Early Childhood Mental Health Program in Richmond is assisting with care of children who have experienced trauma in their lives. 	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared in-kind video for the month of February and encouraged Policy Council representatives to become more involve to build up in-kind, and to remind other site parents to also get involved.</p> <ul style="list-style-type: none"> • Make Parenting A Pleasure full curriculum sessions are being held at Marsh Creek, George Miller Concord Center and George Miller III center in Richmond. Three areas of the curriculum will also be presented at each of our centers through out the program year. • Facilitative Leadership Training will be held on March 2nd at Civic office – reps interested in attending this valuable training should contact Imelda to register. • English as Second Language (ESL) spring classes at George Miller Concord will start on March 21st. The classes are open to all and interested parents are encouraged to contact their Comprehensive Services team to sign-up. • Mileage reimbursement increased from \$0.545 cents to \$0.58 cents effective January 1, 2019. CSB325 Demand form was updated for PC members’ use. • Parents are encouraged to nominate staff from their Centers to be recognized for their outstanding work with our children during our monthly PC Meetings by submitting CSB 342 Parent Recognition of Staff form 	
Meeting Evaluation	<p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Finish meeting on-time 	<p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None