

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: 1470 Civic Court, Concord Ca 94520

Date: 11/6/2019

Time Convened: 6:00 p.m.

Time Terminated 6:40 p.m.

Recorder: Zully Acosta

Attendees: Katie Cisco, Daisy Templeton, Jasmine Cisneros, Andres Torres, Pamela Arrington, Ana Araujo, Camilla Rand

Conference Call: None

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Katie Cisco, Chair called the meeting to order at 6:00 p.m. Daisy Templeton, Vice-Chair, reviewed the desired outcomes. Katie Cisco, Chair, reviewed the meeting ground rules.
<ul style="list-style-type: none"> Executive Team Roles and Responsibilities 	<p>Camilla Rand, Director, welcomed and thanked the new Policy Council Executive team:</p> <p>Camilla Rand, reviewed the Executive Team Roles and Responsibilities with the exec team as they came into their Executive team roles and presented the Executive Team with the <i>Strengths Finder book</i>.</p> <p>Ana Araujo, Comprehensive Services Manager for Parent Family and Community Engagement, reviewed PC Exec meeting folders and responsibilities for each role, Chair, Vice-Chair, Secretary and Parliamentarian with the Exec team.</p>
<p>Action:</p> <ul style="list-style-type: none"> Review and approve October 7, 2019, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve October 7, 2019, Executive Meeting Minutes was made by Andres Torres and seconded by Daisy Templeton. The motion passed.</p>
<p>Parent Recognition of Staff Excellence</p>	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Josephine Diaz, Teacher at Los Arboles and Barbara Sumler, Associate Teacher at Balboa, to receive recognition at November 20, 2019, Policy Council Meeting for their excellent work with the children and families. <p>Zully Acosta, Clerk Experience Level will invite both to attend the November 20, 2019, Policy Council meeting to receive their recognition.</p>

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Staff Report	Pamela Arrington, Assistant Director, provided updates on the following items: <ul style="list-style-type: none"> • Administration for Children and Families Office of Head Start officially notified us in writing of the results from our onsite CLASS review that was conducted 10/21/19 – 10/26/19. We are happy to report the results were very positive. We surpassed the Federal threshold as well as our own internal 2018 threshold. Forty classrooms in total were reviewed. A big congratulation to our teaching staff site supervisors and education managers! • On October 15, CSB held a graduation ceremony for Family Development Credential (FDC) program participants. A total of 15 graduated, 10 from CSB and five from our Partners YMCA and First Baptist Head Start. The FDC Program is designed for staff who work directly with families to meet training requirements. The participants further developed and strengthened their skills while learning additional strategies for building strong and meaningful relationships with families they interact related to support them in their daily work with the families they work and interact with on a daily basis. • Make Parenting A Pleasure Parenting (MPAP) Curriculum 2019-20, began on October 18, 2019 for all interested east county families. MPAP full curriculum will also be offered to families in West County beginning in early December. • Personnel: <ul style="list-style-type: none"> ○ During the month of October, CSB hired an Accountant Technician, Assistant Director, Intermediate Clerk, three Intern IIs, three permanent Associate Teachers, two Associate Teachers substitutes, and four Teacher Assistant Trainees (TAT) in an effort to maintain a viable pull of substitutes needed for the classrooms. ○ CSB is looking to fill vacancies for an Accountant II, Site Supervisor II, Site Supervisor III and three intermediate Clerks to meet the bureau’s needs 	
• Review October 16, 2019, Policy Council Minutes	• The group reviewed the October 16, 2019, Policy Council Minutes.	
• Set Agenda for November 20, 2019 Policy Council Meeting	• The group reviewed and set the agenda for November 20, 2019. Policy Council Meeting.	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> • All PC Exec team present • Great PC Exec team 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> •