



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



**Date:** 11/20/2019

**Time Convened:** 6:04 PM

**Time Terminated:** 8:00 PM

**Recorder:** Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> <li>• Katie Cisco, Chair, called the meeting to order at 6:04 PM</li> <li>• Daisy Templeton, Vice Chair, reviewed the desired outcomes</li> <li>• Jasmine Cisneros, Parliamentarian, reviewed the ground meeting rules.</li> </ul>
Public Comment	None
Correspondence	<p>Katie Cisco, Chair, the following correspondence received from the Administration for Children &amp; Families (ACF) Office of Head Start, dated 10/17/2019:</p> <p><i>On 9/26/2019, the Administration for Children and Families (ACF) conducted a monitoring review of Contra Costa County Head Start and Early Head Start programs. We wish to thank the governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Mr. John Gioia, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.</i></p> <p><i>Based on the information gathered during our review, your program was found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Each area of noncompliance identified in this report should be corrected within 120 days following receipt of this report.</i></p> <p>Andres Torres, PC Secretary, informed that on October 31, 2019, Community Services Bureau received correspondence received from the Administration for Children &amp; Families Office stating that the CLASS review conducted from 10/21/2019 to 10/26/2019 of CSB's Head Start preschool center-based classrooms was a success and all areas were in compliance.</p>
Staff Recognition	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> <li>• Josephine Diaz, Teacher at Los Arboles, was presented with a certificate and a book to acknowledge her dedication to the children and families.</li> <li>• Barbara Sumler, Associate Teacher at Balboa, was not present; her certificate and book will be sent to her site.</li> </ul> <p>Special thank you was given to Miss Corazon from Riverview &amp; CSB staff for providing support during the November 20, 2019, Policy Council meeting.</p>

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<p><b>Administrative Reports</b></p> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	<p>Camilla Rand, CSB Director, welcomed and congratulated the new Policy Council Executive team on their new roles.</p> <p>Camilla presented the following administrative updates:</p> <ul style="list-style-type: none"> <li>• CLASS Review: 40 preschool classrooms were visited, 58% of our program and included directly operated, partners and First Baptist delegate. Results from the CLASS observation document that we were determined to be in compliance. CSB scored higher than the Federal Threshold and higher than CSB’s own threshold as well. <ul style="list-style-type: none"> <li>○ Classroom Assessment Scoring System (CLASS) CSB and Federal Threshold Comparison Table:</li> </ul> </li> </ul> <table border="1" data-bbox="577 430 1543 649"> <thead> <tr> <th colspan="5">CLASS Score Comparison</th> </tr> <tr> <th>Domain</th> <th>2015 CSB Score</th> <th>2019 CSB Score</th> <th>CSB Threshold</th> <th>2018 Federal Threshold</th> </tr> </thead> <tbody> <tr> <td>Emotional Support</td> <td>6.1719</td> <td>6.100</td> <td>6</td> <td>6.08</td> </tr> <tr> <td>Classroom Organization</td> <td>5.8875</td> <td>6.0708</td> <td>6</td> <td>5.80</td> </tr> <tr> <td>Instructional Support</td> <td>2.5667</td> <td>3.5375</td> <td>3</td> <td>2.96</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• In October’s Policy Council meeting, we heard about a safety incident that occurred at one of our Community Partner Sites (YMCA) - a child was released to an unauthorized person. The incident was reported to the Head Start Regional Office. CSB received a letter from the Administration for Children and Families Office of Head Start. The Administration for Children and Families conducted a monitoring review of Contra Costa County Head Start and Early Head Start programs and found two non-compliances. One of the non-compliances was for the inappropriate release and the second was for not reporting the incident within three days of the date of the occurrence. CSB has since drafted a corrective action plan. The Administration for Children and Families will return to validate the corrective action on February 22, 2019.</li> </ul> <p>Katharine Mason, Division Manager, presented the following program updates:</p> <ul style="list-style-type: none"> <li>• Family Development Credential program graduated 15 staff total, 10 from CSB and 5 from Partners, including YMCA and First Baptist.</li> <li>• English as a Second Language classes, in collaboration with the Martinez Unified School District, Adult Education Program started in the fall. Classes are offered at GMC Center in Concord.</li> <li>• Make Parenting a Pleasure full curriculum started October 18, 2019, in East County and will start next month in West County.</li> <li>• Self-Assessment is coming up and scheduled to take place the 2<sup>nd</sup> week in December.</li> </ul> <p>Enrollment and attendance statistics for the month of October:</p> <ul style="list-style-type: none"> <li>• Enrollment: 89.49% for Head Start; 100.32% for Early Head Start; 101.39% for Early Head Start Child Care Partnership #1; and 102.11% for Early Head Start Child Care Partnership #2.</li> <li>• Attendance: 84.75% for Head Start; 83.14% for Early Head Start; 93.12% for Early Head Start Child Care Partnership #1; and 81.31% for Early Head Start Child Care Partnership #2.</li> </ul> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p>	CLASS Score Comparison					Domain	2015 CSB Score	2019 CSB Score	CSB Threshold	2018 Federal Threshold	Emotional Support	6.1719	6.100	6	6.08	Classroom Organization	5.8875	6.0708	6	5.80	Instructional Support	2.5667	3.5375	3	2.96
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	<ul style="list-style-type: none"> <li>○ <b>2019-2020 Head Start Program: September 2019</b> year to date cash expenditures were \$9,804,952 YTD, which represents 58% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start Program: September 2019</b> year to date cash expenditures were \$1,386,932 YTD, which represents 38% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start CC Partnership #1: September 2019</b> year to date cash expenditures were \$112,193 YTD, which represents 10% of the program budget.</li> <li>○ <b>2018-2019 Early Head Start: CC Partnership #2: September 2019</b> year to date cash expenditures were \$68,703 YTD, which represents 2% of the program budget.</li> <li>○ <b>Credit Card expenditures: September 2019</b>, all programs, including Head Start and Early Head Start expenditure were \$15,805.22.</li> </ul>
<p><b>Presentation:</b></p> <ul style="list-style-type: none"> <li>● Cal Fresh</li> </ul>	<p>Caitlin Sly, Contra Costa &amp; Solano Food Bank Program Director’s presentation on the Food Bank included:</p> <ul style="list-style-type: none"> <li>● Community Produce Program <ul style="list-style-type: none"> <li>○ The Foodbank provides 15-20 pounds of FREE fresh produce to low-income families and individuals twice a month.</li> </ul> </li> <li>● Food For Children <ul style="list-style-type: none"> <li>○ Boxes of FREE healthy food are available every month for children 4-6 years old. Bring a picture ID and proof of address (PG&amp;E bill, etc.) as well as proof of child’s birthdate.</li> </ul> </li> <li>● Food Assistance Program <ul style="list-style-type: none"> <li>○ FREE groceries once a month for low-income individuals and families are available. Bring a picture ID and proof of address (PG&amp;E bill, etc.).</li> </ul> </li> <li>● Senior Food Program <ul style="list-style-type: none"> <li>○ FREE groceries twice a month are made available to low-income individuals aged 55 or older. Only one senior per household may receive food. Bring a picture ID and proof of address (PG&amp;E bill, etc.).</li> </ul> </li> <li>● Other Food Assistance <ul style="list-style-type: none"> <li>○ You may also qualify for CalFresh (formerly Food Stamps) and the Food Bank staff are available to help you apply. The Foodbank may also be able to help you find emergency food at one of our partner pantries or soup kitchens. To learn more, call toll free at 1-855-309-FOOD (3663).</li> </ul> </li> <li>● To find services near you, please contact the Food Bank at 1-855-309-3663 (FOOD) for help and information. Or go online to <a href="https://www.foodbankccs.org/">https://www.foodbankccs.org/</a></li> </ul>
<p><b>Presentation:</b></p> <ul style="list-style-type: none"> <li>● Self-Assessment process</li> </ul>	<p>Christina Reich, Division Manager provided an overview of the Self-Assessment process that is conducted annually to determine the effectiveness of the program by identifying strengths and areas for improvement and innovation.</p> <ul style="list-style-type: none"> <li>● Self-Assessment team is composed of program staff, parents, and policy council representatives, community leaders outside of the program, content area experts and others interested in participating.</li> <li>● The five Phase Self-Assessment process include: <ul style="list-style-type: none"> <li>○ Design Process</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Engage Team</li> <li>○ Analyze &amp; Dialogue</li> <li>○ Recommend</li> <li>○ Prepare Report</li> </ul> <p>Christina encouraged Policy Council representatives to sign-up for the Self-Assessment Subcommittee.</p>																																																																																	
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>● Consider approval of Community Representatives</li> </ul>	<p>Katie Cisco, Chair gave an opportunity for Community Representatives wishing to serve on the 2019-20 Policy Council to read their letters of interest.</p> <p>Community Representative letters of interest were received from: Liliana Gonzalez, from First 5 Contra Costa</p> <p><b>A motion to approve the Community and Past Parent Representatives noted above was made by Sonia Quinones and seconded by Emily Ferne. The motion was approved.</b></p> <table border="1" data-bbox="386 651 1673 1175"> <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>Daisy Templeton</td> <td></td> <td></td> <td>Victoria Velazquez</td> <td>Carla Waters</td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Damaris Santiago</td> <td></td> <td></td> <td>Ana Ramos</td> <td>Cristal Rodriguez</td> </tr> <tr> <td>Damonique Washington</td> <td></td> <td></td> <td></td> <td>Nivette Moore Mason</td> <td>Elizabeth Rosas</td> </tr> <tr> <td>Maria Barrios Sanchez</td> <td></td> <td></td> <td></td> <td>Monica Avila</td> <td>Emma Swafford</td> </tr> <tr> <td>Earl J Smith</td> <td></td> <td></td> <td></td> <td>Delia Zarges</td> <td>Jamilah Monroe</td> </tr> <tr> <td>Jamillah Monroe</td> <td></td> <td></td> <td></td> <td>Roxana Alvarado</td> <td>Jonathan Bean</td> </tr> <tr> <td>Charles Latham</td> <td></td> <td></td> <td></td> <td>Tracy Keelsing</td> <td>Maria Bautista</td> </tr> <tr> <td>Sonia Quinones</td> <td></td> <td></td> <td></td> <td>Yarigza Lopez</td> <td>Latrese Hill</td> </tr> <tr> <td>Emily Ferne</td> <td></td> <td></td> <td></td> <td>Dawn Miguel</td> <td></td> </tr> <tr> <td>Liliana Gonzalez</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Katie Cisco</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mariam Okesanya</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present		Andres Torres	Daisy Templeton			Victoria Velazquez	Carla Waters	Jasmine Cisneros	Damaris Santiago			Ana Ramos	Cristal Rodriguez	Damonique Washington				Nivette Moore Mason	Elizabeth Rosas	Maria Barrios Sanchez				Monica Avila	Emma Swafford	Earl J Smith				Delia Zarges	Jamilah Monroe	Jamillah Monroe				Roxana Alvarado	Jonathan Bean	Charles Latham				Tracy Keelsing	Maria Bautista	Sonia Quinones				Yarigza Lopez	Latrese Hill	Emily Ferne				Dawn Miguel		Liliana Gonzalez						Katie Cisco						Mariam Okesanya					
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<ul style="list-style-type: none"> <li>● Subcommittee Membership recruitment</li> </ul>	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, reviewed the purpose of subcommittees and member’s roles and responsibilities. Subcommittee program staff provided a brief overview of individual subcommittees and addressed questions.</p> <p>Subcommittees and names of members who volunteered to serve are as follows:</p> <p><b>Program Services Subcommittee</b></p> <ul style="list-style-type: none"> <li>● Andres Torres</li> <li>● Daisy Templeton</li> </ul>																																																																																	

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<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Consider Approval of Subcommittee Leads</li> </ul>	<p>Ana Araujo, Comprehensive Services Manager, presented the following Subcommittee leads as appointed by Policy Council Chair:</p> <p>Program Services Subcommittee: Andres Torres</p> <p>Monitoring/Self-Assessment Subcommittee: Daisy Templeton</p> <p>Fiscal Subcommittee: Katie Cisco</p> <p>Bylaws Subcommittee: Jasmine Cisneros</p>

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	<p>Advocacy Subcommittee: Jamillah Monroe</p> <p><b>A motion to approve the Subcommittee Leads was made by Charles Latham and seconded by Andres Torres. The motion was approved.</b></p> <table border="1" data-bbox="386 269 1671 792"> <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>Daisy Templeton</td> <td></td> <td></td> <td>Victoria Velazquez</td> <td>Carla Waters</td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Damaris Santiago</td> <td></td> <td></td> <td>Ana Ramos</td> <td>Cristal Rodriguez</td> </tr> <tr> <td>Damonique Washington</td> <td></td> <td></td> <td></td> <td>Nivette Moore Mason</td> <td>Elizabeth Rosas</td> </tr> <tr> <td>Maria Barrios Sanchez</td> <td></td> <td></td> <td></td> <td>Monica Avila</td> <td>Emma Swafford</td> </tr> <tr> <td>Earl J Smith</td> <td></td> <td></td> <td></td> <td>Delia Zarges</td> <td>Jamilah Monroe</td> </tr> <tr> <td>Jamillah Monroe</td> <td></td> <td></td> <td></td> <td>Roxana Alvarado</td> <td>Jonathan Bean</td> </tr> <tr> <td>Charles Latham</td> <td></td> <td></td> <td></td> <td>Tracy Keelsing</td> <td>Maria Bautista</td> </tr> <tr> <td>Sonia Quinones</td> <td></td> <td></td> <td></td> <td>Yarigza Lopez</td> <td>Latrese Hill</td> </tr> <tr> <td>Emily Ferne</td> <td></td> <td></td> <td></td> <td>Dawn Miguel</td> <td></td> </tr> <tr> <td>Liliana Gonzalez</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Katie Cisco</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mariam Okesanya</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present		Andres Torres	Daisy Templeton			Victoria Velazquez	Carla Waters	Jasmine Cisneros	Damaris Santiago			Ana Ramos	Cristal Rodriguez	Damonique Washington				Nivette Moore Mason	Elizabeth Rosas	Maria Barrios Sanchez				Monica Avila	Emma Swafford	Earl J Smith				Delia Zarges	Jamilah Monroe	Jamillah Monroe				Roxana Alvarado	Jonathan Bean	Charles Latham				Tracy Keelsing	Maria Bautista	Sonia Quinones				Yarigza Lopez	Latrese Hill	Emily Ferne				Dawn Miguel		Liliana Gonzalez						Katie Cisco						Mariam Okesanya					
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<p><b>Presentation:</b></p> <ul style="list-style-type: none"> <li>2018-2019 Program Information Report</li> </ul>	<p>Tracy Lewis, ASA III, provided an overview of the 2018-2019 Program Information Report (PIR). Office of Head Start (OHS) mandates grantees to submit the Program Information Report (PIR) for each HS/EHS program annually. Data is shared with:</p> <ul style="list-style-type: none"> <li>Head Start Community &amp; Partners</li> <li>Congress</li> <li>Public</li> </ul> <p><b>Summary</b></p> <ul style="list-style-type: none"> <li>Five Program Information Reports were submitted: <ul style="list-style-type: none"> <li>2- Head Start (HS) Reports <ul style="list-style-type: none"> <li>Grantee</li> <li>Delegate</li> </ul> </li> <li>1- Early Head Start (EHS)</li> <li>2- Early Head Start-Child Care Partnership (EHS-CCP) <ul style="list-style-type: none"> <li>EHS-CCP1</li> <li>EHS-CCP2</li> </ul> </li> </ul> </li> </ul> <p><b>Program Indicators</b></p> <ul style="list-style-type: none"> <li>Enrollment</li> <li>Services to All Children</li> <li>Services to Preschool Children</li> </ul>																																																																																	

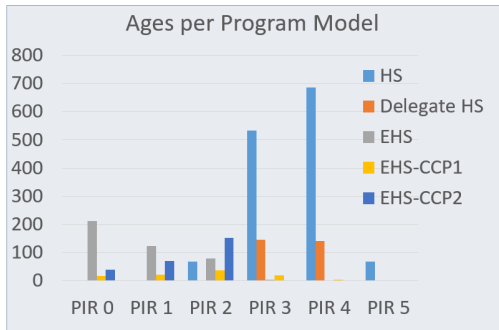
**TOPIC**

**RECOMMENDATION / SUMMARY**

- Family Services
- Staff and Classes

**Enrollment**

- Cumulative Enrolled Children **2413**
  - HS- 1,357
  - Delegate HS- 285
  - EHS- 418
  - EHS-CCP1- 94
  - EHS-CCP2- 259

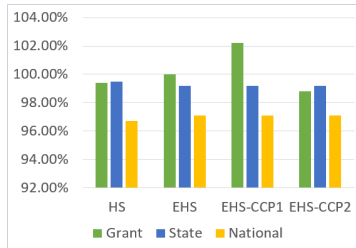


**The children we serve...**

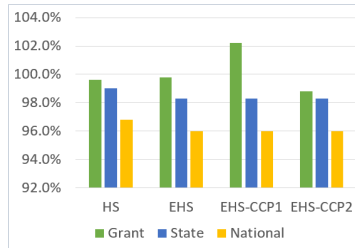
- 55% speak English as their primary language
- 40% speak Spanish
- Five different languages make up the remaining 5%
- 45 of our children experienced homelessness

**Services to Children at the end of enrollment**

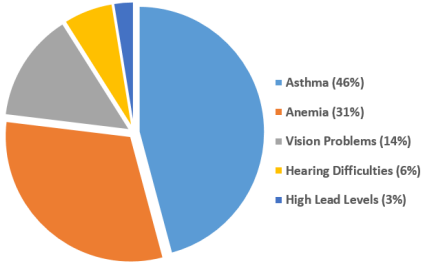
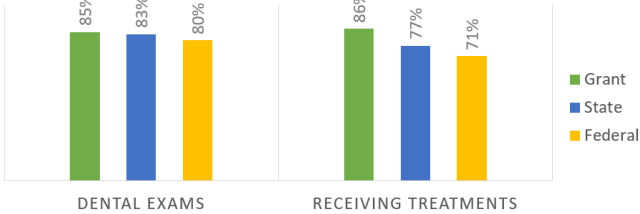
**Health Insurance**



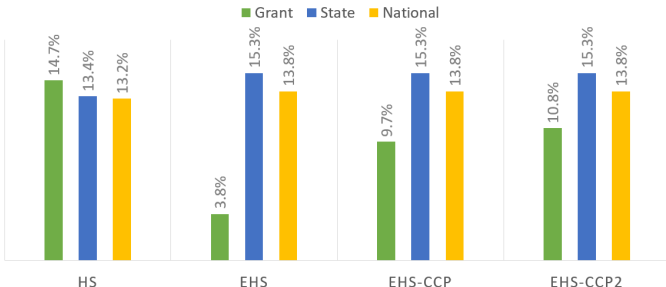
**Medical Home**



**Health**

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	<ul style="list-style-type: none"> <li>• Children with chronic conditions receiving medical treatment:               <ul style="list-style-type: none"> <li>○ HS – 99.32%</li> <li>○ EHS – 97.67%</li> </ul> </li> </ul> <p>Both above State and National averages.</p> <ul style="list-style-type: none"> <li>• Asthma 46%</li> <li>• Anemia 31%</li> <li>• Vision Problems 14%</li> <li>• Hearing Difficulties 6%</li> <li>• High Lead Levels 3%</li> </ul> <p><b>Medical Conditions (receiving treatment)</b></p>  <table border="1"> <caption>Medical Conditions (receiving treatment)</caption> <thead> <tr> <th>Condition</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Asthma</td> <td>46%</td> </tr> <tr> <td>Anemia</td> <td>31%</td> </tr> <tr> <td>Vision Problems</td> <td>14%</td> </tr> <tr> <td>Hearing Difficulties</td> <td>6%</td> </tr> <tr> <td>High Lead Levels</td> <td>3%</td> </tr> </tbody> </table> <p><b>Services to Preschoolers</b></p> <ul style="list-style-type: none"> <li>• CSB exceeds State and National averages for the number of children who receive professional dental exams               <ul style="list-style-type: none"> <li>○ 86% Receiving dental treatment</li> <li>○ 85% Completed Dental Exams</li> </ul> </li> </ul> <p><b>PRESCHOOL DENTAL SERVICES</b></p>  <table border="1"> <caption>PRESCHOOL DENTAL SERVICES</caption> <thead> <tr> <th>Category</th> <th>Grant</th> <th>State</th> <th>Federal</th> </tr> </thead> <tbody> <tr> <td>DENTAL EXAMS</td> <td>85%</td> <td>83%</td> <td>80%</td> </tr> <tr> <td>RECEIVING TREATMENTS</td> <td>86%</td> <td>77%</td> <td>71%</td> </tr> </tbody> </table> <p><b>Services to Children- Disabilities</b></p> <ul style="list-style-type: none"> <li>• Head Start &amp; Early Head Start combined 12.5% served with IEP/IFSP</li> </ul>	Condition	Percentage	Asthma	46%	Anemia	31%	Vision Problems	14%	Hearing Difficulties	6%	High Lead Levels	3%	Category	Grant	State	Federal	DENTAL EXAMS	85%	83%	80%	RECEIVING TREATMENTS	86%	77%	71%
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DENTAL EXAMS	85%	83%	80%																						
RECEIVING TREATMENTS	86%	77%	71%																						



TOPIC	RECOMMENDATION / SUMMARY																																																												
	<p style="text-align: center;"><b>IEP/IFSP</b></p>  <table border="1" style="margin-left: auto; margin-right: auto;"> <caption>IEP/IFSP Data</caption> <thead> <tr> <th>Category</th> <th>Grant (%)</th> <th>State (%)</th> <th>National (%)</th> </tr> </thead> <tbody> <tr> <td>HS</td> <td>14.7%</td> <td>13.4%</td> <td>13.2%</td> </tr> <tr> <td>EHS</td> <td>3.8%</td> <td>15.3%</td> <td>13.8%</td> </tr> <tr> <td>EHS-CCP</td> <td>9.7%</td> <td>15.3%</td> <td>13.8%</td> </tr> <tr> <td>EHS-CCP2</td> <td>10.8%</td> <td>15.3%</td> <td>13.8%</td> </tr> </tbody> </table> <p><b>Family Services</b></p> <ul style="list-style-type: none"> <li>Percentage of families receiving at least one family service exceeds state and federal averages, at 80% (combined)</li> </ul> <p>The top four services areas are:</p> <ul style="list-style-type: none"> <li>Parenting Education</li> <li>Health Education</li> <li>Adult Education</li> <li>Emergency/Crisis Intervention</li> </ul> <p><b>Staff and Classes</b></p> <ul style="list-style-type: none"> <li>Preschool Teachers <ul style="list-style-type: none"> <li>32% have an ECE/related BA or higher</li> <li>100% meet CDA/equivalent requirement</li> </ul> </li> <li>Infant/Toddler Teachers <ul style="list-style-type: none"> <li>100% meet CDA/equivalent requirement</li> </ul> </li> </ul>	Category	Grant (%)	State (%)	National (%)	HS	14.7%	13.4%	13.2%	EHS	3.8%	15.3%	13.8%	EHS-CCP	9.7%	15.3%	13.8%	EHS-CCP2	10.8%	15.3%	13.8%																																								
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<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Consider approval of October 16, 2019 Policy Council Minutes</li> </ul>	<p>The October 16, 2019, Policy Council minutes were reviewed and no corrections were noted.</p> <p><b>A motion to approve the October 16, 2019, Policy Council minutes was made by Andres Torres and seconded by Charles Latham. The motion was approved.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>Daisy Templeton</td> <td></td> <td></td> <td>Victoria Velazquez</td> <td>Carla Waters</td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Damaris Santiago</td> <td></td> <td></td> <td>Ana Ramos</td> <td>Cristal Rodriguez</td> </tr> <tr> <td>Damonique Washington</td> <td></td> <td></td> <td></td> <td>Nivette Moore Mason</td> <td>Elizabeth Rosas</td> </tr> <tr> <td>Maria Barrios Sanchez</td> <td></td> <td></td> <td></td> <td>Monica Avila</td> <td>Emma Swafford</td> </tr> <tr> <td>Earl J Smith</td> <td></td> <td></td> <td></td> <td>Delia Zarges</td> <td>Jamilah Monroe</td> </tr> <tr> <td>Jamillah Monroe</td> <td></td> <td></td> <td></td> <td>Roxana Alvarado</td> <td>Jonathan Bean</td> </tr> <tr> <td>Charles Latham</td> <td></td> <td></td> <td></td> <td>Tracy Keelsing</td> <td>Maria Bautista</td> </tr> <tr> <td>Sonia Quinones</td> <td></td> <td></td> <td></td> <td>Yarigza Lopez</td> <td>Latrese Hill</td> </tr> <tr> <td>Emily Ferne</td> <td></td> <td></td> <td></td> <td>Dawn Miguel</td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present		Andres Torres	Daisy Templeton			Victoria Velazquez	Carla Waters	Jasmine Cisneros	Damaris Santiago			Ana Ramos	Cristal Rodriguez	Damonique Washington				Nivette Moore Mason	Elizabeth Rosas	Maria Barrios Sanchez				Monica Avila	Emma Swafford	Earl J Smith				Delia Zarges	Jamilah Monroe	Jamillah Monroe				Roxana Alvarado	Jonathan Bean	Charles Latham				Tracy Keelsing	Maria Bautista	Sonia Quinones				Yarigza Lopez	Latrese Hill	Emily Ferne				Dawn Miguel	
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<b>Site Reports</b>	<p><b>Ambrose:</b></p> <ul style="list-style-type: none"> <li>• Our 3 Classrooms were monitored for Curriculum Fidelity. We are excited to report that we did great! All of the scores received were very high!</li> <li>• Our PC Representative, Jasmine Cisneros, was elected as a Policy Council Parliamentarian. She is now part of the PC Executive Committee.</li> <li>• Construction for the new teacher’s lounge has started.</li> <li>• Our Fall Harvest Festival was a huge success. Thank you to all the parents who helped and supported us.</li> <li>• Kenisha Jones, Ambrose parent, read and sing to the children in Room B-2 on November 1st.</li> <li>• Free diapers were distributed to families in need at the center. They were graciously donated by Sweet Beginnings Family Resource Center.</li> <li>• Parents were invited to attend Making Parenting a Pleasure classes at Marsh Creek.</li> <li>• Hosted a cooking class on November 19, 2019 by Champions for Change - a presentation on healthy eating with different recipes was provided.</li> </ul> <p><b>Contra Costa College:</b></p> <ul style="list-style-type: none"> <li>• The center is fully enrolled</li> <li>• We have received many new toys for the children</li> <li>• We are planning Back to School Night</li> <li>• We received a storage-shed to store additional site supplies</li> <li>• We are celebrating the fall season with special projects</li> <li>• We are collaborating with the College to synchronize monthly fire drills</li> </ul> <p><b>First Baptist:</b></p> <ul style="list-style-type: none"> <li>• First Baptist is celebrating the Harvest Festival.</li> <li>• Kids Castle has parking issues/concerns.</li> <li>• Special projects included: movies and trips to Build a Bear.</li> </ul> <p><b>George Miller III:</b></p> <ul style="list-style-type: none"> <li>• GMIII is celebrating successful First 5 CLASS visits.</li> <li>• 5 Teachers were recertified in CPR this month.</li> <li>• All classrooms at GMIII completed their 1<sup>st</sup> visits to Bay Area Discovery Museum.</li> <li>• New AD Linda Frazier-Stafford joined our team. We look forward to working with Linda on her new journey as Assistant Director for Cluster A.</li> <li>• Gutters and Exhaust fans are in the process of being replaced.</li> <li>• Broken Fire extinguisher cases, are in the process of being repaired.</li> </ul>			

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> <li>• A Liberian from Richmond Public Library and Cecilia a Community Literacy Specialist from Tandem visited classrooms and read to the children during large group time.</li> <li>• Weekly flyers are sent home each Friday.</li> <li>• Parents are invited to our monthly parent meeting.</li> </ul> <p><b>Verde:</b></p> <ul style="list-style-type: none"> <li>• Verde Elementary school and Verde Head Start will receive the 2020 City of Richmond Neighborhood Public Art Grant again! This grant will be used to create another mural in front of the school and a Head Start bench with the Head Start core values and mosaics the children will create with their families in an art class given by a local artist during a Community Work Day.</li> <li>• On October 29, 2019, the Verde children, parents, and staff enjoyed a Pumpkin Pancake Breakfast together using the recipe on back of the Center menu.</li> <li>• Classroom #2 and #1am, continue their Tree Study with a field trip to Annie's Annuals &amp; Perennials shop. A small tree was purchased and planted at the school.</li> <li>• October 17<sup>th</sup>, Children and staff took part in the Great CA Shake-Out.</li> </ul>	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared in-kind video from GMIII Food Day:</p> <ul style="list-style-type: none"> <li>• Attendees were reminded to share the Staff Recognition form with site parents and to encourage them to nominate staff from their center to receive recognition at PC Meetings for their excellent work.</li> <li>• Attendees interested in attending the NHSA 2019 Parent and Family Engagement Conference were asked to confirm with Ana.</li> <li>• Attendees were reminded there will not be a Policy Council meeting in December. Next meeting will be in January 2020.</li> <li>• PC Self-Assessment Subcommittee representatives will receive a call from CSB staff with more information about the upcoming Self-Assessment.</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Meeting ended on time</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>