



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



Date: 8/15/2018

Time Convened: 6:08 PM

Time Terminated: 7:49 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. • Elisha Jefferson, Vice Chair, reviewed the desired outcomes. • Rosmery Guevara, Parliamentarian, reviewed ground meeting rules.
Public Comment	None
Correspondence	<p>Correspondence received from Danya International, LLC. Address to Ms. Karen Mitchoff (Board Chairperson)</p> <p>This letter is to notify you that your agency will receive a Focus Area 1 review in Program Year 2018-2019. You will receive additional information regarding your review, including review dates, approximately 60 days prior to the review.</p> <p>Monitoring Protocol will be available on the Early Childhood Learning & Knowledge Center online at https://eclkc.ohs.acf.hhs.gov.</p>
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"> • Alexandra Castaner, Infant Toddler Teacher at Crescent Park Children Center was presented with a certificate and a book to acknowledge her dedication to the children and their families. • Averyl DeVera, Site Supervisor I (TU) at George Miller Children Center was presented with a certificate and a book to acknowledge her dedication to the children and their families. <p>Special thank you was given to CSB staff providing support during August 15, 2018, 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 representatives who served three-year terms. She encouraged all eligible representatives to consider returning and serving another term. The many teaching staff in attendance were also acknowledged and recognized for their very meaningful work.</p> <p>Administrative report included the following:</p> <ul style="list-style-type: none"> • Contract negotiations between the Board of Supervisors and labor union Local 1, the labor union that represents our Teaching Staff, Site Supervisors and Line Staff, are currently taking place. • Hard copies of CSB's Annual Report were made available to participants. The Annual Report showcases the work CSB does in the community.

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	<p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2017-2018 Head Start Program: June 2018 year to date cash expenditures were \$6,116,621 YTD, which represents 38% of the program budget. ○ 2017-2018 Early Head Start Program: June 2018 year to date cash expenditures were \$1,885,860 YTD, which represents 53% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership: June 2018 year to date cash expenditures were \$1,129,898 YTD, which represents 96% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership #2: June 2018 year to date cash expenditures were \$1,926,058 YTD, which represents 27% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of June 2018 were \$16,507.15. ○ Child and Adult Care Food Program: June 2018 total meal served including breakfast, lunch, and supplements were 28,974. <p>Pamela Arrington, Assistant Director presented on behalf of Katharine Mason, Division Manager the enrollment and attendance statistics for the months of June & July (adjusted to reflect the closed part day/part year classrooms not in session):</p> <ul style="list-style-type: none"> ● June Enrollment: 99% for Head Start, 100% 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. ● June Attendance: 75.87% for Head Start, 79.22 % for Early Head Start, 93% for Early Head Start Child Care Program Partnership #1, and 84.6% for Early Head Start Child Care Program Partnership #2. ● July Enrollment: 96% for Head Start, 100% for Early Head Start, 93.6% for Early Head Start Child Care Program Partnership #1, and 71% for Early Head Start Child Care Program Partnership #2. ● July Attendance: 76.7% for Head Start, 84% for Early Head Start, 90.5% for Early Head Start Child Care Program Partnership #1, and 85.9% for Early Head Start Child Care Program Partnership #2.
<p>Subcommittee Updates</p>	<p>Program Services: Katie Cisco, subcommittee member provided a brief update of items reviewed during their meeting to include:</p> <ul style="list-style-type: none"> ● 2019 Early Head Start & Head Start Continuation Grant ● Final 2017-2018 DRDP Child Outcomes Report and School Readiness Report ● Semi-Annual Monitoring report for 2017-2018 Period 2 <p>Nutrition: Emma Duran, subcommittee member provided a brief update of items reviewed during their meeting to include:</p> <ul style="list-style-type: none"> ● How to reduce sodium and the importance of keeping track of sodium intake. ● How to track blood pressure and the stages of hypertension. ● CalFresh offers a Market Match Health Food incentive program, which matches customers’ federal nutrition assistance benefits at the Farmers’ Market.

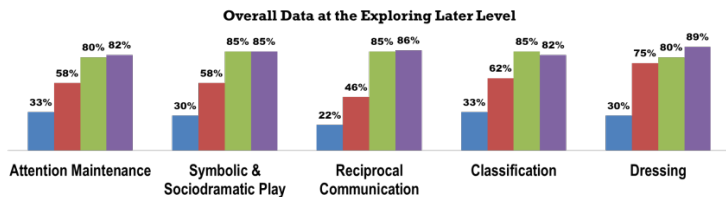
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the 2019 Early Head Start & Head Start Continuation Grant 	<p>Christina Reich, Division Manager, reviewed the Executive Summary Incoming Funds Narrative Statement for the 2019 Early Head Start & Head Start Continuation Grant and reviewed the newly updated Five (5) year Program Goals & Objectives.</p> <p>Early Head Start</p> <table border="1" data-bbox="390 297 1247 792"> <thead> <tr> <th>Budget Categories:</th> <th>FY 2019 EHS Program Operation</th> </tr> </thead> <tbody> <tr><td>Personnel</td><td>\$ 360,437</td></tr> <tr><td>Fringe Benefits</td><td>\$ 270,328</td></tr> <tr><td>T & TA</td><td>\$ 82,944</td></tr> <tr><td>Travel</td><td>\$ -</td></tr> <tr><td>Supplies</td><td>\$ 18,300</td></tr> <tr><td>Contractual</td><td>\$2,778,500</td></tr> <tr><td>Other</td><td>\$ 31,736</td></tr> <tr><td>Sub-Total of Direct Charges</td><td>\$3,542,245</td></tr> <tr><td>Indirect Costs</td><td>\$ 86,145</td></tr> <tr><td>Total Federal Amount Being Requested</td><td>\$3,628,390</td></tr> <tr><td>Non-Federal Share</td><td>\$ 907,098</td></tr> <tr><td>Total Federal and Non-Federal</td><td>\$4,535,488</td></tr> </tbody> </table> <p>Head Start</p> <table border="1" data-bbox="390 857 1247 1385"> <thead> <tr> <th>Budget Categories:</th> <th>FY 2019 HS Program Operation</th> </tr> </thead> <tbody> <tr><td>Personnel</td><td>\$ 4,056,811</td></tr> <tr><td>Fringe Benefits</td><td>\$ 2,592,798</td></tr> <tr><td>T & TA</td><td>\$ 197,344</td></tr> <tr><td>Travel</td><td>\$ -0-</td></tr> <tr><td>Supplies</td><td>\$ 172,500</td></tr> <tr><td>Contractual</td><td>\$ 6,863,628</td></tr> <tr><td>Construction</td><td>\$ 250,000</td></tr> <tr><td>Other</td><td>\$ 1,520,975</td></tr> <tr><td>Sub-Total of Direct Charges</td><td>\$15,654,056</td></tr> <tr><td>Indirect Costs</td><td>\$ 969,578</td></tr> <tr><td>Total Federal Amount Being Requested</td><td>\$16,623,634</td></tr> <tr><td>Non-Federal Share</td><td>\$ 4,155,908</td></tr> <tr><td>Total Federal and Non-Federal</td><td>\$20,779,542</td></tr> <tr><td><i>PA22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above</i></td><td>\$2,146,616</td></tr> </tbody> </table> <p>A motion to approve the 2019 Early Head Start & Head Start Continuation Grant was made by Teodora Soto and seconded by Ana Moreno. The motion was approved.</p>	Budget Categories:	FY 2019 EHS Program Operation	Personnel	\$ 360,437	Fringe Benefits	\$ 270,328	T & TA	\$ 82,944	Travel	\$ -	Supplies	\$ 18,300	Contractual	\$2,778,500	Other	\$ 31,736	Sub-Total of Direct Charges	\$3,542,245	Indirect Costs	\$ 86,145	Total Federal Amount Being Requested	\$3,628,390	Non-Federal Share	\$ 907,098	Total Federal and Non-Federal	\$4,535,488	Budget Categories:	FY 2019 HS Program Operation	Personnel	\$ 4,056,811	Fringe Benefits	\$ 2,592,798	T & TA	\$ 197,344	Travel	\$ -0-	Supplies	\$ 172,500	Contractual	\$ 6,863,628	Construction	\$ 250,000	Other	\$ 1,520,975	Sub-Total of Direct Charges	\$15,654,056	Indirect Costs	\$ 969,578	Total Federal Amount Being Requested	\$16,623,634	Non-Federal Share	\$ 4,155,908	Total Federal and Non-Federal	\$20,779,542	<i>PA22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above</i>	\$2,146,616
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the June 20, 2018 Policy Council Minutes 	<p>The minutes of the June 20, 2018, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the June 20, 2018, Policy Council minutes was made by Katie Cisco and seconded by Delphine Smith. The motion was approved.</p> <table border="1" data-bbox="388 716 1461 1122"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Delphine Smith</td> <td>Dawn Dailey</td> <td></td> <td></td> <td>Cynthia Moran</td> <td>Amber Eschwig</td> </tr> <tr> <td>Elisha Jefferson</td> <td>Cheryl Barrett</td> <td></td> <td></td> <td>Leticia Prado</td> <td>Lee Ross</td> </tr> <tr> <td>Mayra Rodriguez</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Cindy Chiem</td> <td></td> </tr> <tr> <td>Lucia Mendez</td> <td>Emma Duran</td> <td></td> <td></td> <td>Kenya Pierce</td> <td></td> </tr> <tr> <td>Teodora Soto</td> <td></td> <td></td> <td></td> <td>Kenyetta Harris</td> <td></td> </tr> <tr> <td>Rosmery Guevara</td> <td></td> <td></td> <td></td> <td>Susana Sotelo</td> <td></td> </tr> <tr> <td>Ana Moreno</td> <td></td> <td></td> <td></td> <td>Norma Chayrez</td> <td></td> </tr> <tr> <td>Katie Cisco</td> <td></td> <td></td> <td></td> <td>Claudia Pedroza</td> <td></td> </tr> <tr> <td>Mikenyah Ashby</td> <td></td> <td></td> <td></td> <td>Paige Chatman</td> <td></td> </tr> </tbody> </table>						Ayes		Nays	Abstentions	Not Present		Delphine Smith	Dawn Dailey			Cynthia Moran	Amber Eschwig	Elisha Jefferson	Cheryl Barrett			Leticia Prado	Lee Ross	Mayra Rodriguez	Veronica Gutierrez			Cindy Chiem		Lucia Mendez	Emma Duran			Kenya Pierce		Teodora Soto				Kenyetta Harris		Rosmery Guevara				Susana Sotelo		Ana Moreno				Norma Chayrez		Katie Cisco				Claudia Pedroza		Mikenyah Ashby				Paige Chatman	
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<p>Training:</p> <ul style="list-style-type: none"> Contra Costa Library Activities & Programs 	<p>Amy Mockoski, Librarian Specialist, provided training on activities and programs offered by the Contra Costa County Library. The Contra Costa County Library has 26 locations countywide that offer many services to include:</p> <ul style="list-style-type: none"> Library cards are free and available to any California resident with proof of address A library card gives access to a wide variety of materials including: books, DVDs, CDs, eBooks, eAudiobooks, library computers, digital resources and research databases With a library card you can place holds, pick up or request books at any of the 26 library locations Link+ offers books from and throughout CA including universities <p>Last year there were 3,235,783 In-person visits; 427,937 Wi-Fi sessions; 4,411,666 Virtual visits; and 449,902 Computer logins.</p>																																																																	

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	<p>Items borrowed: Books, DVDs & More - 5,751,590; and eBooks, eAudiobooks – 310,811.</p> <p>There are many ways to access materials via smartphone or tablet:</p> <ul style="list-style-type: none"> • Overdrive – eBooks and eAudiobooks • Tumblebooks – kid books in English, French and Spanish • Flipster – Magazines <p>Electronic Resources and Databases:</p> <ul style="list-style-type: none"> • Kanopy - Streaming videos • Brainfuse - free online tutors • Lynda.com - online learning platform • Rosetta Stone – coming soon • Video Storytimes <p>Discover & GO:</p> <p>Discover & Go provides instant online access to free and low-cost tickets to museums, science centers, zoos, theatres and other local cultural venues. Steps:</p> <ul style="list-style-type: none"> • Log in with your library card and last name at ccclib.discoverandgo.net • Browse for passes by date or by venue • Make a reservation • Print your pass <p>Free Programs & Events:</p> <ul style="list-style-type: none"> • STEAM: Science-Technology-Engineering-Art-Math • Performers-music, puppets, magicians • Crafts • Reading with dogs • Movies • Homework help • Book clubs • Games <table border="1" data-bbox="390 1312 947 1481"> <thead> <tr> <th colspan="3">Countywide Events</th> </tr> <tr> <th>Age Group</th> <th># of Events</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>Preschoolers</td> <td>3,051</td> <td>119,153</td> </tr> <tr> <td>Children</td> <td>2,629</td> <td>89,221</td> </tr> <tr> <td>Teens</td> <td>1,688</td> <td>27,282</td> </tr> </tbody> </table>	Countywide Events			Age Group	# of Events	Attendees	Preschoolers	3,051	119,153	Children	2,629	89,221	Teens	1,688	27,282
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	Adults	2,931	39,910																																								
	Total	10,299	274,766																																								
<p>Report:</p> <ul style="list-style-type: none"> Final DRDP Child Outcomes Report and School Readiness Report 	<p>Contra Costa County Library encourages families to talk, sing, read, write and play together in library spaces with friendly library staff.</p> <p>Summer Reading Programs:</p> <ul style="list-style-type: none"> Help pre-readers practice the skills needed to become readers Help prevent “Summer Slide” Fun for the entire family <p>Kindergarten Countdown is a series of programs for children starting Kindergarten in the Fall. Program starts during the month of February; contact one of the participating Contra Costa Libraries for times and availability.</p> <p>Ron Pipa, Education Manager and Jessie Black, Education Manager provided an overview of the Final DRDP Child Outcomes Report and School Readiness Report.</p> <p>Age Groups</p> <table border="1" data-bbox="390 686 1136 943"> <thead> <tr> <th>Groups</th> <th>Factor</th> </tr> </thead> <tbody> <tr> <td>Infants</td> <td>Birth – 18 months</td> </tr> <tr> <td>Toddlers</td> <td>19 – 35 months</td> </tr> <tr> <td>Preschoolers</td> <td>Birthdate range: 09/02/2013 to 09/01/2014</td> </tr> <tr> <td>Pre-Kindergarteners</td> <td>Birthdate range: 09/02/2012 to 09/01/2013</td> </tr> </tbody> </table> <div data-bbox="390 992 1136 1385"> <h3 style="text-align: center;">INFANT SCHOOL READINESS GOALS</h3> <p style="text-align: center;">Overall Data at the Exploring Earlier Level</p> <table border="1"> <thead> <tr> <th>Domain</th> <th>Infant Baseline (%)</th> <th>Mid-year (%)</th> <th>Expected by June 2018 (%)</th> <th>Year-end (%)</th> </tr> </thead> <tbody> <tr> <td>Attention Maintenance</td> <td>51%</td> <td>63%</td> <td>80%</td> <td>82%</td> </tr> <tr> <td>Symbolic & Sociodramatic Play</td> <td>35%</td> <td>59%</td> <td>80%</td> <td>82%</td> </tr> <tr> <td>Reciprocal Communication</td> <td>54%</td> <td>62%</td> <td>80%</td> <td>78%</td> </tr> <tr> <td>Classification</td> <td>36%</td> <td>54%</td> <td>80%</td> <td>82%</td> </tr> <tr> <td>Dressing</td> <td>43%</td> <td>63%</td> <td>80%</td> <td>86%</td> </tr> </tbody> </table> <p style="font-size: small; text-align: center;"> • Infant baseline percentages for the developmental domain • Mid-year percentages • Expected outcomes by June 2018 in green • Year-end outcomes </p> </div>			Groups	Factor	Infants	Birth – 18 months	Toddlers	19 – 35 months	Preschoolers	Birthdate range: 09/02/2013 to 09/01/2014	Pre-Kindergarteners	Birthdate range: 09/02/2012 to 09/01/2013	Domain	Infant Baseline (%)	Mid-year (%)	Expected by June 2018 (%)	Year-end (%)	Attention Maintenance	51%	63%	80%	82%	Symbolic & Sociodramatic Play	35%	59%	80%	82%	Reciprocal Communication	54%	62%	80%	78%	Classification	36%	54%	80%	82%	Dressing	43%	63%	80%	86%
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TODDLER SCHOOL READINESS GOALS



◆ Toddlers baseline percentages for the developmental domain ◆ Mid-year percentages
◆ Expected outcomes by June 2018 in green ◆ Year-end outcomes

Parent Family Community Engagement Goal:

Families as lifelong educators focusing on reciprocal communication in conversation

Take-Home Activities:

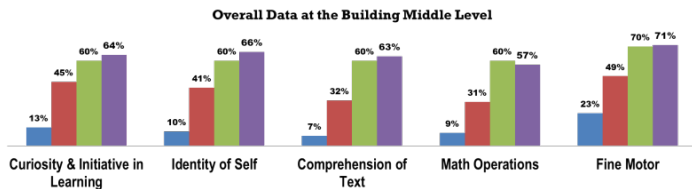
- Hand Puppet
- Seek and Find Activity
- Toy Telephone
- Bilingual Board book
- Child Development Literature

Goal: 75% of infant and toddler families will indicate that they are very confident about helping their child develop reciprocal communication and conversation skills in everyday activities.

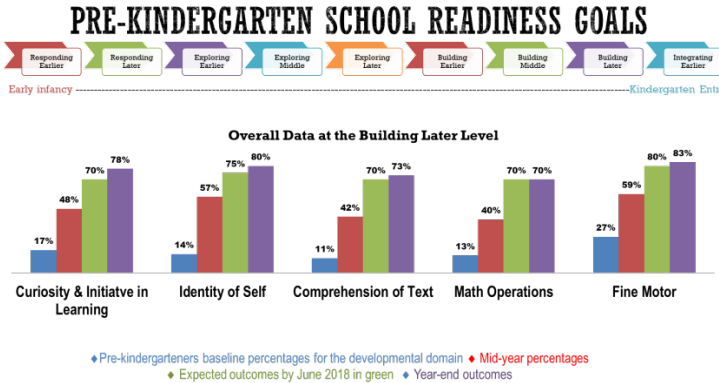
Year end Results:

- 98% of infant and toddler families indicated that they were very confident about helping their child’s reciprocal communication.

PRESCHOOL SCHOOL READINESS GOALS



◆ Preschool baseline percentages for the developmental domain ◆ Mid-year percentages
◆ Expected outcomes by June 2018 in green ◆ Year-end outcomes

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	<p style="text-align: center;">PRE-KINDERGARTEN SCHOOL READINESS GOALS</p>  <p>Overall Data at the Building Later Level</p> <table border="1"> <thead> <tr> <th>Developmental Domain</th> <th>Pre-kindergarteners baseline percentages</th> <th>Mid-year percentages</th> <th>Expected outcomes by June 2018</th> <th>Year-end outcomes</th> </tr> </thead> <tbody> <tr> <td>Curiosity & Initiative in Learning</td> <td>17%</td> <td>48%</td> <td>70%</td> <td>78%</td> </tr> <tr> <td>Identity of Self</td> <td>14%</td> <td>57%</td> <td>75%</td> <td>80%</td> </tr> <tr> <td>Comprehension of Text</td> <td>11%</td> <td>42%</td> <td>70%</td> <td>73%</td> </tr> <tr> <td>Math Operations</td> <td>13%</td> <td>40%</td> <td>70%</td> <td>70%</td> </tr> <tr> <td>Fine Motor</td> <td>27%</td> <td>59%</td> <td>80%</td> <td>83%</td> </tr> </tbody> </table> <p>◆ Pre-kindergarteners baseline percentages for the developmental domain ◆ Mid-year percentages ◆ Expected outcomes by June 2018 in green ◆ Year-end outcomes</p> <p>Parent Family Community Engagement Goal: <i>Parents as life-long educators focusing on fine motor development</i></p> <p>Take-Home Activities:</p> <ul style="list-style-type: none"> ▪ Play-Doh Tools & Recipe ▪ Sidewalk Chalk ▪ Lacing Cards ▪ Scissors ▪ Writing Journal & Pencil ▪ Child Development Literature <p>Goal: 75% of preschool and prekindergarten families will indicate that they are very confident helping their child develop fine motor skills.</p> <p>Year end Results:</p> <ul style="list-style-type: none"> ▪ 82% of preschool and prekindergarten families indicated that they were very confident helping their child’s fine motor development skills. <p>Regular consistent school attendance helps to lay the foundation for your child’s future school success. Attending school regularly helps children feel better about school and themselves.</p>	Developmental Domain	Pre-kindergarteners baseline percentages	Mid-year percentages	Expected outcomes by June 2018	Year-end outcomes	Curiosity & Initiative in Learning	17%	48%	70%	78%	Identity of Self	14%	57%	75%	80%	Comprehension of Text	11%	42%	70%	73%	Math Operations	13%	40%	70%	70%	Fine Motor	27%	59%	80%	83%
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<p>Report:</p> <ul style="list-style-type: none"> • Semi-Annual Monitoring report for Period 2 	<p>Nelly Ige, ASA III, provided an overview of the Semi-Annual Monitoring report for Period 2. Community Services Bureau conducts the process of ongoing monitoring of its operations and services that includes: (1) using measures, tools, or procedures to implement the ongoing monitoring system; (2) assigning staff and consultants to the ongoing monitoring of each service; (3) collecting, analyzing and reporting the program’s progress towards its own goals for quality; and (4) following-up on and correcting any weaknesses identified through ongoing monitoring.</p> <p>This summary report reflects the compiled results of the monitoring conducted for the period of <u>January 2018 through June 2018</u>.</p>																														

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	<p>Summary of Monitoring Activities: Monitoring was conducted for directly operated CSB centers, partner agency centers, and the Delegate Agency, First Baptist Head Start. This report highlights the monitoring results in the areas of Center Monitoring, Need and Eligibility, Comprehensive Services, Education, and Classroom Assessment Scoring System (CLASS) for preschool classrooms. Data sources utilized by the team included: child and family files, classroom observations, CLOUDS database reports, and parent and staff interviews.</p> <ul style="list-style-type: none"> • 367 child and family files reviewed • 20 classrooms sampled for center monitoring • 52 directly operated, partner and delegate agency infant, toddler, and preschool classroom environments observed • 30 classrooms received CLASS Observations completed between March-April <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0f2f1;">Center Monitoring</th> </tr> </thead> <tbody> <tr> <td> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ All staff and children in attendance are signed into CLOUDS. ➤ Head counts are completed, current and accurate; counts in binder are complete. ➤ Daily health checks are evident as children arrive. </td> </tr> <tr> <td> <p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Current emergency cards are readily available in one place. ➤ Parent committee meets monthly - minutes & agendas are available and posted. ➤ Required emergency drills are conducted monthly. </td> </tr> <tr> <td> <p>Corrective Actions: Corrective actions were taken and validated.</p> </td> </tr> <tr> <th style="background-color: #e0f2f1;">NEED AND ELIGIBILITY</th> </tr> <tr> <td> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Child meets eligibility criteria established by the funding source(s). ➤ Child and Family Files are locked to ensure confidentiality. ➤ Files are organized in accordance with cover sheets. </td> </tr> <tr> <td> <p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Family Handbook receipt complete, signed and updated annually. ➤ Admission Agreement is complete, signed, updated, and hours match CLOUDS, (S) NOA, and CD 9600/9600S. ➤ Income eligibility is current, correct, verified and matches CLOUDS. </td> </tr> <tr> <td> <p>Corrective Actions: Corrective actions were taken and validated.</p> </td> </tr> <tr> <th style="background-color: #e0f2f1;">COMPREHENSIVE SERVICES</th> </tr> <tr> <td> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ All subsequent sensory screenings for returning children are completed per the EPSDT Schedule. ➤ Response to referral (CSB502) in file and documented in CLOUDS, including giving copy of parent's rights. ➤ At minimum, one Family Meeting is completed if family expressed concerns "In-Crisis". </td> </tr> </tbody> </table>	Center Monitoring	<p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ All staff and children in attendance are signed into CLOUDS. ➤ Head counts are completed, current and accurate; counts in binder are complete. ➤ Daily health checks are evident as children arrive. 	<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Current emergency cards are readily available in one place. ➤ Parent committee meets monthly - minutes & agendas are available and posted. ➤ Required emergency drills are conducted monthly. 	<p>Corrective Actions: Corrective actions were taken and validated.</p>	NEED AND ELIGIBILITY	<p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Child meets eligibility criteria established by the funding source(s). ➤ Child and Family Files are locked to ensure confidentiality. ➤ Files are organized in accordance with cover sheets. 	<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Family Handbook receipt complete, signed and updated annually. ➤ Admission Agreement is complete, signed, updated, and hours match CLOUDS, (S) NOA, and CD 9600/9600S. ➤ Income eligibility is current, correct, verified and matches CLOUDS. 	<p>Corrective Actions: Corrective actions were taken and validated.</p>	COMPREHENSIVE SERVICES	<p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ All subsequent sensory screenings for returning children are completed per the EPSDT Schedule. ➤ Response to referral (CSB502) in file and documented in CLOUDS, including giving copy of parent's rights. ➤ At minimum, one Family Meeting is completed if family expressed concerns "In-Crisis".
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	<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Ensure up-to-date child health status. Health Examination - Well Child Check (CSB207) is current, completed, signed, date stamped with the date. ➤ CLOUDS Health History including the consents section is completed. ➤ (F, P/S) Dental exam is current, completed, signed, date stamped with the date received/reviewed and entered in CLOUDS. <p>Corrective Actions: Corrective actions were taken and validated.</p> <p style="text-align: center;">EDUCATION FILE</p> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Education referrals, family meetings, and re-screenings are documented in file and CLOUDS. ➤ Home Base Only: Home Visit Report. ➤ Toddler Transition Plan: IFSP information is included. <p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ ASQ-3 Screening is conducted for newly enrolled children only within 45 days and form is completed, scored, signed, and in file and CLOUDS. ➤ (ASQ-SE) is conducted for newly enrolled children within 45 days during home visit with parent and completed in file and on CLOUDS. ➤ Parent Conferences: First (90 days) and included individualized goals for child and parent/child home activities. <p>Corrective Actions: Corrective actions were taken and validated.</p> <p style="text-align: center;">PRESCHOOL EDUCATION ENVIRONMENT</p> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Personal Care Routines: Greeting/Departing ➤ Interaction: Staff-Child Interactions ➤ Program Structure: Group Time <p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Space and Furnishing: Child-related display ➤ Personal Care Routines: Toileting/Diapering ➤ Language Reasoning: Using language to develop reasoning skills <p>Corrective Actions: Corrective action plans were developed and validated.</p> <p style="text-align: center;">INFANT/TODDLER EDUCATION ENVIRONMENT</p> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Activities: Fine Motor Skills & Art ➤ Personal Care Routines: Greeting/Departing ➤ Listening and Talking: Books <p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Personal Care Routines: Diapering/Toileting <p>Corrective Actions: Corrective action plans were developed and validated.</p> <p style="text-align: center;">CLASS</p>

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	<table border="1" data-bbox="472 172 1543 354"> <thead> <tr> <th data-bbox="478 172 758 256">Domain</th> <th data-bbox="758 172 926 256">CSB Average Score</th> <th data-bbox="926 172 1104 256">CSB Threshold</th> <th data-bbox="1104 172 1537 256">Federal Threshold Based on lowest 10% of CLASS Scores of programs reviewed in 2017.</th> </tr> </thead> <tbody> <tr> <td data-bbox="478 256 758 293">Emotional Support</td> <td data-bbox="758 256 926 293">6.51</td> <td data-bbox="926 256 1104 293">6</td> <td data-bbox="1104 256 1537 293">5.7024</td> </tr> <tr> <td data-bbox="478 293 758 331">Classroom Organization</td> <td data-bbox="758 293 926 331">6.06</td> <td data-bbox="926 293 1104 331">6</td> <td data-bbox="1104 293 1537 331">5.3264</td> </tr> <tr> <td data-bbox="478 331 758 354">Instructional Support</td> <td data-bbox="758 331 926 354">2.94</td> <td data-bbox="926 331 1104 354">3</td> <td data-bbox="1104 331 1537 354">2.3095</td> </tr> </tbody> </table> <p data-bbox="472 354 1205 381">CSB average scores exceed current Designation Renewal System threshold.</p>				Domain	CSB Average Score	CSB Threshold	Federal Threshold Based on lowest 10% of CLASS Scores of programs reviewed in 2017.	Emotional Support	6.51	6	5.7024	Classroom Organization	6.06	6	5.3264	Instructional Support	2.94	3	2.3095
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<p data-bbox="90 418 184 446">Report:</p> <ul data-bbox="100 467 338 527" style="list-style-type: none"> <li data-bbox="100 467 338 527">• Program Goals & Objectives 	<p data-bbox="388 412 1692 440">Monica DeVera, ASA II, provided an overview of the 2018-22 Program Goals & Objectives, June 2018 Updates.</p> <p data-bbox="396 483 1877 544">Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.</p> <p data-bbox="396 553 1829 613">Objective 1: By June 30, 2018, CSB will have interactive self-service kiosk stations at large centers and the administrative building.</p> <p data-bbox="396 623 680 651">January 2018 Updates:</p> <ul data-bbox="449 660 1812 764" style="list-style-type: none"> <li data-bbox="449 660 1812 721">• <i>Locations have been identified. CSB is currently in the process of identifying the vendor for the self-Service Kiosk stations and requesting quotes for the hardware.</i> <li data-bbox="449 730 1499 764">• <i>Venture Capital funding has been secured from the county in the amount of \$60,000.</i> <p data-bbox="396 774 642 802">June 2018 Updates:</p> <ul data-bbox="449 808 1871 912" style="list-style-type: none"> <li data-bbox="449 808 1451 836">• <i>CSB has purchased five (5) self-service kiosks which will be delivered in July 2018.</i> <li data-bbox="449 846 1871 912">• <i>The software communicates with CSB’s data management system, 1CLOUDS, to support seamless access to services. Enhancements to the software are currently underway to ensure that it is user-friendly.</i> <p data-bbox="396 922 1843 982">Objective 2: By June 30, 2018, CSB will have an interactive web-portal and mobile application to improve communication between client and staff.</p> <p data-bbox="396 992 680 1019">January 2018 Updates:</p> <ul data-bbox="449 1029 1843 1089" style="list-style-type: none"> <li data-bbox="449 1029 1843 1089">• <i>The mobile application is currently in the test and fine-tuning phase. The web-portal development will follow after completion of the mobile application.</i> <p data-bbox="396 1099 642 1127">June 2018 Updates:</p> <ul data-bbox="449 1133 1885 1237" style="list-style-type: none"> <li data-bbox="449 1133 1667 1161">• <i>The mobile application is in the piloting phase to support communication between clients and staff.</i> <li data-bbox="449 1170 1885 1237">• <i>Web-portal enhancements are being processed with plans for deployment in early 2018-19. With a focus on access to services, the portal will provide families the ability to submit applications, information updates, and documents.</i> <p data-bbox="396 1247 1896 1349">Objective 3: By June 30, 2018, CSB will implement an Interactive Voice Response (IVR) and Short Message System (SMS) that allows a computer to interact with clients through the use of voice and/or text and to input via keypad on their land line or mobile device.</p>																			

TOPIC	RECOMMENDATION / SUMMARY
	<p>January 2018 Updates:</p> <ul style="list-style-type: none"> • Short Message System (SMS) is currently in use for child absentee reason tracking. Interactive Voice Response (IVR) system is in progress and user options are being designed by CSB. • Venture Capital funding has been secured from the county in the amount of \$60,000. <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • The use of Short Message System (SMS) is now available to correspond with unique messages to individual families or targeted classroom/center groups. Procedure development to maximize this communication method is in process. • The workflow design to maximize the benefits of the Interactive Voice Response (IVR) system is being finalized. The IVR system communicates with the web-portal and CSB's document management system. <p>Objective 4: By June 30, 2018, CSB will have computer stations set up for parents at four designated centers.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • Computer workstations have been acquired; next phase includes placement and policies and procedures for usage. <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • Parents will have access to computers through the kiosk stations at four centers and CSB's Administrative Office. The stations provide parents the ability to access web-based applications where they may access county services. <p>Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 573) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.</p> <p>Objective 1: By June, 2018, CSB will implement its Early Head Start Program for Infant Toddler Caregiving (PITC) Training Matrix 2017-18 for all Early Head Start teachers.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • The first training was implemented in November 2017; the PITC topic was Cultural Connections. 44 EHS Teachers participated. • 86% of the participants agreed that the training was relevant to their needs, 91% indicated that they will apply the information and skills learned, 86% agreed that their knowledge increased as a result of the training and would recommend the training to others. • The next PITC training will be implemented in March 2018 and will focus on staff's culture and its impact on their childcare practices. <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • All EHS teaching staff participated in trainings based on the remaining PITC modules that focused on helping caregivers become aware of their own culture and the cultural issues of families in order to provide culturally consistent and sensitive care. • More than 45 participants attended each workshop and the majority of feedback from participants indicated that they were "very satisfied." <p>Objective 2: By December 31, 2018, CSB will implement a comprehensive material and equipment purchasing plan to optimize the quality of the Early Head Start environment.</p>

TOPIC	RECOMMENDATION / SUMMARY
	<p>January 2018 Updates:</p> <ul style="list-style-type: none"> • <i>Material orders were placed and received and future orders were planned for each EHS classroom to update the classroom furnishings, provide teaching staff with materials to implement the EHS school readiness goals, and improve the overall quality of each infant and toddler classroom.</i> • <i>Further orders will be processed based on individual classroom need.</i> <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • <i>All furnishings for the new toddler classrooms were purchased and installed. This included new dividers, gates, clear walls, fabric walls, and materials including manipulatives, blocks, wheel toys, sand boxes and other age-appropriate educational supplies.</i> <p>Objective 3: By December 31, 2018, CSB will provide families with education on safe sleep practices to reduce the risk of Sudden Infant Death Syndrome and other sleep-related causes of infant death.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • <i>Contra Costa Safe Sleep for Baby training was provided by the Contra Costa Public Health - Sudden Infant Death Syndrome Program to 68 staff in our effort to model safe sleep practices at our sites and to provide parent education to families.</i> • <i>CSB's Comprehensive Services Team met one-on-one with parents of children twelve months old and younger to engage in conversation on the topic of safe sleep, and provide the "Putting Your Baby to Sleep" pamphlet from Contra Costa Health Services.</i> • <i>Additional sleep sacks were delivered to CSB sites to ensure safe sleep practices on-site and to continue to model the current safe sleep practices to families</i> <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • <i>All CSB applicants with children 12 months or younger (including pregnant women) received Safe Sleep information regardless of their eligibility/enrollment status.</i> <p>Objective 4: By December 31, 2018, CSB will ensure curriculum implementation fidelity through its enhanced education monitoring tool.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • <i>The infant/toddler education monitoring tool was revised in the summer of 2017 to begin the process of teacher's comprehension with the implementation of Creative Curriculum with fidelity.</i> • <i>All teaching staff received training on Curriculum Fidelity as it relates to lesson planning and education monitoring during an early closure on July 25, 2017.</i> <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • <i>Updated Creative Curriculum tool kits were purchased for all EHS classrooms to support curriculum implementation.</i> • <i>All site supervisors received a detailed Creative Curriculum training from teaching Strategies to supporting their teaching teams in implementing the curriculum to fidelity.</i> • <i>Curriculum support was added to the CSB Coaching Plan through our TLC model.</i> • <i>All EHS teaching staff received an in-depth training on the Creative Curriculum tool kits in June 2018.</i>

TOPIC	RECOMMENDATION / SUMMARY
	<p>Objective 5: By December 30, 2018, CSB will enhance its Bright Futures Early Periodic Screening Diagnosis and Treatment (EPSDT) Implementation through adaptations to systems, services and community partnerships.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • CSB’s CLOUDS data tracking system has been updated to match the current Bright Futures EPSDT schedule with the ability to appropriately document all screenings and risk assessments. CLOUDS also features the ability to access the Bright Futures EPSDT schedule to ensure thoroughness and accuracy. • All CSB New Employee Orientations, Refresher Trainings, Focus Meetings and individualized trainings have included training on the Bright Futures EPSDT Schedule. • The Health and Nutrition Services Advisory Committee addressed the challenges of obtaining complete exams per the Bright Futures EPSDT Schedule. • CSB’s Health Manager met with CHDP regarding incomplete physical exams per the Bright Futures EPSDT Schedule – planning for CSB Health Manager to attend an upcoming meeting with Public Health providers. <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • CSB provided presentations on Head Start Performance Standards and the use of the Bright Futures EPSDT Schedule to local physicians through their Community Provider Network (CPN) meetings in east, central and west Contra Costa County. • Through the partnership of CSB and Child Health and Disability Prevention (CHDP), collaborative support has been provided (as needed) to health providers/clinics to address the unique needs of each health provider/office while ensuring the thorough, smooth and timely transmission of health data to meet Head Start compliance. <p>Goal 3: CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.</p> <p>Objective 1: By December 31, 2018, CSB will collaborate with the YMCA of the Bay Area and Contra Costa College in the California Apprenticeship Initiative to engage participants in the early care and education field.</p>

TOPIC	RECOMMENDATION / SUMMARY
	<p>January 2018 Updates:</p> <ul style="list-style-type: none"> Established Partnership with YMCA and Contra Costa College to launch the Teacher Apprenticeship Program, which offers four Early Childhood Education courses for 18 weeks designed to recruit, train and prepare participants who have an interest in working with young children to become teachers. Participants are eligible to obtain an Associate Teacher Permit after completing the four courses while improving their professional knowledge, skills and practice on the job as Teacher Assistants. Two classes totaling six units were offered in the fall of 2017: Child Family Community and Care Education for Infant and Toddlers. CSB senior managers volunteered to assist students in their homework and to help with their educational needs. There were 20 participants in the fall cohort- all students passed their classes! Two classes are offered this spring that count towards units needed to become an associate teacher: Creative Activities and Child Growth and Development. Spring semester is from Jan 22 to April 19. <p>June 2018 Updates:</p> <ul style="list-style-type: none"> Two classes totaling six units were offered in the Spring of 2018. Two Teacher Assistant Trainees completed and passed Child, Growth and Development, and 16 Teacher Assistant Trainees completed and passed Creative Activities. TAP is entering its second year and will offer four ECE core courses required to obtain an AT permit, totaling 12 units. The classes that will be offered are Child, Family and Community and Infant and Toddler Development in the fall of 2018. Eight participants plan to take Child, Growth and Development this Fall; completing the TAP program by Dec. 2018 <p>Objective 2: By December 31, 2018, CSB will partner with California Head Start Association and local educational institutions to provide training and education to meet the credentialing/certification requirements for “Family Services staff” in the Head Start Performance Standards.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> CSB has partnered with California Head Start Association to provide the Family Development Credential to CSB and partner agencies’ “Family Services staff” beginning May, 2018. <p>June 2018 Updates:</p> <ul style="list-style-type: none"> A total of 16 CSB staff and partners are currently enrolled in Family Development Credential class that is being conducted at our delegate site. All 16 participants are expected to receive FDC certification by Oct 2nd, 2018, the last day of class. <p>Objective 3: By June 30, 2018, CSB will provide four training sessions on classroom management and self-care and ongoing coaching for teaching staff.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> In August, 2017 all teaching staff attended an all-day staff development retreat where they participated in workshops relating to understanding temperament, relationships, developmentally appropriate practice, and creating classroom communities.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Starting in September 2017, 5 preschool classroom teaching teams from Bayo Vista, GMIII and Riverview were selected to participate in the “CSEFEL Teaching Pyramid” pilot. • In October 2017, all SSs and Managers attended a presentation on “Staff Wellness • In November 2017, all SSs and Managers attended “Training for Successful Management and Staff Wellness” <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • Five (5) preschool classroom teaching teams from Bayo Vista, GMIII and Riverview who were selected to participate in the “CSEFEL Teaching Pyramid” pilot completed the 5 modules training on April 21, 2018. • At the end of the final module survey, teachers indicated a statistically significant increase in feelings of confidence and effectiveness around dealing with challenging behaviors. They also indicated that the behavior of the children in their classrooms had improved since the onset of the Teaching Pyramid training. They have better communication with the children and the classroom feels calmer. <p>Objective 4: By December 31, 2018, CSB, in collaboration with First 5 and the Alliance to End Abuse, will implement a Trauma 2.0 Curriculum for Early Educators in a train-the-trainer model that includes extensive coaching and support by a consultant.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • Two of our CSB staff and 3 from CSB’s partners are currently attending the Early Childhood Trauma Training of Trainer Apprenticeship with First 5 Contra Costa. They will complete this program by December 2018 and become certified Trauma-Informed trainers to serve not only CSB but also the greater community. <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • The selected CSB and CSB partner staff continue to attend the Train the Trainer Apprenticeship with First 5. Meetings with First 5 and staff occur two times per month. • By November 2018 the selected apprentices, with the support of trauma consultant Julie Kurtz, will co-present Trauma 102 and 103 to a group of CSB staff. • The selected staffs are projected to finish the apprenticeship by December 2018 where they will become official trauma informed trainers. <p>Objective 5: By June 30, 2018, all CSB staff will implement Reflective Supervision practices in their work to build stronger relationship with their team, provide a safe space for their personal and professional development, as well as provide children and families guidance in strengthening their own relationship.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • All teaching staff, assistant managers, managers, and supervisors received Reflective Supervision training in the Spring of 2017. Reflective Supervision techniques and practices have been implemented during team meetings and one-on-one check-ins. • The Competencies and Teams Strategic Initiative will develop activities at its March meeting for a “deeper dive” into reflective supervision. <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • Managers and supervisors continue to practice reflective supervision techniques during team meetings and one-on-one check-ins.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • <i>In May 2018, 115 surveyed staff stated that their supervisor holds regular reflective supervision meetings with them (averaging about 4.05 out of 5).</i> • <i>Managers and supervisors will begin to utilize SMART trainings to support, coach, and lead their staff through a more reflective lens. Applicable SMART trainings were identified in June 2018.</i> <p>Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.</p> <p>Objective 1: By December 31, 2018 CSB will re-design its Family Partnership Agreement to include measureable family outcomes that demonstrate the effectiveness of program services and supports.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • <i>Identified work group participants to support the completion of this objective and scheduled consistent work group meetings.</i> • <i>Evaluated current FPA, CLOUDS FPA, Family goals, reports and PIR resources</i> • <i>Searched and evaluated FPA tools that will meet our requirements</i> • <i>Sent recommendations for CLOUDS updates regarding PIR, Referral and Resources.</i> • <i>Met with key stakeholders to provide updates and review the implementation plan- set objective completion date to June 2018</i> <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • <i>In April, the Strength Building-Family Partnership Agreement (SB-FPA) tool was created and presented to key stake holders. The tool has 3 sections: family assessment, family goal and referrals/services.</i> • <i>By August the CLOUDS system will develop reports based on the new SF-FPA tool</i> <p>Objective 2: By December 31, 2018 CSB will implement the Make Parenting a Pleasure curriculum at all of its centers.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • <i>By December 2017, 85% of the sites presented at least one MPAP session during parent meetings.</i> • <i>The MPAP short curriculum exercise was presented at the January Policy Council Meeting.</i> • <i>An implementation plan was created for two full curriculum programs across the county.</i> • <i>Identified sites to host the full curriculum presentation: GMC for Central east and GMIII for the West.</i> • <i>The GMC MPAP curriculum started in December 2017; they have completed 38.5% of their presentations.</i> • <i>The GMIII MPAP Curriculum started in January 2018; they have completed 7% of their presentations.</i> <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • <i>All Site Based and Home Based parents were invited to participate in the MPAP curriculum during parent meetings.</i> • <i>All 15 CSB sites provided 3 training chapters including; “Taking Care of Ourselves”, “Understanding Stress” and “Child Development: The basics”. 255 parents participated in these trainings.</i> • <i>CSB parents from directly operated as well as partner’s sites were invited to join the Full Make Parenting A Pleasure Curriculum (13 Sessions). The trainings were presented at two county locations; at GMIII for all West County families and at Marsh Creek for all East Central County families. 50 parents participated in these trainings.</i> • <i>Pre/post training feedback collected showed that parent’s knowledge and confidence increased in implementing newly learned strategies.</i>

TOPIC	RECOMMENDATION / SUMMARY
	<p>Objective 3: By June 30, 2018, CSB will implement a Financial Fitness program for Head Start staff and parents in collaboration with Community Financial Resources and the Annie E. Casey Foundation.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • <i>Developed training plans to provide one Staff training and three parent trainings.</i> • <i>Recruitment for all events started in January 2018.</i> <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • <i>Family Financial Fitness sessions were presented at 3 county locations in collaboration with the Community Financial Resource Center. Trainings were presented at Balboa, Brookside and Marsh Creek Centers.</i> • <i>Head Start staff and parents joined the trainings with a total of 50 participants.</i> • <i>During the 3 trainings sessions an incentive of \$1,000 was offered by CFR.</i> • <i>Training Evaluations collected at each location reflected that staff and parents gained knowledge, skills and confidence to manage their personal/family finances.</i> <p>Objective 4: By June 30, 2018, CSB, in collaboration with REadingADvantage will implement two family literacy programs: Parent Power! for parents of preschoolers and Itsy Bitsy (Read Me a Story) for parents of infants and toddlers.</p> <p>January 2018 Updates:</p> <ul style="list-style-type: none"> • <i>Closely worked with the READ team to develop a literacy presentation for Itsy Bitsy-Early Head Start programs and Parent Power-Head Start programs.</i> • <i>The READ program provided supplies to create parent packages for EHS programs.</i> • <i>CSB provided Parent Power packets and books incentives for HS programs.</i> • <i>As of January 2018, EHS Itsy Bitsy has completed most of their presentations and Parent Power HS is starting to complete their presentations.</i> <p>June 2018 Updates:</p> <ul style="list-style-type: none"> • <i>CSB centers presented the Itsy Bitsy and Parent Power Reading Program during Parent Committee Meetings and Home Visits.</i> • <i>During the training sessions parents received information in the importance and benefits of reading at least 20 minutes a day to their children. In addition, they received tips on how to make reading more meaningful and engaging.</i> • <i>14 EHS centers presented the Itsy Bitsy Read Me a Story trainings, 9 CSB HS sites presented Parent Power and 526 training packets were distributed.</i> • <i>As a result of these trainings, post surveys indicated increases in daily reading and library visits.</i>
<p>2017-2018 Policy Council Recognitions</p>	<p>Camilla Rand, CSB Director, and Pamela Arrington, Assistant Director, thanked all of the Policy Council members for their active participation during the 2017-2018 Policy Council year.</p> <ul style="list-style-type: none"> ○ Recognition certificates were given to all 2017-18 Policy Council representatives for their active participation throughout the year. ○ Recognition certificate for perfect attendance was given to Emma Duran who was present at 100% of all meetings.

TOPIC	RECOMMENDATION / SUMMARY
	Special recognition plaques were awarded to the Executive Committee in appreciation for their active participation while modeling exceptional leadership during the 2017-2018 Policy Council program year.
Site Reports	<p>Bayo Vista:</p> <ul style="list-style-type: none"> • Year-end celebration in room 3 was successful, children and families enjoyed all of the activities. • Site has new landscaping / gardening area and upgrades to the outside building are currently being completed. • Parents received Kindergarten preparation resources. <p>Riverview:</p> <ul style="list-style-type: none"> • Room 2's new children have had a smooth transition. Teachers are implementing the Teaching Pyramid Model and using Second Step curriculum to support relationship building. • Creative Curriculum is being implemented with fidelity to integrate learning in every area throughout the day. The curriculum kit has teaching guides with hand on studies that relate to the everyday lives of the children. The guides also contain comprehensive daily plans to support the teachers in their implementation of the curriculum. • One of our parents volunteered a few of his mornings before he went to work to help with landscaping and to clean up the grounds that became quite overgrown during the summer months. • Site Supervisor has collaborated with Aspiranet and Anthem Health to present topics during this program year's Parent Meetings. • Visiting expert (Site Supervisor's husband) came to large circle time in Room 2 to play the Harmonica to support the children's learning of music and instruments. • Site Supervisor volunteered at the Bay Point's "First AME Church Community Baby Shower" on a Saturday. She shared resources and also accepted EHS and HS applications. • The Full Day classroom has openings for 3 children. • The Part Day/Part Year classrooms will start September 4th and we have openings for 25 children. <p>Los Nogales:</p> <ul style="list-style-type: none"> • Ms. Shawn Powers, Site Supervisor II, is celebrating 10 years with CSB. • Site welcomed Ms. Mahdieh Rassi as a new teacher in Room 1, and Ms. Rocio Cruz Santiage as a new long term TAT in our 3 yr. old room. • Each classroom has made improvements to the entry of their buildings. The outside entry ways now have flowering pots and the inside is welcoming with plants and pictures with documentation of the children engaged in a variety of activities. • Site has a lending library in each classroom where families can access books to check out and take home to read to their children. • Teacher, Martha Alvarez's husband donated tires that the staff are planning to paint and turn into big flower pots. • Katharine Mason, Division Manager, will be visiting the site to join in circle time with children on August 29, 2018. • Our parent boards shared information about "Christmas In August" (games,crafts,treats etc.) as well as information about On-Site Recruitment offered by Eastbay Works. <p>GMC:</p> <ul style="list-style-type: none"> • Construction in building 5/6 has been completed. The children will move to the classrooms on 8-21-18. Thank you Mark Scott Construction.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • New ADA walks were added to the facility. • GMC classrooms will begin implementing the Creative Curriculum Studies at the beginning of the new school year. <p>GMIII:</p> <ul style="list-style-type: none"> • The new school year has begun and we are very pleased to welcome all of our new students and families to the center. • Many new faces - children, families, and teaching staff are brightening the center. • We welcomed Associate Teachers, Mrs. Pushpa Diaz and Mrs. Mewish Ahzar to the center. • Teaching staff and administrators received new computers. • Classroom patios have been enhanced. Children, teachers and families worked together to create beautiful gardens for all to enjoy. A variety of fruits and vegetables were planted. • Linda Stafford with QRIS visited GMIII to provide training that included sharing a video on positive classroom climate. Linda conducted individual classroom observations and provided the teachers with feedback on the many examples of positive climate that she observed. • Lifelong Dental Van visited the center and provided the children with dental screenings. • New and returning parents attended a new school year orientation. <p>Balboa:</p> <ul style="list-style-type: none"> • The TAT Apprenticeship classes start up again on August 28th. We are looking forward to having many of our wonderful TATs progressing to the status of Associate Teacher. • One of our excellent parent volunteers, Nancy Santos was approved to serve as one of our Policy Council representatives during the next school year. She has a daughter in room 2 and we believe she will be an exhuberant, dedicated representative for our site. • Our Part Day/Part Year classes will begin on September 4th. We have two new wonderful teachers, Ms. Rowena and Ms. La, who will be leading the morning and afternoon classes. • It has been so exciting welcoming all the new children and families to the new school year. It is always a joy to see all the new, excited faces so anxious to start school. • We are working diligently on getting a large stationary sand box built in the big play yard, so our children can have that "bigger than ever" sensory experience in the yard. • Plans are in process to turn Room 7, a room that has been used for many purposes into a teacher's work area and staff lounge. The big room dividers will be removed to make room for some comfy furniture and extra computers, making it a sanctuary for our hard working teachers. • Kris Garcia of Aspiranet/Welcome Home Baby, was a guest speaker at our Parent Meeting on August 24th. Her presentation focused on giving children a safe and loving home. • With the closure of Brookside, we have not only inherited several wonderful teachers, but have also been graced with some great materials and furniture. Thank you to everyone who has worked so hard to distribute the resources. • After almost 1 1/2 years as site supervisor here at Balboa, Katherine Rhames, SSIII will be moving to North Carolina to live with her daughter, and work at a small non-profit preschool. Katherine shared that it has been an honor and a privilege to serve Balboa families and work with such exceptional teachers. JayLiana Mathes, the other Site Supervisor will stay at the center and continue the good work that Katherine, the teachers and she are so proud of.

TOPIC	RECOMMENDATION / SUMMARY	
	<p>Las Deltas:</p> <ul style="list-style-type: none"> • New children and families smoothly transitioned into the center. • Many families and teachers from our neighboring centers, Brookside and GMIII have transferred to the center. We are very happy to celebrate and welcome them as part of the Las Deltas family. • We opened a new three-year-old room filled with many new and stimulating materials. We are happy to welcome this new age group of children to the center. Many of the infants and toddlers previously attending the center now have their older siblings with them at the same site. • The preschool classroom staff is working each day to develop relationships with the children in their small groups. • The Dental Van is scheduled to be at the center, August 21, 2018 and will provide the children with dental screenings. <p>CC College:</p> <ul style="list-style-type: none"> • Many new families enrolled during the month of August. We are very happy to welcome all of them. • A new sitting area for teachers and families to meet was created with furniture we received from the Brookside Center that closed. • We were also to enhance the teachers staff room with extra furniture we received from Brookside Center. 	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement thanked all representatives for their contribution to CSB Policy Council.</p> <ul style="list-style-type: none"> • Representatives interested in serving another term need to check-in with their site supervisors and be reelected during their next site parent meeting. • Parents interested in returning as Past Parents are encouraged to submit their interest letter by September’s meeting. Sample letters of interest were shared with interested representatives. • Next Policy Council meeting will be on Saturday September 29th, same day as Policy Council Orientation. Formal invitations will be mailed out. 	
Meeting Evaluation	<p><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Recognitions • Great meeting 	<p><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None