



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



Date: 10/17/2018

Time Convened: 6:12 PM

Time Terminated: 8:00 PM

Recorder: Imelda Prieto Martinez

| TOPIC | RECOMMENDATION / SUMMARY |
|--|--|
| Review Desired Outcomes and Meeting Rules | <ul style="list-style-type: none"> Rosmery Guevara, Parliamentarian, called the meeting to order at 6:12p.m. Katie Cisco, Past Parent, reviewed the desired outcomes. Rosmery Guevara, Parliamentarian, reviewed ground meeting rules. |
| Public Comment | None |
| Correspondence | None |
| Staff Recognition | <p>The following staff were recognized for their excellent work with the children and the families:</p> <ul style="list-style-type: none"> Ana De Parra, Master Teacher at George Miller III Children’s Center and Linda Peterson, Substitute Teacher at Los Nogales Children’s Center were recognized for their dedication to the children and their families. They were not able to be present; their certificate and book will be sent to their center. Special thank you was given to CSB staff providing support tonight during October 17, 2018, Policy Council meeting. |
| Ice Breaker | Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members. |
| Administrative Reports <ul style="list-style-type: none"> CSB Director Division Manager Fiscal | <p>Camilla Rand, Director, welcomed new and returning Policy Council representatives and thanked parents for nominating staff to receive recognition this month.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> October is Head Start Awareness Month; to celebrate this event, photos of our program in action and children’s artwork will be on exhibit throughout the month at the Board of Supervisors Chambers in Martinez for all to see and be aware of the many positive ways Head Start impacts our communities. CSB will have a Federal Review before June 30th, 2019, meetings and interviews will be conducted remotely via telephone or video conferencing. Policy Council representatives are encouraged to participate during the federal review, and the Executive Committee will be asked to participate in the Governance interview. Recruitment efforts are in place and support from families spreading the word about our program and services is appreciated. Parents are encouraged to share information about our program with other parents in their community and let them know we are accepting applications. CSB would like to reassure families that we do not check immigration status and do not share information about our children and families with any other agencies. Our program is a safe place for children and families. |

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|-------|---|
| | <ul style="list-style-type: none"> • Recruitment flyers for teaching positions were shared with attendees, and representatives were asked to help spread the word about the teaching opportunities available in our program. <p>Katharine Mason, Division Manager, presented program updates:</p> <ul style="list-style-type: none"> • CSB’s Teacher Apprenticeship Program (TAP) is in its 2nd year. The 2nd cohort for the 2018-2019 program year started in this fall. The participants are Teacher Assistant Trainees interested in obtaining units to obtain their Associate Teacher Permit. Additionally, another cohort of Teacher Assistant Trainees started CSB’s Early Childhood Education(ECE) Linked program in partnership with Diablo Valley College (DVC), this linked cohort supports ESL students to earn ECE units. Upon successful completion of the programs, our teacher assistant trainees will become eligible to apply for their California Associate Teacher Permit issued by the Commission on Teacher Credentialing. • CSB is in its 2nd year with the implementation of the Teaching Pyramid project for the preschool classrooms. The second cohort, consists of four teaching teams that will attend a series of trainings offered through First 5 in Concord starts on October 20, 2018. Each classroom team will also receive coaching support by a certified Teaching Pyramid Coach and support from CSB’s Leadership Team. • Three additional staff will attend the <i>Make Parenting a Pleasure</i> training in Oregon on October 18-19, 2018. Additional trainers will allow CSB to expand this popular research and evidence based parent curriculum to central Contra Costa County parents and caregivers. <p>Enrollment and attendance statistics for the month of September:</p> <ul style="list-style-type: none"> • Enrollment: 91% for Head Start, 97.43% for Early Head Start, 90% for Early Head Start Child Care Partnership #1, and 90% for Early Head Start Child Care Partnership #2. • Attendance: 86.8% for Head Start, 82.69% for Early Head Start, 93.52% for Early Head Start Child Care Partnership #1, and 86.69% for Early Head Start Child Care Partnership #2. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2018-2019 Head Start Program: August 2018 year to date cash expenditures were \$7,428,769 YTD, which represents 45% of the program budget. ○ 2018-2019 Early Head Start Program: August 2018 year to date cash expenditures were \$2,214,259 YTD, which represents 61% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #1: August 2018 year to date cash expenditures were \$170,048 YTD, which represents 15% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #2: August 2018 year to date cash expenditures were \$2,300,004 YTD, which represents 33% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of August 2018 were \$17,850.69. ○ Child and Adult Care Food Program: August 2018 report not available. August’s numbers will be presented at next PC meeting. <p>Continuation Grant Cycle:</p> |

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|--|---|-------------------|---------------------------------|---------------------|----------------------|----------------------|-----------------|-----------------|---------------------------------|--------------|------------------|--------------|----------------|---------|-------|-------------------|----------------|------------------|------------|-----------|---------------|--------------------|-------------------|-------|-----------|------------------|---------------|------------------|---------------|------------|---------------|-----------------|-----------------|------------------|-----------|-------------|---------------|--------------|-----------|-------------------------|-------------------|----------------|-------------------|------------------|-------------------|------------------|------------------|----------------|------------------|----------------|------------------|------------------|------------------|----------------|------------------|----------------|------------------|---------------------|----------------------|-------------------|----------------------|---------------------|----------------------|
| | <ul style="list-style-type: none"> Head Start/Early Head Start Continuation Grant Components: Parents are involved year-round throughout the grant process. The process consists of: <i>Planning Calendar, Community Assessment, Goals and Objectives, Budget, and Grant Approval.</i> Continuation Grant Timeline: <table border="1" data-bbox="350 259 1024 381"> <thead> <tr> <th>Mar/Apr</th> <th>May/Jun</th> <th>Jul/Aug</th> <th>Sep/Oct</th> </tr> </thead> <tbody> <tr> <td>Grant Process Begins</td> <td>PC Presentation</td> <td>PC Presentation</td> <td>PC Approval(s) Grant Submission</td> </tr> </tbody> </table> <p>Submittal process is completed through the Office of Head Start Enterprise System.</p> <p><i>Summary for 2019 budget:</i></p> <table border="1" data-bbox="350 479 1203 889"> <thead> <tr> <th>PROGRAM NAME</th> <th>BASE GRANT</th> <th>T/TA</th> <th>TOTAL NOA</th> <th>IN-KIND</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Head Start</td> <td>14,269,674</td> <td>189,344</td> <td>14,459,018</td> <td>3,614,755</td> <td>18,073,773</td> </tr> <tr> <td>FB Delegate Agency</td> <td>2,156,616</td> <td>8,000</td> <td>2,164,616</td> <td>541,154</td> <td>2,705,770</td> </tr> <tr> <td>Total Head Start</td> <td>\$ 16,426,290</td> <td>\$ 197,344</td> <td>\$ 16,623,634</td> <td>\$ 4,155,909</td> <td>\$ 20,779,543</td> </tr> <tr> <td>Early Head Start</td> <td>3,545,446</td> <td>82,944</td> <td>3,628,390</td> <td>907,098</td> <td>4,535,488</td> </tr> <tr> <td>TOTAL HS and EHS</td> <td>19,971,736</td> <td>280,288</td> <td>20,252,024</td> <td>5,063,006</td> <td>25,315,030</td> </tr> <tr> <td>EHS-CCP#1</td> <td>1,091,378</td> <td>27,702</td> <td>1,119,080</td> <td>279,770</td> <td>1,398,850</td> </tr> <tr> <td>EHS-CCP#2</td> <td>3,543,940</td> <td>172,708</td> <td>3,716,648</td> <td>929,162</td> <td>4,645,810</td> </tr> <tr> <td>TOTAL GRANTS</td> <td>\$ 24,607,054</td> <td>\$ 480,698</td> <td>\$ 25,087,752</td> <td>\$ 6,271,938</td> <td>\$ 31,359,690</td> </tr> </tbody> </table> | Mar/Apr | May/Jun | Jul/Aug | Sep/Oct | Grant Process Begins | PC Presentation | PC Presentation | PC Approval(s) Grant Submission | PROGRAM NAME | BASE GRANT | T/TA | TOTAL NOA | IN-KIND | TOTAL | Head Start | 14,269,674 | 189,344 | 14,459,018 | 3,614,755 | 18,073,773 | FB Delegate Agency | 2,156,616 | 8,000 | 2,164,616 | 541,154 | 2,705,770 | Total Head Start | \$ 16,426,290 | \$ 197,344 | \$ 16,623,634 | \$ 4,155,909 | \$ 20,779,543 | Early Head Start | 3,545,446 | 82,944 | 3,628,390 | 907,098 | 4,535,488 | TOTAL HS and EHS | 19,971,736 | 280,288 | 20,252,024 | 5,063,006 | 25,315,030 | EHS-CCP#1 | 1,091,378 | 27,702 | 1,119,080 | 279,770 | 1,398,850 | EHS-CCP#2 | 3,543,940 | 172,708 | 3,716,648 | 929,162 | 4,645,810 | TOTAL GRANTS | \$ 24,607,054 | \$ 480,698 | \$ 25,087,752 | \$ 6,271,938 | \$ 31,359,690 |
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| TOTAL GRANTS | \$ 24,607,054 | \$ 480,698 | \$ 25,087,752 | \$ 6,271,938 | \$ 31,359,690 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the September 29, 2018 Policy Council Minutes | <p>The minutes of the September 29, 2018, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the September 29, 2018, Policy Council minutes was made by Andres Torres and seconded by Delphine Smith. The motion was approved.</p> <table border="1" data-bbox="350 1076 1635 1479"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Damaris Santiago</td> </tr> <tr> <td>Nancy Santos</td> <td>Monica Barajas</td> <td></td> <td></td> <td>Latasha Hernandez</td> </tr> <tr> <td>Delphine Smith</td> <td>Teresa Rodriguez</td> <td></td> <td></td> <td>Cindy Dolores</td> </tr> <tr> <td>Cindy Chiem</td> <td>Priscilla Proteau</td> <td></td> <td></td> <td>Esperanza Ortega</td> </tr> <tr> <td>Nivette Moore</td> <td>Lee Ross</td> <td></td> <td></td> <td>Tiffany Posey</td> </tr> <tr> <td>Miguel Gonzalez</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td>Dawn Dailey</td> </tr> <tr> <td>Susana Huizar</td> <td>Lucia Mendez</td> <td></td> <td></td> <td>Dawn Miguel</td> </tr> <tr> <td>Monica Avila</td> <td>Katie Cisco</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Emma Duran</td> <td>Blanca Reynaga</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Ayes | | Nays | Abstentions | Not Present | Andres Torres | Daisy Templeton | | | Damaris Santiago | Nancy Santos | Monica Barajas | | | Latasha Hernandez | Delphine Smith | Teresa Rodriguez | | | Cindy Dolores | Cindy Chiem | Priscilla Proteau | | | Esperanza Ortega | Nivette Moore | Lee Ross | | | Tiffany Posey | Miguel Gonzalez | Mayra Rodriguez | | | Dawn Dailey | Susana Huizar | Lucia Mendez | | | Dawn Miguel | Monica Avila | Katie Cisco | | | | Emma Duran | Blanca Reynaga | | | | | | | | | | | | | | | |
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| Susana Huizar | Lucia Mendez | | | Dawn Miguel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Action: Consider approval of 2018-2019 Executive Committee Officers</p> | <p>Katharine Mason, Division Manager, Pamela Arrington, Assistant Director, and Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement, assisted with conducting the Executive Committee Officer Elections. Nomination forms to be considered for election of officers were read. Nominations for all positions were seconded before voting took place. The 2018-2019 PC Executive officers are as follows:</p> <ol style="list-style-type: none"> 1. Chair: Veronica Gutierrez 2. Vice-Chair: Emma Duran 3. Secretary: Katie Cisco 4. Parliamentarian: Delphine Smith <p>A motion to approve the 2018-2019 Executive Committee Officers was made by Delphine Smith and seconded by Lee Ross. The motion was approved.</p> <table border="1" data-bbox="352 545 1635 948"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Damaris Santiago</td> </tr> <tr> <td>Nancy Santos</td> <td>Monica Barajas</td> <td></td> <td></td> <td>Latasha Hernandez</td> </tr> <tr> <td>Delphine Smith</td> <td>Teresa Rodriguez</td> <td></td> <td></td> <td>Cindy Dolores</td> </tr> <tr> <td>Cindy Chiem</td> <td>Priscilla Proteau</td> <td></td> <td></td> <td>Esperanza Ortega</td> </tr> <tr> <td>Nivette Moore</td> <td>Lee Ross</td> <td></td> <td></td> <td>Tiffany Posey</td> </tr> <tr> <td>Miguel Gonzalez</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td>Dawn Dailey</td> </tr> <tr> <td>Susana Huizar</td> <td>Lucia Mendez</td> <td></td> <td></td> <td>Dawn Miguel</td> </tr> <tr> <td>Monica Avila</td> <td>Katie Cisco</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Emma Duran</td> <td>Blanca Reynaga</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | Ayes | | Nays | Abstentions | Not Present | Andres Torres | Daisy Templeton | | | Damaris Santiago | Nancy Santos | Monica Barajas | | | Latasha Hernandez | Delphine Smith | Teresa Rodriguez | | | Cindy Dolores | Cindy Chiem | Priscilla Proteau | | | Esperanza Ortega | Nivette Moore | Lee Ross | | | Tiffany Posey | Miguel Gonzalez | Mayra Rodriguez | | | Dawn Dailey | Susana Huizar | Lucia Mendez | | | Dawn Miguel | Monica Avila | Katie Cisco | | | | Emma Duran | Blanca Reynaga | | | |
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| <p>Report:</p> <ul style="list-style-type: none"> • Head Start Eligibility | <p>Due to time constraints this training was tabled for our November 28, 2018 Policy Council Meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> • Ratification of approval of the Health and Safety Screener results summary for Early Head Start - Child Care Partnership #2 | <p>Tracy Lewis, ASA II, provided an overview of the Health and Safety Screener results summary for Early Head Start – Child Care Partnership #2. Early Head Start- Child Care Partnership (EHS-CCP2) grant funding award dated March 20, 2017. Contra Costa County Community Services Bureau is required to conduct a review of each site serving children from this funding utilizing the health and safety screener checklist. The health and safety screener helps organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care.</p> <p>Findings:</p> <p>Fourteen (14) sites were reviewed utilizing the health and safety screener tool. This tool has a series of twenty-four (24) requirements. Upon completion of the tool, six (6) sites were found to have no areas for improvement. The remaining eight (8) sites had a total of twenty (20) items in need of improvement.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|--|---|------|-------------|-------------------|------|--|------|-------------|-------------|---------------|-----------------|--|--|------------------|--------------|----------------|--|--|-------------------|----------------|------------------|--|--|---------------|-------------|-------------------|--|--|------------------|---------------|----------|--|--|---------------|-----------------|-----------------|--|--|-------------|---------------|--------------|--|--|-------------|--------------|-------------|--|--|--|------------|----------------|--|--|--|
| | <p>Outcomes: Timely follow-up has been conducted for each item and actions have been taken to ensure child safety, representative of quality standards of Head Start and local regulation. Action plans have been implemented for any outstanding items in need of improvement.</p> <p>A motion to ratify the approval of the Health and Safety Screener results summary for Early Head Start – Child Care Partnership #2 was made by Delphine Smith and seconded by Andres Torres. The motion passed.</p> <table border="1" data-bbox="352 380 1635 784"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Damaris Santiago</td> </tr> <tr> <td>Nancy Santos</td> <td>Monica Barajas</td> <td></td> <td></td> <td>Latasha Hernandez</td> </tr> <tr> <td>Delphine Smith</td> <td>Teresa Rodriguez</td> <td></td> <td></td> <td>Cindy Dolores</td> </tr> <tr> <td>Cindy Chiem</td> <td>Priscilla Proteau</td> <td></td> <td></td> <td>Esperanza Ortega</td> </tr> <tr> <td>Nivette Moore</td> <td>Lee Ross</td> <td></td> <td></td> <td>Tiffany Posey</td> </tr> <tr> <td>Miguel Gonzalez</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td>Dawn Dailey</td> </tr> <tr> <td>Susana Huizar</td> <td>Lucia Mendez</td> <td></td> <td></td> <td>Dawn Miguel</td> </tr> <tr> <td>Monica Avila</td> <td>Katie Cisco</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Emma Duran</td> <td>Blanca Reynaga</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | Ayes | | Nays | Abstentions | Not Present | Andres Torres | Daisy Templeton | | | Damaris Santiago | Nancy Santos | Monica Barajas | | | Latasha Hernandez | Delphine Smith | Teresa Rodriguez | | | Cindy Dolores | Cindy Chiem | Priscilla Proteau | | | Esperanza Ortega | Nivette Moore | Lee Ross | | | Tiffany Posey | Miguel Gonzalez | Mayra Rodriguez | | | Dawn Dailey | Susana Huizar | Lucia Mendez | | | Dawn Miguel | Monica Avila | Katie Cisco | | | | Emma Duran | Blanca Reynaga | | | |
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| Andres Torres | Daisy Templeton | | | Damaris Santiago | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nancy Santos | Monica Barajas | | | Latasha Hernandez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delphine Smith | Teresa Rodriguez | | | Cindy Dolores | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cindy Chiem | Priscilla Proteau | | | Esperanza Ortega | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nivette Moore | Lee Ross | | | Tiffany Posey | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Miguel Gonzalez | Mayra Rodriguez | | | Dawn Dailey | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Monica Avila | Katie Cisco | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Emma Duran | Blanca Reynaga | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subcommittee Recruitment</p> | <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>Program Services Subcommittee</p> <ul style="list-style-type: none"> • Emma Duran • Veronica Gutierrez • Daisy Templeton • Miguel Gonzalez • Teresa Rodriguez • Priscilla Proteau • Nivette Moore-Mason <p>Fiscal Subcommittee</p> <ul style="list-style-type: none"> • Nancy Santos • Emma Duran • Miguel Gonzalez • Andres Torres • Delphine Smith | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| TOPIC | RECOMMENDATION / SUMMARY |
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| | <p>Monitoring/Self-Assessment Ad-Hoc Subcommittee</p> <ul style="list-style-type: none"> • Monica Barajas • Mayra Rodriguez • Andres Torres • Lee Ross <p>Advocacy Ad-hoc Subcommittee</p> <ul style="list-style-type: none"> • Cindy Chiem • Nivette Moore-Mason • Monica Barajas • Teresa Rodriguez • Priscilla Proteau • Daisy Templeton • Miguel Gonzalez <p>Bylaws Ad-hoc Subcommittee</p> <ul style="list-style-type: none"> • Lucia Mendez • Nivette Moore-Mason • Monica Avila • Mayra Rodriguez • Miguel Gonzalez • Emma Duran • Andres Torres <p>Subcommittee leads will be appointed by chair and approved at November 28th meeting.</p> |
| <p>Site Reports</p> | <p>George Miller:</p> <ul style="list-style-type: none"> • Parents and family members attended the Open House/Back to School Night on October 2, 2018. Parents had the opportunity to see the "work" of their children through the art work and photos displayed on the walls. • We welcomed newly hired teaching staff: two Infant/Toddler Associate Teachers and one Infant/Toddler Teacher. • Ms. Gwen White from the Nutrition and Physical Activity Promotion of Contra Costa Health Services shared information during parent meeting. She presented My Plate, composed of fruits, grains, vegetable, protein and dairy; discussed how to make celebrations fun, and shared Healthy and Active flyers, <i>10 Tips for Making Healthy Food More Fun for Children and Smart Step to a Happy and Safe Halloween</i>. • Ms. Julia Taylor from CAO office came to tour/visit our center. <p>Los Nogales:</p> <ul style="list-style-type: none"> • Los Nogales is celebrating with Emma Duran our Policy Council representative and her election as the new PC Vice Chair. • On Saturday, October 13, 2018, Los Nogales held their Fall Parent Work Day. Parents participated by helping sanitize the toys and shelves and painting bright colors tires for our outside areas that we put plants in. |

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| | <ul style="list-style-type: none"> • On October 28, 2018, Los Nogales will hold their Fall Harvest Festival from 3:00-5:00pm. Inside and outside activities for parents to share with their children are planned. • Diana who works with the Oakley Library came in to read to both classrooms. • Information about "Christmas In August" (games,crafts,treats etc.) was shared and posted on our parent boards. • Information from Eastbay Works about On-Site Recruitment was also shared. <p>Ambrose:</p> <ul style="list-style-type: none"> • Ambrose is currently does not have a permanent Site Supervisor. However, the site is receiving support from several managers and other Bay Point Site Supervisors. • Community Work day is scheduled on Saturday October 27th - parents and staff will work together to do some clean-up around the center. • Staff are preparing for the “Back to School” & “Harvest Festival” to be held on October 19th. • Katharine Mason, Division Manager, joined both classrooms during circle time on October 11th. Her visit was well received. • Community Resources were given out to parents. <p>Lavonia Allen:</p> <ul style="list-style-type: none"> • In the month of September, we held Back to School night. Parents received important information about the curriculum for this school year, and had a chance to create art projects with their children. • We are pleased to welcome Eleanor Miramontes (Ms. Ellie) as our new Teacher for Room 2. • Harvest Festival will be held on October 26, 2018. • CSUEB nursing students visit every other Wednesday and present healthy projects to the children such as: Yoga and Pedestrian Safety. <p>Riverview:</p> <ul style="list-style-type: none"> • Teachers in both classrooms are implementing the Teaching Pyramid Model, Creative Curriculum and Second Step to help support healthy social/emotional development. • Seven children from Riverview received services from the Dental Van. • We created an outdoor Kitchen Area & Reading Corner for the children. • New materials from QRIS funds are still arriving to enhance the classrooms. • Children planted seeds and potatoes during the summer and we are now harvesting red potatoes, beans and carrots. • Preparing for Harvest Festival & Open House next week. • All Classrooms made slime, goop and playdough with the children for work time and small group activities (science & math). • CSU East Bay nursing students present healthy projects for children in Room 1AM & 2 during circle time on Mondays. • Site Supervisor was invited to be on the First Community Advisory Committee (CAC) Meeting in Contra Costa County and will attend next week. • Early Learning Quality Improvement Initiative & Quality Reviewer (Gail Benson) came for annual Review (results are pending). • Cheryl Miller from QMU came for a CLASS review in Room 2, all went well (no corrective actions). • CACFP Nutrition Monitoring with Sophia (no corrective actions needed). <p>Crescent Park:</p> <ul style="list-style-type: none"> • Room 3 - Ms. Nang, Ms. Ruth and Ms. Helen were monitored by Cheryl Miller for CLASS and received no non compliances. |

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| | <ul style="list-style-type: none"> • Mrs. Ivette Nazario substitute teacher has supported Room 1 in the absence of the lead teacher. Families and children are very happy with her support. Huge thank you to Mrs. Ivette. • Nivette Moore and Quewanishi Felder, Policy Council Center Representatives for Crescent Park created monthly center newsletters to highlight upcoming events at Crescent Park Children's Center. • Kompan Inc. has laid a beautiful foundation for the toddler play yard. • Back to School Night is scheduled on October 18, 2018 and Fall Harvest Festival on October 29, 2018. • Miss Sharon from Bayview library comes to read to the children in all classrooms on a monthly basis. • Ron Pipa, Education Manager came to observe our toddler room, room 4. • Miss Cecilia Valdez from Tandem will come to read to the families and children at the Harvest Festival. <p>Balboa:</p> <ul style="list-style-type: none"> • Balboa had a great turn out of parents at our Back to School Night/Open House on October 11th. Each classroom had activities for the children and parents to participate in, and great information was shared with all the families. • On October 9th, Balboa had a visit from the Dental van. A student intern assisted the children to the dental van dressed as a glamorous tooth fairy. The children were very excited to go to the dental van for treatment. • Balboa has been making many improvements to the center. Many purchases for new furniture were made and older items have been removed. The playgrounds were all power washed. • Balboa will participate in the National Food Day on the 24th of October. • Balboa had the pleasure to have Judy Ventling, a certified trainer provide CPR training for all the staff. <p>George Miller III:</p> <ul style="list-style-type: none"> • On October 11th families participated in Back to School/Open House activities and received valuable information about the program offered at our center. • Families and community members have been invited to participate in our Fall Harvest Festival on October 26, 2018. • Classrooms received new materials to enhance all areas representing Fall. • New washing machine and dryer were added to the site. • GMIII children and families participated in the field trip to Bay Area Discovery Museum for the new program year. • GMIII welcomed San Francisco State University Early Children Dean to the center. • Friday Flyers are given out weekly to parents with fun and educational resources available in the surrounding communities. <p>Las Deltas:</p> <ul style="list-style-type: none"> • Las Deltas is 100% enrolled, and families and children have adjusted well. Collaboration between parents and staff is going very well. • The children were happy to receive new classroom supplies • Preschool children have been exploring pine cones and where they come from. • On October 3rd, Gaby Benuto from Bay Area Discovery Museum came to visit our site for circle time. • Job opportunities were posted on parent board. • Preschool classroom had their first trip to Bay Area Discovery Museum. <p>Bayo Vista:</p> |

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| | <ul style="list-style-type: none"> • Open House was on October 11th, followed by parent meeting to discuss upcoming plans for the Fall Harvest, parent participation, and volunteers. • New Policy Council alternate representative Katharine Garcia was voted in at the October 11th parent meeting. • We are working with the Bayo Vista Housing Authority to make improvements to the Teacher’s staff lounge. • Fall Harvest will be held on October 26th, there will be face painting, fruit salad nutrition activity, nature hunt - collecting leaves and natural objects to create a nature collage, leaf rubbing, painting pumpkins, pajama party and pajama parade. • Resources shared with parents: Thanksgiving Dinner by the Salvation Army, Food Bank will be giving out produce to families in our parking lot twice a month, and Christmas food & toys for children for the upcoming months. <p>Marsh Creek:</p> <ul style="list-style-type: none"> • Rita Loza, CS Manager, provided training on “Emotionally Healthy Children” and “Pedestrian Safety” during the parent meeting. <p>First Baptist:</p> <ul style="list-style-type: none"> • Cookie Dough Fundraiser raised \$1,126.50 of \$15,000. • Agency new hires: one Food Transporter and one Teacher promoted within agency. • Playground items have been ordered for Lone Tree center. Facility repairs are in progress to repair broken water pipe in the kitchen. • Harvest Festival will be held from October 29th to 31st We will have a pajama day and children will receive goodie bags. • La Clinica performed dental screening as well as hearing and vision screenings. • Job opportunities were posted on parent board at each site. • Focus Area One questions/answers about FBHS services were completed on October 7th. • Fiscal Audit underway, more information coming soon. | |
| Announcements | <p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared in-kind video from PC Orientation.</p> <ul style="list-style-type: none"> • Board of Supervisors & Policy Council Joint Meeting will be held on November 7th at the Crowne Plaza. Invitations were mailed and representatives are encouraged to RSVP by October 29th. • Attendees were reminder to complete their Demand forms for mileage and child care reimbursement. • Attendees were encouraged to share the Staff Recognition form with site parents and encourage them to nominate staff from their center to receive recognition at PC Meetings for their excellent work. • Thank you for the great feedback received from our PC Orientation. | |
| Meeting Evaluation | <p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Meeting end on-time • New Executive Committee | <p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Air Conditioning |