

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

Agenda

| | |
|---|-----------------------------|
| Group/Meeting Name: CSB Policy Council Executive Meeting | |
| Date: June 5, 2019 | Time: 6:00 – 6:30 PM |
| Location: 1470 Civic Ct., Concord, CA 94520 | |
| Meeting Leader: Veronica Gutierrez | |
| Purpose: To Review Items | |

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or Subcommittee meetings. Please contact PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

Desired Outcomes: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Approval of the May 1, 2019 Executive Meeting minutes so that we have an accurate record of the meeting.

A decision regarding Parent Recognition of Staff nomination recipients.

An understanding of staff reports so that the group is informed of Bureau highlights and other important events.

A review of the May 15, 2019 Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda for the June 19, 2019 Policy Council meeting.

An Evaluation of the meeting so that we may review our strengths and make any improvements as needed.

Attendees: PC Executive Committee and CSB Staff

| Agenda | | | |
|---|--|----------------|-------------------|
| What (Content) | How (Process) | Who | Time (Minutes) |
| Review Desired Outcomes | Present | Emma Duran | 2 Minutes |
| Review Meeting Ground Rules | Present | Delphine Smith | 1 Minutes |
| Action: Review and Approve May 1, 2019, Executive Meeting Minutes | Present Clarify Check for understanding Check for Agreement | Group | 3 Minutes |
| Review and Make a Decision on Parent Recognition of Staff | Present Clarify Check for understanding Check for Agreement | Group | 5 Minutes |
| Staff Reports | Present Clarify Check for understanding | Staff | 5 Minutes |

Agenda

| What (Content) | How (Process) | Who | Time (Minutes) |
|---|---|-------------------------------|---------------------------|
| Review May15, 2019, Policy Council Minutes | Present Clarify Check for understanding | Group | 3 Minutes |
| Set Agenda for June 19, 2019 Policy Council Meeting | Present Clarify Check for Understanding | Executive Committee and Staff | 5 Minutes |
| Meeting Evaluation | Plus/Delta | Group | 1 Minute |

**Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes**

Location: 1470 Civic Court, Concord Ca 94520

Date: 5/1/2019

Time Convened: 6:10 p.m.

Time Terminated 6:45 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, Pamela Arrington, Haydee Ilan and Ana Araujo

Absentees: Delphine Smith

| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--------------------|--|-----------|------------|-----------------|------------|--------|-----------|--------|----------|----------|-----------|-------------|------------|-------|--------------|------------------------------------|--------------------|----------------|------------|---|--------------------|--------------------------|-------------------|--------------------------------------|--------------------|
| <ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules | <ul style="list-style-type: none"> Veronica Gutierrez, Chair called the meeting to order at 6:10 p.m. and reviewed the desired outcomes. Emma Duran, Vice Chair, reviewed the meeting ground rules. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> Review and approve April 3, 2019, Executive Meeting Minutes | <p>The minutes were reviewed, no corrections were noted.</p> <p>A motion to approve April 3, 2019, Executive Meeting Minutes was made by Katie Cisco and seconded by Emma Duran. The motion passed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> Review and approve Early Head Start Child Care Partnership #2 Continuation Grant | <p>Haydee Ilan, Accountant III, reviewed the Early Head Start Child Care Partnership #2 Continuation Grant Budget summary.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Categories:</th> <th style="text-align: right;">FY 2019-2020 EHS Child Care Partnership #2 Operation</th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td style="text-align: right;">\$ 616,136</td> </tr> <tr> <td>Fringe Benefits</td> <td style="text-align: right;">\$ 369,357</td> </tr> <tr> <td>T & TA</td> <td style="text-align: right;">\$ 86,354</td> </tr> <tr> <td>Travel</td> <td style="text-align: right;">\$ - 0 -</td> </tr> <tr> <td>Supplies</td> <td style="text-align: right;">\$ 50,000</td> </tr> <tr> <td>Contractual</td> <td style="text-align: right;">\$ 502,746</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$ 1,939,040</td> </tr> <tr> <td>Sub-Total of Direct Charges</td> <td style="text-align: right;">\$3,563,633</td> </tr> <tr> <td>Indirect Costs</td> <td style="text-align: right;">\$ 129,389</td> </tr> <tr> <td>Total Federal Amount Being Requested</td> <td style="text-align: right;">\$3,693,022</td> </tr> <tr> <td><i>Non-Federal Share</i></td> <td style="text-align: right;"><i>\$ 923,256</i></td> </tr> <tr> <td>Total Federal and Non-Federal</td> <td style="text-align: right;">\$4,616,278</td> </tr> </tbody> </table> <p>A motion to approve the Early Head Start Child Care Partnership #2 Continuation Grant was made by Emma Duran and seconded by Katie Cisci. The motion passed.</p> | Budget Categories: | FY 2019-2020 EHS Child Care Partnership #2 Operation | Personnel | \$ 616,136 | Fringe Benefits | \$ 369,357 | T & TA | \$ 86,354 | Travel | \$ - 0 - | Supplies | \$ 50,000 | Contractual | \$ 502,746 | Other | \$ 1,939,040 | Sub-Total of Direct Charges | \$3,563,633 | Indirect Costs | \$ 129,389 | Total Federal Amount Being Requested | \$3,693,022 | <i>Non-Federal Share</i> | <i>\$ 923,256</i> | Total Federal and Non-Federal | \$4,616,278 |
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| Total Federal and Non-Federal | \$4,616,278 | | | | | | | | | | | | | | | | | | | | | | | | | | |

| TOPIC | RECOMMENDATION / SUMMARY | |
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| <ul style="list-style-type: none"> Staff Report | <p>Pamela Arrington, Assistant Director, provided updates on the following items:</p> <ul style="list-style-type: none"> Select CSB staff attended the CHSA Health Institute (4/15-4/14) & Policy & Leadership Conference (4/17-4/19) in Sacramento. Families, management staff and community members joined the centers for Week of the Young Child festivities, 4/10-4/17. All Centers participated with a variety of fun activities that were enjoyed by all. The Health and Nutrition Services Advisory Committee (H&NSAC) spring meeting was held on April 25th at Civic. Sixteen CSB and community partners participated. CHDP hearing and vision practicum and training was held on April 9th and 16th. Twenty-three CSB staff and Community Partners were trained and certified. CPR Training was held April 17th at GMC. Seven CSB staff were trained and certified CSB purchased and received two new OAE Madsen Alpha Hearing Machines for the PartnerUnit for the purpose of screening EHS children. Dental Vans visited the following centers during the month of April: <ul style="list-style-type: none"> Las Deltas – April 9th, 12 Dental Exams were completed Aspiranet – April 12th, 7 Dental Exams were completed GMIII – April 16th, 20 Dental Exams were completed Ambrose – April 18th, 13 Dental Exams were completed Bayo Vista – April 23rd, 24 Dental Exams were completed | |
| <ul style="list-style-type: none"> Review April 17, 2019 Policy Council Meeting Minutes | <ul style="list-style-type: none"> April 17, 2019 Policy Council Meeting minutes were reviewed and no changes were needed to the content of the minutes. | |
| <ul style="list-style-type: none"> Set Agenda for May 15, 2019 Policy Council Meeting | <ul style="list-style-type: none"> The group reviewed and set the agenda for May 15, 2019. | |
| <ul style="list-style-type: none"> Meeting Evaluation | <p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> On time | <p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> Missing Delphine Room temperature |



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



Date: 5/15/2019

Time Convened: 6:10 PM

Time Terminated: 7: 48 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 6:10 p.m. • Delphine Smith, Parliamentarian, reviewed the desired outcomes and ground meeting rules. |
| Public Comment | None |
| Correspondence | None |
| Parent Recognition | <p>The following staff were recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> • Amtus Fariha, Teacher Assistant Trainee at Ambrose Children Center and Maria Ortega, Associate Teacher at Los Nogales Children Center. Both were presented with a certificate and book to acknowledge their dedication to the children and families. <p>Special thank you was given to CSB staff providing support during March 20, 2019 Policy Council meeting.</p> |
| Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal | <p>Camilla Rand, Director, welcomed Policy Council representatives and acknowledged the staff who were recognized. She presented the following administrative updates:</p> <ul style="list-style-type: none"> • Five hundred (500) CSB & Partner children are transitioning to Kindergarten this year. As the children phase out during the summer, new children will begin phasing into the program. During this time, we ask parents to be very diligent and help us ensure our established safety protocols at the centers are followed. • Our Centralized Eligibility Unit, piloted last year is in year two processing enrollment applications for directly operated and partner centers. Following our pilot year, many of our practices were refined - we are eager to hear parent feedback on how this process is working for them. • CSB is currently facing challenges with a teaching staff shortage. For the first time in so many years, teacher-child ratios have been a concern and unfortunately, as a result we have been forced to ask a few families to keep their children home. CSB is working diligently to resolve this issue to ensure we are fully staffed and able to provide quality services for children and families with safety as our number one priority. CSB's staff recruitment efforts are in full forces and include encouraging and supporting staff and parents to participate in our Teacher Apprenticeship and Work Study Programs. Parents interested in working with young children are encouraged to apply and spread the word in the community that we are hiring. |



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



| TOPIC | RECOMMENDATION / SUMMARY |
|-------|---|
| | <p>Katharine Mason, Division Manager, presented enrollment and attendance statistics for March:</p> <ul style="list-style-type: none"> • Enrollment: 101.1% for Head Start; 101.9% for Early Head Start; 101.39% for Early Head Start Child Care Program Partnership #1; and 100% for Early Head Start Child Care Program Partnership #2. • Attendance: 81.99% for Head Start; 81.86% for Early Head Start; 92.19% for Early Head Start Child Care Program Partnership #1; and 82.23% for Early Head Start Child Care Program Partnership #2. <p>Katharine referenced the following key agenda items to be presented during this meeting:</p> <ul style="list-style-type: none"> • Planning calendar is up for approval. The planning calendar is CSB’s road map for the program year, providing guidance and timelines for key program events. • OHS Director’s Video on Serving Families Experiencing Homelessness. <p>Program updates:</p> <ul style="list-style-type: none"> • Two Site Supervisors and two Lead Teachers attended a 3-day STEM training and learned engineering concepts to incorporate into the classroom curriculum. • Other fun activities happening at the centers include Open House, Parent Work Day, and Dr. Seuss Birthday with International Mud day coming in June. • The school year for Part Day/Part Year and Home Based programs ends on June 6, 2019. <p>Haydee Ilan, Accountant III and Delphine Smith, Fiscal Subcommittee member, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2018-2019 Head Start Program: March 2019 year to date cash expenditures were \$2,578,558 YTD, which represents 16% of the program budget. ○ 2018-2019 Early Head Start Program: March 2019 year to date cash expenditures were \$565,516 YTD, which represents 16% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership: March 2019 year to date cash expenditures were \$810,446 YTD, which represents 72% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #2: March 2019 year to date cash expenditures were \$1,741,381 YTD, which represents 48% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of March 2019 were \$19,207.84. ○ Child and Adult Care Food Program: March 2019 total meal served including breakfast, lunch, and supplements were 38,005. |



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



| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------|-----------------------------------|---------------------|----------------|-----------------|------------|--------|-----------|--------|--------|----------|-----------|-------------|------------|-------|--------------|------------------------------------|---------------------|----------------|------------|---|---------------------|--------------------------|-------------------|--------------------------------------|---------------------|------|--|------|-------------|-------------|--|---------------|-------------|--|--|--------------|------------|----------------|------------------|--|--|-------------|----------------|--------------|--|--|--|---------------------|----------------|-----------------|--|--|--|------------------|---------------|------------------|--|--|--|-----------------|---------------|-------------------|--|--|--|---------------|--------------|
| <p>Report:</p> <ul style="list-style-type: none"> Single Audit Report Year 2018 | <p>Haydee Ilan, Accountant III, provided an overview of the Single Audit for FY 2018. External auditors perform countywide audit as a Federal requirement. The Single Audit included all County programs including Head Start and Early Head Start, which are direct programs under the U.S. Dept. of Health and Human Services. There were no findings on programs administered by Community Services Bureau.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> Consider Ratification of Approval of Early Head Start Child Care Partnership #2 Continuation Grant | <p>Haydee Ilan, Accountant III, reviewed the Executive Summary Incoming Funds Narrative Statement for the 2019 Early Head Start Child Care Partnership #2 Continuation Grant.</p> <p>BUDGET SUMMARY</p> <table border="1"> <thead> <tr> <th style="text-align: left;">Budget Categories:</th> <th style="text-align: left;">FY 2019-2020 EHS CCP #2 Operation</th> </tr> </thead> <tbody> <tr><td>Personnel</td><td>\$ 616,136</td></tr> <tr><td>Fringe Benefits</td><td>\$ 369,357</td></tr> <tr><td>T & TA</td><td>\$ 86,354</td></tr> <tr><td>Travel</td><td>\$ -0-</td></tr> <tr><td>Supplies</td><td>\$ 50,000</td></tr> <tr><td>Contractual</td><td>\$ 502,746</td></tr> <tr><td>Other</td><td>\$ 1,939,040</td></tr> <tr><td>Sub-Total of Direct Charges</td><td>\$ 3,563,633</td></tr> <tr><td>Indirect Costs</td><td>\$ 129,389</td></tr> <tr><td>Total Federal Amount Being Requested</td><td>\$ 3,693,022</td></tr> <tr><td>Non-Federal Share</td><td>\$ 923,256</td></tr> <tr><td>Total Federal and Non-Federal</td><td>\$ 4,616,278</td></tr> </tbody> </table> <p>A motion to ratify the approval of the Executive Committee of the Early Head Start Child Care Partnership #2 was made by Delphine Smith and seconded by Andres Torres. The motion was approved.</p> <table border="1"> <thead> <tr> <th colspan="2" style="text-align: center;">Ayes</th> <th style="text-align: center;">Nays</th> <th style="text-align: center;">Abstentions</th> <th colspan="2" style="text-align: center;">Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Nancy Santos</td> <td>Emma Duran</td> </tr> <tr> <td>Delphine Smith</td> <td>Esperanza Ortega</td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Monica Barajas</td> </tr> <tr> <td>Monica Avila</td> <td></td> <td></td> <td></td> <td>Nivette Moore-Mason</td> <td>Curtis Royster</td> </tr> <tr> <td>Daisy Templeton</td> <td></td> <td></td> <td></td> <td>Damaris Santiago</td> <td>Cindy Dolores</td> </tr> <tr> <td>Teresa Rodriguez</td> <td></td> <td></td> <td></td> <td>Miguel Gonzalez</td> <td>Tiffany Posey</td> </tr> <tr> <td>Priscilla Proteau</td> <td></td> <td></td> <td></td> <td>Susana Huizar</td> <td>Sarah Dicken</td> </tr> </tbody> </table> | Budget Categories: | FY 2019-2020 EHS CCP #2 Operation | Personnel | \$ 616,136 | Fringe Benefits | \$ 369,357 | T & TA | \$ 86,354 | Travel | \$ -0- | Supplies | \$ 50,000 | Contractual | \$ 502,746 | Other | \$ 1,939,040 | Sub-Total of Direct Charges | \$ 3,563,633 | Indirect Costs | \$ 129,389 | Total Federal Amount Being Requested | \$ 3,693,022 | Non-Federal Share | \$ 923,256 | Total Federal and Non-Federal | \$ 4,616,278 | Ayes | | Nays | Abstentions | Not Present | | Andres Torres | Katie Cisco | | | Nancy Santos | Emma Duran | Delphine Smith | Esperanza Ortega | | | Cindy Chiem | Monica Barajas | Monica Avila | | | | Nivette Moore-Mason | Curtis Royster | Daisy Templeton | | | | Damaris Santiago | Cindy Dolores | Teresa Rodriguez | | | | Miguel Gonzalez | Tiffany Posey | Priscilla Proteau | | | | Susana Huizar | Sarah Dicken |
| Budget Categories: | FY 2019-2020 EHS CCP #2 Operation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel | \$ 616,136 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fringe Benefits | \$ 369,357 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| T & TA | \$ 86,354 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Travel | \$ -0- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplies | \$ 50,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contractual | \$ 502,746 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other | \$ 1,939,040 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub-Total of Direct Charges | \$ 3,563,633 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indirect Costs | \$ 129,389 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Federal Amount Being Requested | \$ 3,693,022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Non-Federal Share | \$ 923,256 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Federal and Non-Federal | \$ 4,616,278 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ayes | | Nays | Abstentions | Not Present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andres Torres | Katie Cisco | | | Nancy Santos | Emma Duran | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delphine Smith | Esperanza Ortega | | | Cindy Chiem | Monica Barajas | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monica Avila | | | | Nivette Moore-Mason | Curtis Royster | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Daisy Templeton | | | | Damaris Santiago | Cindy Dolores | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Teresa Rodriguez | | | | Miguel Gonzalez | Tiffany Posey | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Priscilla Proteau | | | | Susana Huizar | Sarah Dicken | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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



| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Erica Contreras | | | Santos Rodriguez | Dawn Miguel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Lee Ross | | | Karla Lara | Mayra Rodriguez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Veronica Gutierrez | | | Mariam Okesanya | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: <ul style="list-style-type: none"> Consider Approval of Change in Scope Request | <p>Sarah Reich, ASA III, provided an overview of the <i>Change of Scope</i> request for twelve Home Base Program slots. Every year CSB reviews information from the community assessment, waitlist data, and enrollment data to make sure we provide services responsive to the needs of our families. CSB has continued to encounter challenges maintaining full enrollment for the Home Base Program with an average monthly enrollment of eight (8) children only. Our waitlist shows that fewer families are requesting and interested in a Home Base preschool program for their children. Only 0.5% of new applications received since 2018 indicate Home Base a preferred option by families for their children. When looking at Head Start Program Information Report data, we have seen a decline in Home Base services for preschool children. The proposed Change in Scope is to move 12 Head Start slots from Home Base to Center Based and approval by Policy Council is requested.</p> <p>Additionally, CSB has identified the need to switch one part day classroom to a full day-part year classroom at our Verde Children Center due to an influx of families who need full day services.</p> <p>We will also change childcare slots from the following directly operated centers to partner centers due to staff shortage: Balboa and Bayo Vista to KinderCare, and George Miller Concord to First Baptist in Antioch.</p> <p>A motion to approve the Change in Scope Request was made by Delphine Smith and seconded by Teresa Rodriguez. The motion was approved.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Nancy Santos</td> <td>Emma Duran</td> </tr> <tr> <td>Delphine Smith</td> <td>Esperanza Ortega</td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Monica Barajas</td> </tr> <tr> <td>Monica Avila</td> <td></td> <td></td> <td></td> <td>Nivette Moore-Mason</td> <td>Curtis Royster</td> </tr> <tr> <td>Daisy Templeton</td> <td></td> <td></td> <td></td> <td>Damaris Santiago</td> <td>Cindy Dolores</td> </tr> <tr> <td>Teresa Rodriguez</td> <td></td> <td></td> <td></td> <td>Miguel Gonzalez</td> <td>Tiffany Posey</td> </tr> <tr> <td>Priscilla Proteau</td> <td></td> <td></td> <td></td> <td>Susana Huizar</td> <td>Sarah Dicken</td> </tr> <tr> <td>Erica Contreras</td> <td></td> <td></td> <td></td> <td>Santos Rodriguez</td> <td>Dawn Miguel</td> </tr> <tr> <td>Lee Ross</td> <td></td> <td></td> <td></td> <td>Karla Lara</td> <td>Mayra Rodriguez</td> </tr> <tr> <td>Veronica Gutierrez</td> <td></td> <td></td> <td></td> <td>Mariam Okesanya</td> <td></td> </tr> </tbody> </table> | | | | | | Ayes | | Nays | Abstentions | Not Present | | Andres Torres | Katie Cisco | | | Nancy Santos | Emma Duran | Delphine Smith | Esperanza Ortega | | | Cindy Chiem | Monica Barajas | Monica Avila | | | | Nivette Moore-Mason | Curtis Royster | Daisy Templeton | | | | Damaris Santiago | Cindy Dolores | Teresa Rodriguez | | | | Miguel Gonzalez | Tiffany Posey | Priscilla Proteau | | | | Susana Huizar | Sarah Dicken | Erica Contreras | | | | Santos Rodriguez | Dawn Miguel | Lee Ross | | | | Karla Lara | Mayra Rodriguez | Veronica Gutierrez | | | | Mariam Okesanya | |
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Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



| TOPIC | RECOMMENDATION / SUMMARY |
|--|--|
| <p>Presentation:</p> <ul style="list-style-type: none"> OHS Director's Video | <p>Pam Arrington, Assistant Director, introduced <i>Policy Council as Leaders in Serving Families Experiencing Homelessness</i>, a video presentation by Dr. Deborah Bergeron, Office of Head Start Director. Children and families with unstable living situations benefit greatly from the comprehensive services of Head Start and Early Head Start programs. In this video, Dr. Bergeron suggests ways parent and community leaders can lead the way for greater outreach, enrollment, and support for children and families experiencing homelessness.</p> <p>Following the video presentation, PC representatives and staff engaged in a discussion using the guiding questions suggested by Dr. Bergeron. Michelle Mankewich, CS Homelessness Manager and Tracy Lewis, ASA II, answered/clarified questions while providing additional information as needed.</p> <p>The following resources/handouts to include the following were distributed - <i>Recruitment Flyer for Parents Experiencing Homelessness; Supporting Children and Families Experiencing Homelessness; McKinney Vento Definition of Homelessness; Home at Head Start, Give Every Child a Home at Head Start, Homelessness Tips and the Community Assessment Matrix.</i></p> <p>Representatives are encouraged to share their enhanced knowledge around family homelessness, including the handouts they received at their center's parent meetings and with others in their communities.</p> |
| <p>Subcommittee Updates</p> | <p>Advocacy: Delphine Smith shared the information reviewed during their meeting to include Head Start California's Budget proposal for 2019-2020, key legislation bills AB123, AB124, AB125, and AB194, NHTSA's Advocacy Tool Kit and additional resources found on the website. In addition, the group reviewed a variety of potential advocacy activities for consideration as to where subcommittee and/or policy council reps could focus energy and attention. The need to get the word out about the benefits of Head Start is a priority for the group. All reps are encouraged to get involved and share ideas on ways to raise awareness; write stories; and start planning with us for HS Awareness Month in October. A central location for sharing advocacy ideas will be provided (CSB web address or telephone number).</p> |
| <p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the 2019-2020 Planning Calendar | <p>Tracy Lewis, ASA III, provided an overview of the 2019-2020 Planning Calendar. The CSB Planning Calendar provides chronological guidance and timelines for critical events such as: reviews, audits, and reports that occur within the program year. The planning calendar ensures continuity within the program as well as throughout the Bureau. Included in the calendar are methods to ensure consultation and collaboration with the program's governing body, policy groups and program staff.</p> |



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



| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>A motion to approve the 2019-2020 Planning Calendar was made by Delphine Smith and seconded by Andres Torres. The motion was approved.</p> <table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Nancy Santos</td> <td>Emma Duran</td> </tr> <tr> <td>Delphine Smith</td> <td>Esperanza Ortega</td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Monica Barajas</td> </tr> <tr> <td>Monica Avila</td> <td></td> <td></td> <td></td> <td>Nivette Moore-Mason</td> <td>Curtis Royster</td> </tr> <tr> <td>Daisy Templeton</td> <td></td> <td></td> <td></td> <td>Damaris Santiago</td> <td>Cindy Dolores</td> </tr> <tr> <td>Teresa Rodriguez</td> <td></td> <td></td> <td></td> <td>Miguel Gonzalez</td> <td>Tiffany Posey</td> </tr> <tr> <td>Priscilla Proteau</td> <td></td> <td></td> <td></td> <td>Susana Huizar</td> <td>Sarah Dicken</td> </tr> <tr> <td>Erica Contreras</td> <td></td> <td></td> <td></td> <td>Santos Rodriguez</td> <td>Dawn Miguel</td> </tr> <tr> <td>Lee Ross</td> <td></td> <td></td> <td></td> <td>Karla Lara</td> <td>Mayra Rodriguez</td> </tr> <tr> <td>Veronica Gutierrez</td> <td></td> <td></td> <td></td> <td>Mariam Okesanya</td> <td></td> </tr> </tbody> </table> | | | | | | Ayes | | Nays | Abstentions | Not Present | | Andres Torres | Katie Cisco | | | Nancy Santos | Emma Duran | Delphine Smith | Esperanza Ortega | | | Cindy Chiem | Monica Barajas | Monica Avila | | | | Nivette Moore-Mason | Curtis Royster | Daisy Templeton | | | | Damaris Santiago | Cindy Dolores | Teresa Rodriguez | | | | Miguel Gonzalez | Tiffany Posey | Priscilla Proteau | | | | Susana Huizar | Sarah Dicken | Erica Contreras | | | | Santos Rodriguez | Dawn Miguel | Lee Ross | | | | Karla Lara | Mayra Rodriguez | Veronica Gutierrez | | | | Mariam Okesanya | |
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| <p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the April 17, 2019 Policy Council Minutes | <p>The minutes of the April 17, 2019, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the April 17, 2019, Policy Council minutes was made by Delphine Smith and seconded by Andres Torres. The motion was approved.</p> <table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Nancy Santos</td> <td>Emma Duran</td> </tr> <tr> <td>Delphine Smith</td> <td>Esperanza Ortega</td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Monica Barajas</td> </tr> <tr> <td>Monica Avila</td> <td></td> <td></td> <td></td> <td>Nivette Moore-Mason</td> <td>Curtis Royster</td> </tr> <tr> <td>Daisy Templeton</td> <td></td> <td></td> <td></td> <td>Damaris Santiago</td> <td>Cindy Dolores</td> </tr> <tr> <td>Teresa Rodriguez</td> <td></td> <td></td> <td></td> <td>Miguel Gonzalez</td> <td>Tiffany Posey</td> </tr> <tr> <td>Priscilla Proteau</td> <td></td> <td></td> <td></td> <td>Susana Huizar</td> <td>Sarah Dicken</td> </tr> <tr> <td>Erica Contreras</td> <td></td> <td></td> <td></td> <td>Santos Rodriguez</td> <td>Dawn Miguel</td> </tr> <tr> <td>Lee Ross</td> <td></td> <td></td> <td></td> <td>Karla Lara</td> <td>Mayra Rodriguez</td> </tr> <tr> <td>Veronica Gutierrez</td> <td></td> <td></td> <td></td> <td>Mariam Okesanya</td> <td></td> </tr> </tbody> </table> | | | | | | Ayes | | Nays | Abstentions | Not Present | | Andres Torres | Katie Cisco | | | Nancy Santos | Emma Duran | Delphine Smith | Esperanza Ortega | | | Cindy Chiem | Monica Barajas | Monica Avila | | | | Nivette Moore-Mason | Curtis Royster | Daisy Templeton | | | | Damaris Santiago | Cindy Dolores | Teresa Rodriguez | | | | Miguel Gonzalez | Tiffany Posey | Priscilla Proteau | | | | Susana Huizar | Sarah Dicken | Erica Contreras | | | | Santos Rodriguez | Dawn Miguel | Lee Ross | | | | Karla Lara | Mayra Rodriguez | Veronica Gutierrez | | | | Mariam Okesanya | |
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Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



| TOPIC | RECOMMENDATION / SUMMARY |
|----------------------------|--|
| <p>Site Reports</p> | <p>Ambrose:</p> <ul style="list-style-type: none"> • Ms. Valerie and Ms. Isabel won the "Dr. Seuss Challenge", receiving an award and books for their classroom. • Ambrose participated in the Community Garden volunteer workday. • Camilla Rand came to visit our center. She enjoyed playing with our tiny infants. She also enjoyed holding them and putting them to sleep. • Parents were given information about a "free bicycle event" in the community. Ms. Lizzette gave 211 Resources to families. <p>CC College:</p> <ul style="list-style-type: none"> • Site celebrated Teacher Appreciation week. Parents & children showed appreciation to all of our teachers. It was a great week. • New sod was placed in the playground area, and we will be getting new sheds to store outdoor equipment. • Teachers began to try out 3D art with the toddlers, and they have created their own little projects. They are also doing a project about families by collecting family pictures, drawings from children, and reading books about different types of families. • Parents have come in to read stories to the children about different types of families. • CSB Job opportunities were shared with parents. <p>George Miller Concord:</p> <ul style="list-style-type: none"> • May 1, 2019- Parents came with their family members to the Open House. Teachers showed and shared the different photographs of their children working on activities in the classroom. • GMC celebrated Teacher Appreciation Week. Parents and children showed their appreciation of their classroom teachers with flowers, thank you cards and healthy treats. • May 13-17 is Parent Work Week. Parents will share their time to support and help the teachers in working on the classroom environment. • Ms. Katharine Mason, Division Manager visited and engaged with the teachers and children during circle time in classroom 2 and 3. • Ms. Isabel Renggenathen reads books with children in classroom 8A, 8B, 7B, 7C and 4. <p>George Miller III:</p> <ul style="list-style-type: none"> • Families and Management celebrated the teachers at GMIII during Teacher Appreciation Week for their hard work and dedication to the families that we serve. • Make Parenting a Pleasure (MPAP) has completed 10 Session so far. GMIII parent meetings have been successful with many parents attending and participating. • GMIII classrooms are in the process of receiving new materials for the children to use inside and outside of the classrooms. • Comprehensive Services Staff added a literature Center to the main offices located upstairs at GMIII. • Lifelong Dental Van visited the center and provided dental services for children in need. |



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| | <ul style="list-style-type: none"> • Friday Flyers are handed out weekly to parents encouraging families to take advantage of fun and educational resources happening in the surrounding communities. <p>Las Deltas:</p> <ul style="list-style-type: none"> • During May 6-10, we celebrated the teaching Staff during Teacher Appreciation week. Many of the parents just gave a warm thank you to their child’s caregiver. • The preschool classroom received new board games that the children enjoy playing every day. • The preschool class planted seeds and are learning about how plants grow. For Mother's Day each child gave a beautiful plant to their mom. • The infants and toddlers made wonderful cards with their had prints and a wonderful poem, for each of their moms for Mother’s Day. • Katharine Mason, Division Manager visited the center and enjoyed circle time with the preschool classroom. She also played one of the broad games with a few children. • Staff shared workshops and weekend family activities with Las Deltas families. <p>Los Arboles:</p> <ul style="list-style-type: none"> • Site celebrated Teacher Appreciation Week, parents wrote thank you notes of appreciation to their classroom teachers. Teachers received flowers and thank you cards. • New carpet was installed in the office and teachers room. • Staff & parents are working on beautifying the yard and sandbox. • Kindergarten field trip is planned. Children and parents will be able to see what a kindergarten classrooms looks like. • Open House will be held on May 16th, parents will be reading stories to the children. • Children going to kindergarten will receive backpacks filled with kindergarten school supplies. <p>Los Nogales:</p> <ul style="list-style-type: none"> • Los Nogales' Teacher Appreciation Week was very nice. The families & children brought flowers, made cards, and brought snacks or lunch for the teachers. The celebrated week was a success and the teachers felt appreciated. • Brentwood Housing Authority came and did major grounds maintenance. They cut down all the overgrown bushes, trees and grass. It looks refreshing. • Room 1 is working on kindergarten readiness and room 2 is doing a baby project. • Judy Ventling will be our guest for this month’s Parent Meeting and will provide training in CPR/First Aid. • Friday Flyers sharing resources for Adult and Parent Training community and youth resources, and job opportunities. • Los Nogales Open House was held this month. We allowed time for parents to discuss or inquire about their child. We served fresh fruit salad and ice water. |



Policy Council Meeting Minutes
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| TOPIC | RECOMMENDATION / SUMMARY | |
|--------------------|---|--|
| | <p>Riverview:</p> <ul style="list-style-type: none"> • Community Care Licensing conducted an annual visit and there were no deficiencies. • Children going to Kindergarten are enrolled and excited to start their new school. • The Site continues to receive new classroom and outdoor materials to keep the children happy and busy. • A parent volunteer (Father) cleared weeds and trimmed trees at the site. • Special projects: Room 2 – Gardening; Room 1AM – Books; and Room 1PM – Vehicles. • CSU East Bay Nursing Students concluded their semester for this year, teaching the children many valuable lessons pertaining to health while working with them. • Ms. Isabel stopped by to acknowledge Teachers for Teacher Appreciation Week. • Teaching Staff attended Teaching Pyramid Symposium, 25th Annual Early learning Conference, and Preventative Health and Safety training. <p>Verde:</p> <ul style="list-style-type: none"> • Children and staff are involved in kindergarten transition projects. • Children will visit kindergarten classrooms on May 15-16. • Reading Buddies - Verde 6th graders continue visiting the classroom to read stories with the children. • Lindsey Wildlife Museum visited the classrooms and brought a few animals for the children to pet and learn about them. • Cecilia Valdez from Tandem was our guest reader for story time. | |
| Announcements | <p>Pam Arrington, Assistant Director, thanked the participants and shared the following announcement:</p> <ul style="list-style-type: none"> • Spring Family Newsletter have been distributed to all centers – be sure to pick one up if you have not already done so. • Featured Resources to take home and share are available to include information about the Early Childhood Education Work Study Program; Kids Fest in Concord, Coffee & Conversation at the local Libraries; and the Verde Family Fair in Richmond. | |
| Meeting Evaluation | <p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Good information • Ending early | <p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Not enough parents but we appreciate those who attended |

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

Agenda

| | |
|---|---------------------------|
| Group/Meeting Name: CSB Policy Council Meeting | |
| Date: June 19, 2019 | Time: 6:00-8:00 PM |
| Location: 500 Ellinwood Way, Pleasant Hill, CA | |
| Meeting Leader: Veronica Gutierrez | |
| Purpose: Conduct Regular Monthly Meeting | |

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or Subcommittee meetings. Please contact PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons, who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An icebreaker to open communication and build connection among Policy Council members.

Monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

Subcommittee updates so all representatives are informed of discussion items and outcomes.

A training on the Make Parenting a Pleasure curriculum to enhance Policy Council members' understanding of the parenting curriculum CSB offers and makes available to parents throughout the program.

Community Assessment updates to enhance our understanding of the strengths and needs in our community.

A presentation on 2018-19 Parent Survey results to gain an awareness of parent feedback relating to program quality.

Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

Announcements so that we may be informed of Bureau news and available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

| Agenda | | | |
|---|---|----------------------|-------------------|
| What (Content) | How (Process) | Who | Time (Minutes) |
| Review Desired Outcomes | Present Clarify Check for understanding | Emma Duran | 3 Minutes |
| Meeting Ground Rules | Present Clarify Check for understanding | Delphine Smith | 2 Minutes |
| Public Comment | Present | Member of the Public | 1 Minute |
| Correspondence | Present Clarify | Katie Cisco | 1 Minute |
| Parent Recognition of Staff Excellence Award recognition | Present Clarify | Veronica Gutierrez | 5 Minutes |

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|---|--|-----------------------------------|------------|
| Ice Breaker | Present Clarify Check for understanding | Veronica Gutierrez | 7 Minutes |
| Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal | Present Clarify Check for understanding | Katharine Mason Haydee Ilan | 20 Minutes |
| Report: <ul style="list-style-type: none"> Subcommittee Updates | Present Clarify Check for understanding | Subcommittee Leads | 5 Minutes |
| Training: <ul style="list-style-type: none"> Make Parenting a Pleasure | Present Clarify Check for understanding | Shawn Powers Stephanie Canulli | 30 Minutes |
| Action: <ul style="list-style-type: none"> Consider Approval of May 15, 2019 Policy Council Minutes | Present Clarify Check for understanding Check for Agreement | Veronica Gutierrez | 3 Minutes |
| Report: <ul style="list-style-type: none"> Community Assessment Report | Present Clarify Check for understanding | Nelly Ige | 20 Minutes |
| Report: <ul style="list-style-type: none"> 2018-2019 Parent Survey Results | Present Clarify Check for understanding | Amy Wells | 15 Minutes |
| Site Reports | Present Clarify Check for Understanding | Two Site Representatives | 5 Minutes |
| Announcements | Present Clarify Check for Understanding | Ana Araujo | 2 Minutes |
| Meeting Evaluation | Plus/Delta | Volunteer | 1 Minute |