

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours or by contacting Ana.araujo@ehsd.cccounty.us

Agenda

| | |
|---|---------------------------|
| Group/Meeting Name: CSB Policy Council Meeting | |
| Date: April 15, 2020 | Time: 6:00-7:00 PM |
| Teleconference: 1(844) 517-1271 Access Code: 34972327 followed by the pound sign (#) you will be prompted to press the pound sign (#) again. | |
| Meeting Leader: Katie Cisco | |
| Purpose: Conduct Regular Monthly Meeting | |

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.

Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at Ana.araujo@ehsd.cccounty.us Or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Opportunities for Public Comment: *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to Ana.araujo@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes comment.*

All votes taken during a teleconference will be by roll call.

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

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

An ice breaker to open communication and build connections among Policy Council members.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An approval of the FY 2020-21 Carryover budget for Early Head Start Child Care Partnership #2.

An approval of the 2% Cost of Living Adjustment (COLA) increase for Head Start, Early Head Start, Early Head Start Child Care Partnership #1, Early Head Start Child Care Partnership #2, and Quality Improvement Grant.

An approval of Early Head Start Child Care Partnership #2 Continuation Grant.

An approval of the CSB Admissions Priorities & Selection Criteria.

An approval of the Central Kitchen Program Improvement Grant

An approval of February 19, 2020 Policy Council Minutes.

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

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

| Agenda | | | |
|-------------------------|---|------------------|----------------|
| What (Content) | How (Process) | Who | Time (Minutes) |
| Review Desired Outcomes | Present Clarify Check for understanding | Daisy Templeton | 2 Minutes |
| Meeting Ground Rules | Present Clarify Check for understanding | Jasmine Cisneros | 2 Minutes |

| | | | |
|---|--|--|------------|
| Public Comment | Present | Public | 2 Minutes |
| Correspondence | Present Clarify | Katie Cisco | 1 Minute |
| Ice Breaker/Wellness | Present Clarify Check for understanding | Katie Cisco | 5 Minutes |
| Administrative Reports: <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal | Present Clarify Check for understanding | Camilla Rand Katharine Mason Haydee Ilan | 15 Minutes |
| Action: <ul style="list-style-type: none"> • Consider Approval of FY 2020-21 Carryover Budget for Early Head Start Child Care Partnership #2 | Present Clarify Check for understanding Check for Agreement | Haydee Ilan | 5 Minutes |
| Action: <ul style="list-style-type: none"> • Consider Approval of 2% Cost of Living Adjustment (COLA) increase for Head Start, Early Head Start, Early Head Start Child Care Partnership #1, and Early Head Start Child Care Partnership #2 | Present Clarify Check for understanding Check for Agreement | Haydee Ilan | 5 Minutes |
| Action: <ul style="list-style-type: none"> • Consider Approval of Early Head Start Child Care Partnership #2 Grant | Present Clarify Check for understanding Check for Agreement | Haydee Ilan | 5 Minutes |
| Action: <ul style="list-style-type: none"> • Consider Approval of CSB Admissions Priorities & Selection Criteria | Present Clarify Check for understanding Check for Agreement | Tracy Lewis | 5 Minutes |
| Action: Consider Approval of the Central Kitchen Program Improvement Grant | Present Clarify Check for understanding | Sarah Reich | 5 Minutes |
| Action: <ul style="list-style-type: none"> • Consider Approval of February 19, 2020 Policy Council Minutes | Present Clarify Check for understanding | Katie Cisco | 3 Minutes |
| Announcements | Present Clarify Check for Understanding | Ana Araujo | 3 Minutes |
| Meeting Evaluation | Plus/Delta | Volunteer | 2 Minutes |

PC Teleconference Call – Ground Rules

1. **Call on time** - Set alarm reminders to call in five minutes before starting the meeting. We need to meet quorum (9 Representatives) before 6:00 PM
2. **Be prepared**
 - Review documents ahead and be ready to participate as required.
 - Familiarize yourself with your phone settings, mute/unmute buttons.
 - Choose a quiet location to connect to the call.
3. **When logging-in, state your name first**- This will help us identify who is calling and add you to the participant's role. (e.g., Hi this "XXX Representative" calling for "XXX Center").
4. **Limit background noise** - Mute/Unmute your phone accordingly throughout your participation.
5. **Speak one at a time, slowly and clearly** – Speaker will ask for questions after their presentations. Introduce yourself and briefly state your comment or question.
6. **Voting on Action items** - As you sign in- the Parliamentarian will create a participant's role.
 - Before approving agenda items, a CSB Staff supporting the PC Chair will ask to hear your vote by requesting you to say "Yes," "No" or "Abstain."
 - The Parliamentarian will take a role to listen to your vote. When you hear your name, unmute the phone and respond, "Yes," "No" or "Abstain."
 - Do not leave the call or put your phone on hold, if you are called, and no response is heard, you will be considered "absent."
 - To determine vote decision, a CSB Staff supporting the PC Chair will summarize the vote count:
 - A YES (list names of members voting aye)
 - NOES (list names of members voting no)
 - ABSTAIN (list names of members who abstained)
 - ABSENT (list names of members absent)
 - The chair will announce the proposed decision by stating(Samples):
 - "The motion passes 3-2, with Smith and Jones dissenting. Item X is **approved.**"
 - Or, "The motion passes 4-0, with Smith abstaining. Item X is **approved.**"
 - Or, "The motion fails 3-2, with Smith, Jones, and Black voting against. Item X is **not approved.**"
7. **Avoid multi-tasking** - It's easy to get distracted during a conference call. Our agenda items require your full attention.

Enrollment and Attendance Report to Policy Council February 2020

Enrollment:

- **HS – 98.74%**
- **EHS – 101%**
- **EHS-CCP – 100%**
- **EHS-CCP2 –98.8%**

Attendance:

- **HS – 84.11%**
- **EHS – 84.31%**
- **EHS-CCP – 92.33%**
- **EHS-CCP2 –82.27%**

Informe de Inscripción y Asistencia al Consejo de Políticas Febrero 2020

Inscripción:

- ***HS – 98.74%***
- ***EHS – 101%***
- ***EHS-CCP – 100%***
- ***EHS-CCP2 –98.8%***

Asistencia:

- ***HS – 84.11%***
- ***EHS – 84.31%***
- ***EHS-CCP – 92.33%***
- ***EHS-CCP2 –82.27%***

Enrollment and Attendance Report to Policy Council March 2020

Enrollment:

- **HS – 98.74%**
- **EHS – 101%**
- **EHS-CCP – 100%**
- **EHS-CCP2 –98.8%**

Attendance:

- **HS – 65.60%**
- **EHS – 54.85%**
- **EHS-CCP –76.89%**
- **EHS-CCP2 –63.19%** * Attendance numbers not available for Baby Yale Lone Tree/Harvest Park.

Informe de Inscripción y Asistencia al Consejo de Políticas Marzo 2020

Inscripción:

- ***HS – 98.74%***
- ***EHS – 101%***
- ***EHS-CCP – 100%***
- ***EHS-CCP2 –98.8%***

Asistencia:

- ***HS – 65.60%***
- ***EHS – 54.85%***
- ***EHS-CCP –76.89%***
- ***EHS-CCP2 –63.19%*** * Los números de asistencia no están disponibles para Baby Yale Lone Tree/Harvest Park.

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF JANUARY 2020

| DESCRIPTION | JANUARY YTD Actual | Total Budget | Remaining Budget | 8% %YTD |
|---------------------------------------|-------------------------------|-------------------------|-----------------------------|--------------------|
| a. PERSONNEL | \$ 332,366 | \$ 4,393,637 | \$ 4,061,271 | 8% |
| b. FRINGE BENEFITS | 218,373 | 2,782,810 | 2,564,437 | 8% |
| c. TRAVEL | - | 28,742 | 28,742 | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 1,194 | 254,000 | 252,806 | 0% |
| f. CONTRACTUAL | 12,185 | 3,263,489 | 3,251,304 | 0% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 75,993 | 5,269,037 | 5,193,044 | 1% |
| I. TOTAL DIRECT CHARGES | \$ 640,110 | \$ 15,991,715 | \$ 15,351,605 | 4% |
| j. INDIRECT COSTS | - | 922,664 | 922,664 | 0% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 640,110 | \$ 16,914,379 | \$ 16,274,269 | 4% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 160,027</i> | <i>\$ 4,228,594</i> | <i>\$ 4,068,567</i> | <i>4%</i> |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF JANUARY 2020

| DESCRIPTION | JANUARY YTD Actual | Total Budget | Remaining Budget | 8% %YTD |
|---------------------------------------|-------------------------------|-------------------------|-----------------------------|--------------------|
| a. PERSONNEL | \$ 27,251 | \$ 328,769 | \$ 301,518 | 8% |
| b. FRINGE BENEFITS | 17,603 | 190,906 | 173,303 | 9% |
| c. TRAVEL | - | 2,000 | 2,000 | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | - | 27,800 | 27,800 | 0% |
| f. CONTRACTUAL | - | 1,649,140 | 1,649,140 | 0% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 439 | 1,423,487 | 1,423,048 | 0% |
| I. TOTAL DIRECT CHARGES | \$ 45,293 | \$ 3,622,102 | \$ 3,576,809 | 1% |
| j. INDIRECT COSTS | - | 69,042 | 69,042 | 0% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 45,293 | \$ 3,691,144 | \$ 3,645,851 | 1% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 11,323</i> | <i>\$ 922,786</i> | <i>\$ 911,463</i> | <i>1%</i> |

CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU

EARLY HEAD START- CC PARTNERSHIP #1

BUDGET PERIOD JULY 2019 - JUNE 2020

AS OF JANUARY 2020

| DESCRIPTION | JANUARY YTD Actual | Total Budget | Remaining Budget | 50% % YTD |
|---------------------------------------|-----------------------|---------------------|---------------------|--------------|
| a. PERSONNEL | \$ 124,303 | \$ 305,109 | \$ 180,806 | 41% |
| b. FRINGE BENEFITS | 81,385 | 212,143 | 130,758 | 38% |
| c. TRAVEL | - | 7,000 | 7,000 | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 2,650 | 24,100 | 21,450 | 11% |
| f. CONTRACTUAL | 176,767 | 460,020 | 283,253 | 38% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 35,423 | 65,984 | 30,561 | 54% |
| I. TOTAL DIRECT CHARGES | \$ 420,527 | \$ 1,074,356 | \$ 653,829 | 39% |
| j. INDIRECT COSTS | 18,111 | 64,073 | 45,962 | 28% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 438,639 | \$ 1,138,429 | \$ 699,790 | 39% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 105,429</i> | <i>\$ 289,444</i> | <i>\$ 184,016</i> | <i>36%</i> |

CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP #2

BUDGET PERIOD SEPTEMBER 2019 - AUGUST 2020

AS OF JANUARY 2020

| DESCRIPTION | JANUARY YTD Actual | Total Budget | Remaining Budget | 42% % YTD |
|---------------------------------------|-----------------------|---------------------|---------------------|----------------------------|
| a. PERSONNEL | \$ 269,835 | \$ 710,668 | \$ 440,833 | 38% |
| b. FRINGE BENEFITS | 175,107 | 504,605 | 329,498 | 35% |
| c. TRAVEL | 10,272 | 10,000 | (272) | 103% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 10,837 | 26,000 | 15,163 | 42% |
| f. CONTRACTUAL | 353,362 | 707,579 | 354,217 | 50% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 687,309 | 1,584,930 | 897,621 | 43% |
| I. TOTAL DIRECT CHARGES | \$ 1,506,721 | \$ 3,543,782 | \$ 2,037,061 | 43% |
| j. INDIRECT COSTS | 61,261 | 149,240 | 87,979 | 41% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 1,567,983 | \$ 3,693,022 | \$ 2,125,039 | 42% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 335,824</i> | <i>\$ 923,256</i> | <i>\$ 587,432</i> | <i>36%</i> |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF FEBRUARY 2020

| DESCRIPTION | FEBRUARY YTD Actual | Total Budget | Remaining Budget | 17% %YTD |
|---------------------------------------|--------------------------------|-------------------------|-----------------------------|---------------------|
| a. PERSONNEL | \$ 677,220 | \$ 4,393,637 | \$ 3,716,417 | 15% |
| b. FRINGE BENEFITS | 436,267 | 2,782,810 | 2,346,543 | 16% |
| c. TRAVEL | - | 28,742 | 28,742 | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 9,692 | 254,000 | 244,308 | 4% |
| f. CONTRACTUAL | 59,210 | 3,263,489 | 3,204,279 | 2% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 351,504 | 5,269,037 | 4,917,533 | 7% |
| I. TOTAL DIRECT CHARGES | \$ 1,533,894 | \$ 15,991,715 | \$ 14,457,821 | 10% |
| j. INDIRECT COSTS | - | 922,664 | 922,664 | 0% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 1,533,894 | \$ 16,914,379 | \$ 15,380,485 | 9% |
| <i>In-Kind (Non-Federal Share)</i> | \$ 383,473 | \$ 4,228,594 | \$ 3,845,121 | 9% |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF FEBRUARY 2020

| DESCRIPTION | FEBRUARY YTD Actual | Total Budget | Remaining Budget | 17% %YTD |
|---------------------------------------|--------------------------------|-------------------------|-----------------------------|---------------------|
| a. PERSONNEL | \$ 56,202 | \$ 328,769 | \$ 272,567 | 17% |
| b. FRINGE BENEFITS | 38,324 | 190,906 | 152,582 | 20% |
| c. TRAVEL | - | 2,000 | 2,000 | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 460 | 27,800 | 27,340 | 2% |
| f. CONTRACTUAL | 55,315 | 1,649,140 | 1,593,825 | 3% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 11,171 | 1,423,487 | 1,412,316 | 1% |
| I. TOTAL DIRECT CHARGES | \$ 161,471 | \$ 3,622,102 | \$ 3,460,631 | 4% |
| j. INDIRECT COSTS | - | 69,042 | 69,042 | 0% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 161,471 | \$ 3,691,144 | \$ 3,529,673 | 4% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 40,368</i> | <i>\$ 922,786</i> | <i>\$ 882,418</i> | <i>4%</i> |

CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU

EARLY HEAD START- CC PARTNERSHIP #1

BUDGET PERIOD JULY 2019 - JUNE 2020

AS OF FEBRUARY 2020

| DESCRIPTION | FEBRUARY YTD Actual | Total Budget | Remaining Budget | 67% % YTD |
|---------------------------------------|------------------------|---------------------|---------------------|----------------------------|
| a. PERSONNEL | \$ 147,494 | \$ 305,109 | \$ 157,615 | 48% |
| b. FRINGE BENEFITS | 97,094 | 212,143 | 115,049 | 46% |
| c. TRAVEL | 8 | 7,000 | 6,992 | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 2,673 | 24,100 | 21,427 | 11% |
| f. CONTRACTUAL | 196,967 | 460,020 | 263,053 | 43% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 41,927 | 65,984 | 24,057 | 64% |
| I. TOTAL DIRECT CHARGES | \$ 486,162 | \$ 1,074,356 | \$ 588,194 | 45% |
| j. INDIRECT COSTS | 22,911 | 64,073 | 41,162 | 36% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 509,074 | \$ 1,138,429 | \$ 629,355 | 45% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 123,037</i> | <i>\$ 289,444</i> | <i>\$ 166,407</i> | <i>43%</i> |

**CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP #2
BUDGET PERIOD SEPTEMBER 2019 - AUGUST 2020
AS OF FEBRUARY 2020**

| DESCRIPTION | FEBRUARY YTD Actual | Total Budget | Remaining Budget | 50% % YTD |
|---------------------------------------|------------------------|---------------------|---------------------|----------------------|
| a. PERSONNEL | \$ 329,040 | \$ 710,668 | \$ 381,628 | 46% |
| b. FRINGE BENEFITS | 213,224 | 504,605 | 291,381 | 42% |
| c. TRAVEL | 10,939 | 10,000 | (939) | 109% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 11,280 | 26,000 | 14,720 | 43% |
| f. CONTRACTUAL | 648,438 | 707,579 | 59,141 | 92% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 720,642 | 1,584,930 | 864,288 | 45% |
| I. TOTAL DIRECT CHARGES | \$ 1,933,563 | \$ 3,543,782 | \$ 1,610,219 | 55% |
| j. INDIRECT COSTS | 74,050 | 149,240 | 75,190 | 50% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 2,007,613 | \$ 3,693,022 | \$ 1,685,409 | 54% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 459,807</i> | <i>\$ 923,256</i> | <i>\$ 463,449</i> | <i>50%</i> |

SUMMARY CREDIT CARD EXPENDITURE

Agency: Community Services Bureau

Credit Card: **Visa/U.S. Bank**

| Fund Org | Stat. Date | Amount | Program | Purpose/Description |
|----------|--------------|--------------------|-------------------------------|--------------------------|
| 1464 | 01/22/20 | 217.25 | EHS-Child Care Partnership #2 | Books, Periodicals |
| | | \$ 217.25 | | |
| 1464 | 01/22/20 | 2,852.85 | EHS-Child Care Partnership #2 | Other Travel Employees |
| | | \$ 2,852.85 | | |
| 1432 | 01/22/20 | 125.00 | HS Basic Grant | Training & Registration |
| | | \$ 125.00 | | |
| 1464 | 01/22/20 | 245.84 | EHS-Child Care Partnership #2 | Educational Supplies |
| 1423 | 01/22/20 | 417.34 | HS Parent Services | Educational Supplies |
| 1432 | 01/22/20 | 417.34 | HS Basic Grant | Educational Supplies |
| 1432 | 01/22/20 | 147.73 | HS Basic Grant | Educational Supplies |
| 1464 | 01/22/20 | 147.73 | EHS-Child Care Partnership #2 | Educational Supplies |
| 1484 | 01/22/20 | 63.81 | George Miller Concord CS | Educational Supplies |
| | | \$ 1,439.79 | | |
| 1423 | 01/22/20 | 114.41 | HS Parent Services | Other Special Dpmtal Exp |
| 1464 | 01/22/20 | 18.48 | EHS-Child Care Partnership #2 | Other Special Dpmtal Exp |
| 1482 | 01/22/20 | 114.40 | Child Nutrition Food Services | Other Special Dpmtal Exp |
| | | \$ 247.29 | | |
| 1464 | 01/22/20 | 28.31 | EHS-Child Care Partnership #2 | Misc Services/Supplies |
| 1432 | 01/22/20 | 25.55 | HS Basic Grant | Misc Services/Supplies |
| 1464 | 01/22/20 | 25.55 | EHS-Child Care Partnership #2 | Misc Services/Supplies |
| 1417 | 01/22/20 | 1,010.33 | Child Care Svs Program | Misc Services/Supplies |
| 1482 | 01/22/20 | 45.66 | Child Nutrition Food Services | Misc Services/Supplies |
| 1432 | 01/22/20 | 241.77 | HS Basic Grant | Misc Services/Supplies |
| | | \$ 1,377.17 | | |
| | | | | |
| | TOTAL | 6,259.35 | | |

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2019-2020

January 2020

13 Approved Sites



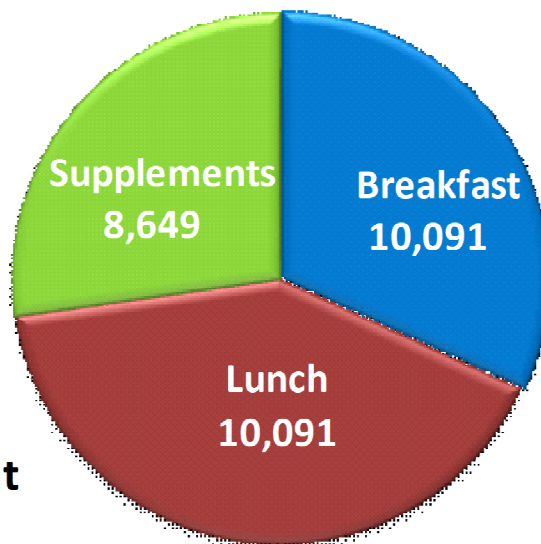
21 Days Meals Served



619 Daily Participation



31,733 Meals Served



**Claim Reimbursement
Total: \$61,792**

CONTRA COSTA COUNTY-EHSD-COMMUNITY SERVICES BUREAU

EARLY HEAD START-CCP2 PROGRAM – 09HP000111/03

REQUEST FOR CARRYOVER OF UNOBLIGATED BALANCE

Contra Costa County Community Services Bureau (CSB) is requesting carryover of unspent funds of \$1,798,050. for FY2019-20 Early Head Start-CCP2 Program, Grant #09HP000111/03 several factors contributed to the delay in spending the remaining funds. Although CSB’s slots in directly operated sites were transferred to, our community-based partners/subrecipients due to the teacher shortage and the inability to hire qualified teaching staff, shifting many of those slots to our community-based partners were not easy. CSB staff was faced with difficulty finding qualified subrecipients who could carry out the EHS-CCP2 Program, therefore causing a significant delay in program operation and expenditures of funds. Subrecipients’ contracts were also delayed and not maximized due to lack of slots. Some of the projected training and technical assistance were not also fully utilized due to delays in program implementation. Additionally, most of the unspent portion were in the projected building repairs and maintenance that were not immediately implemented because of the county’s lengthy contracting process and backlog of work requests in its Public Works Department. CSB did not have the necessary time to expend those funds before the end of the budget period, August 31, 2019. However, most of these projects are already in the pipeline and have the status as work in progress. Therefore, CSB is requesting a carryover of unspent funds to finance the facilities work in progress and other necessary expenditures amounting to \$1,798,050.

CSB is also requesting a waiver of the Non-Federal match since most of the building and facilities improvement cannot generate volunteer activities from the community.

The planned expenditures for the unobligated balance will be allocated as follows:

| DESCRIPTION | Carryover Budget |
|--------------------|-------------------------|
| a. PERSONNEL | - |
| b. FRINGE BENEFITS | - |

| | |
|--------------------------------|--------------------|
| c. TRAVEL | - |
| d. EQUIPMENT | - |
| e. SUPPLIES | - |
| f. CONTRACTUAL | \$ 586,010 |
| g. CONSTRUCTION | - |
| h. OTHER | 1,212,040 |
| I. TOTAL DIRECT CHARGES | \$1,798,050 |

(6f) Contractual **\$586,010**

Training and Technical Assistance with Lead Learn Excel \$90,000

CSB is allocating budget for Lead Learn Excel, a professional learning fellowship that is designed to enhance child outcomes by supporting early childhood education professionals with effective instructional leadership skills. The focus is to strengthen the organizational structure of a program for long-term sustainability through strength-based leadership. Over a 12-month period, CSB Site Supervisors and Education Managers will participate in several trainings, focused lesson planning, facilitated collaborative groups, individual and group data analyzing from staff and parents, coaching and peer learning communities while working through the Essential Organizational Supports for Strong Learning Outcomes.

Other Contracts \$ 496,010

This pertains to services rendered and expenditures that were already encumbered but payments were made after the 90 days close out for year 2 grant such One Solution Technology, Dell marketing and other vendors/suppliers.

(6h) Other (Health and Safety/Facilities) **\$1,212,040**

Building maintenance/Repairs and Other Occupancy

Public Works Projects (schedule 1) \$1,011,833

Kompan Playground Projects (schedule 2) \$ 200,207

This consist of upgrading existing facilities to meet health and safety standards required by federal, state and local regulatory agencies. These projects have been started by the County’s Public Works Department and are already work in progress, completion of which is estimated this year. These upgrades include renovating playgrounds to ensure safety for the children, adding a shade structure, laying new sod, adding a small toddler structure to an existing playground, replacing a worn out fall cushion, and adding a fence to a playground. Likewise, facility improvements will continue to be done at CSB’s directly operated centers and our partner centers. These facility improvements include a major work on CSB’s center at GM Concord for building and foundation work due to recent earthquake activity and obvious damage to the building foundation. Other requested improvements include re-sod of empty lot and irrigation system, lay slab and install additional storage shed, repave asphalt entry/exit walkway, install new aluminum ramps for modular, makeover of staff break room, conversion of room into a new Site Supervisor office, resurface and strip building parking lot and installation of Sit stand at centers that have OLP already in place. These facility improvements are essential to ensure that CSB is maintaining a hazard free environment while meeting the Head Start Performance Standards relating to health and safety. Details of these work in progress are attached as schedule 1 and 2.

| | |
|----------------------------------|--------------------|
| (6k) TOTAL FEDERAL BUDGET | \$1,798,050 |
|----------------------------------|--------------------|

| | |
|--------------------------------------|--------------|
| (6k) TOTAL NON-FEDERAL BUDGET | \$-0- |
|--------------------------------------|--------------|

The Bureau will request for waiver of Non Federal match since the carryover projects are mostly related to building and facilities improvements and therefore cannot generate volunteer time from the community.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 13, 2020

Grant No. 09CH010862

Dear Head Start Grantee:

The Further Consolidated Appropriations Act, 2020, contains an increase of approximately \$550 million for programs under the Head Start Act for Fiscal Year (FY) 2020. The increase provides \$193 million for a cost-of-living adjustment (COLA) and \$250 million for Quality Improvement investments for Head Start. The COLA supports an increase of two percent for each grantee to increase staff salaries and fringe benefits, and offset higher operating costs. COLA funds are effective at the start of the FY 2020 budget period and are retroactive if this period has already begun. Quality Improvement funds are allocated proportionately based on federal funded enrollment, with additional consideration given to small grantees to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2020.

| Funding Type | Head Start | Early Head Start |
|----------------------------------|-------------------|-------------------------|
| Cost-of-Living Adjustment (COLA) | \$334,341 | \$72,164 |
| Quality Improvement (QI) | \$359,366 | \$113,826 |
| Total Funding | | \$879,697 |

The table provides projected amounts for each program, Head Start and/or Early Head Start. The Quality Improvement allocation above was calculated on Head Start and/or Early Head Start funded slots; however, grantees operating both programs have flexibility to use any amount of funding on either program, based on community needs, and not to exceed the total amount available. This flexibility does not extend to COLA allocations. Please note, allocations in the table are based on annual funding and enrollment levels by program as of February 2020, and may be subject to change if there are adjustments to these levels.

Submission Requirements

The supplemental application is due **May 15, 2020** and must be submitted in the [Head Start Enterprise System \(HSES\)](#). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2020**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other application type for these funds will be accepted.

Content of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must begin with a Table of Contents, use 12 point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

COLA Narrative and Budget Justification



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 13, 2020

Grant No. 09HP000111

Dear Head Start Grantee:

The Further Consolidated Appropriations Act, 2020, contains an increase of approximately \$550 million for programs under the Head Start Act for Fiscal Year (FY) 2020. The increase provides \$193 million for a cost-of-living adjustment (COLA) and \$250 million for Quality Improvement investments for Head Start. The COLA supports an increase of two percent for each grantee to increase staff salaries and fringe benefits, and offset higher operating costs. COLA funds are effective at the start of the FY 2020 budget period and are retroactive if this period has already begun. Quality Improvement funds are allocated proportionately based on federal funded enrollment, with additional consideration given to small grantees to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2020.

| Funding Type | Early Head Start |
|----------------------------------|-------------------------|
| Cost-of-Living Adjustment (COLA) | \$72,133 |
| Quality Improvement (QI) | \$69,540 |
| Total Funding | \$141,673 |

The table provides projected amounts for each program, Head Start and/or Early Head Start. The Quality Improvement allocation above was calculated on Head Start and/or Early Head Start funded slots; however, grantees operating both programs have flexibility to use any amount of funding on either program, based on community needs, and not to exceed the total amount available. This flexibility does not extend to COLA allocations. Please note, allocations in the table are based on annual funding and enrollment levels by program as of February 2020, and may be subject to change if there are adjustments to these levels.

Submission Requirements

The supplemental application is due **May 15, 2020** and must be submitted in the [Head Start Enterprise System \(HSES\)](#). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2020**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other application type for these funds will be accepted.

Content of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must begin with a Table of Contents, use 12 point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

COLA Narrative and Budget Justification



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 13, 2020

Grant No. 09HP000193

Dear Head Start Grantee:

The Further Consolidated Appropriations Act, 2020, contains an increase of approximately \$550 million for programs under the Head Start Act for Fiscal Year (FY) 2020. The increase provides \$193 million for a cost-of-living adjustment (COLA) and \$250 million for Quality Improvement investments for Head Start. The COLA supports an increase of two percent for each grantee to increase staff salaries and fringe benefits, and offset higher operating costs. COLA funds are effective at the start of the FY 2020 budget period and are retroactive if this period has already begun. Quality Improvement funds are allocated proportionately based on federal funded enrollment, with additional consideration given to small grantees to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2020.

| Funding Type | Early Head Start |
|----------------------------------|-------------------------|
| Cost-of-Living Adjustment (COLA) | \$22,250 |
| Quality Improvement (QI) | \$35,000 |
| Total Funding | \$57,250 |

The table provides projected amounts for each program, Head Start and/or Early Head Start. The Quality Improvement allocation above was calculated on Head Start and/or Early Head Start funded slots; however, grantees operating both programs have flexibility to use any amount of funding on either program, based on community needs, and not to exceed the total amount available. This flexibility does not extend to COLA allocations. Please note, allocations in the table are based on annual funding and enrollment levels by program as of February 2020, and may be subject to change if there are adjustments to these levels.

Submission Requirements

The supplemental application is due **May 15, 2020** and must be submitted in the [Head Start Enterprise System \(HSES\)](#). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2020**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other application type for these funds will be accepted.

Content of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must begin with a Table of Contents, use 12 point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

COLA Narrative and Budget Justification

Grantees must demonstrate:

- An increase of no less than two percent of the current pay scale for Head Start/Early Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale and documentation detailing agency policies and procedures if employees are receiving less than the two percent COLA or differential COLA increases;
- The provision of a no less than two percent increase to all delegate agencies and partners or justification if less than two percent or differential increases are provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs.

Sections [653](#) and [640\(j\)](#) of the Head Start Act provide further guidance on the uses and limitations of COLA funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Sec. 640(j) of the Act requires compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services. Grantees with concerns that staff salaries cannot be increased due to wage comparability issues should ensure public school salaries for kindergarten teachers are included in their considerations.

Quality Improvement Narrative and Budget Justification

Grantees must demonstrate:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement will be ongoing;
- How investments support children, families, and staff impacted by trauma; or justify the reasoning for investing in an activity not directly related to addressing trauma (For specific examples, please see Attachment B or the following resource on [Implementing a Trauma-Informed Approach](#).)
- For programs using flexibility in the proportional share of the funding for Head Start and Early Head Start, justify how that approach fully supports the greatest needs of communities.

Grantees are strongly encouraged to invest this funding into program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences. **For more information on trauma and implementation of trauma-informed approaches in Head Start and Early Head Start programs, including specific examples, please see Attachment B or the following resource on [Implementing a Trauma-Informed Approach](#).** However, grantees do have the flexibility to use these Quality Improvement funds to meet grantees' most pressing local needs, consistent with Section 640(a)(5) of the Act. With this funding, grantees should plan for ongoing, sustained investments in quality improvements, while also acknowledging one-time investments in FY 2020 year may be necessary to sustain ongoing quality improvement.

Budget Requirements

The data entered on the budget tab within the application populates the SF-424A. Grantees are required to include funds for both COLA and Quality Improvement, and within the appropriate program, Head Start or Early Head Start.

Non-Federal Share

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act must be submitted if the application proposes a waiver of any portion of the non-federal match requirement.

Supporting Documents

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application for COLA and Quality Improvement must be provided.

The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Chris Pflaumer, Head Start Program Specialist, at 415-437-8445 or chris.pflaumer@acf.hhs.gov or Keith Chin, Grants Management Specialist, at 646-905-8121 or keith.chin@acf.hhs.gov.

For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Sincerely,
The Office of Head Start

Attachment A

Allowable Uses of Quality Improvement Funds

The language in this document comes directly from Sec. 640(a)(5) of the Head Start Act, except that language has been removed from no. 1 specifying that at least 50 percent of the funds must be used for staff compensation and language has been removed from no. 8 specifying that no more than 10 percent of the funds can be used on transportation to align with the FY 2020 enacted appropriation language.

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections [644\(a\)](#) and [653](#) of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to—
 - ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
 - improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
 - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under [Sec. 648A\(a\)\(1\)](#) of the Act, including—
 - providing assistance to complete postsecondary course work;
 - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
 - improving the qualifications and skills of educational personnel to teach and provide services to

children with disabilities

2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children ; children in foster care; limited English proficient children; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.
3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.
4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.
5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically based reading research, as predictive of later reading achievement.
6. To increase hours of program operation, including—
 - conversion of part-day programs to full-working day programs; and
 - increasing the number of weeks of operation in a calendar year.
7. To improve communitywide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.
8. To transport children in Head Start programs safely.
9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.

Attachment B

Office of Head Start Guidance on Implementing a Trauma-Informed Approach

Trauma occurs when frightening events or situations overwhelm a child or adult's ability to cope or deal with what has happened. These kinds of experiences cause an extended stress response and lasting effects on the physical and mental health of the individual. Trauma can occur in the form of a single event (e.g., a natural disaster or death of a close family member) or as a series of events or chronic condition (e.g., substance misuse, domestic and community violence, child abuse and neglect, extended homelessness, or food insecurity). Exposure to trauma is more common than most people believe. It is also multi-layered, with individual, community, and historical experiences. In addition to enrolled children and families, Head Start staff may experience trauma as well, along with stress associated with their role in supporting children and families impacted by trauma. That said, not everyone exposed to adverse experiences is traumatized.

Head Start and Early Head Start programs play a critical role in buffering the impact of trauma by promoting resilience for children, families, and staff. The effects of trauma are lessened by protective factors such as strong parent-child relationships; relationships between staff, children, and families in Head Start and Early Head Start

programs; and through relationships and supports within the community. Supporting staff wellness is a critical part of any trauma-informed approach in Head Start programs.

The Substance Abuse and Mental Health Services Administration (SAMHSA) defines a trauma-informed approach as one that: 1) **realizes** the widespread impact of trauma and understands potential paths for recovery; 2) **recognizes** potential signs and symptoms of trauma; 3) **responds** by fully integrating knowledge about trauma into program policies, procedures, and practices; and 4) **resists** re-traumatization of impacted individuals. For more information, please see [SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach](#).

Head Start Considerations for Funding Trauma-Informed Approaches

There are many ways Head Start and Early Head Start programs can use Quality Improvement funds to implement a comprehensive, ongoing trauma-informed approach. The following includes a limited, non-exhaustive list of examples:

Expand Mental Health Services

- Improve preventive mental health screening, assessment, and interventions
- Enhance mental health consultation for staff support and organizational improvement to help identify signs and symptoms of trauma and integrate supports and services to assist in healing
- Ensure mental health consultation and other related intervention services include a trauma-informed approach and are integrated at intake and orientation
- Build and/or enhance collaborative services with local substance abuse and mental health treatment programs, domestic violence service providers, disaster response programs, child welfare agencies, and others

Increase Classroom Quality

- Hire additional qualified education staff to lower classroom ratios, enhance caregiver-child relationships
- Provide ongoing coaching and support to education staff to address secondary stress and related turnover
- Hire behavioral specialists to support children, classroom staff, and parents
- Improve physical environments and learning spaces throughout the facility to help address the multiple domains of development and learning that are impacted by trauma
- Invest in professional development and staffing patterns that foster continuity of care, and consistent, predictable, and nurturing environments

Strengthen Family Services

- Enhance services that strengthen families, promote relationships, decrease parental stress, and improve family safety and financial security
- Strengthen service provision related to housing access and stability
- Provide enhanced job training, employment, education, and career services
- Help families better access healthcare and nutrition services
- Enhance transportation services to promote more regular participation by children and families in services designed to support development and learning and address trauma
- Improve collaboration efforts and alignment with family-serving agencies to lessen family confusion and stress in dealing with multiple agencies

Support a Trauma-Informed Workforce

- Provide training on trauma-informed approaches to all staff, governing boards, and Policy Councils, and ensure training is accompanied with coaching and opportunities for reflective practice and supervision
- Support staff capacity with salary increases and additional benefits, such as employee assistance services and break times
- Decrease family service staff and/or home visitor caseloads through hiring of additional qualified staff or other strategies

Create a Program-Wide Trauma-Informed Environment

- Ensure any trauma-informed training implemented at the management-, governing-, or policy-level includes oversight to examine how the approach is being implemented
- Conduct ongoing self-assessment to track program improvements related to integrating a trauma-informed approach over time
- Expand Health Services Advisory Committee efforts to better support health and mental health services for children and families by implementing trauma-informed approaches

**Contra Costa County Employment & Human Services Department
Community Services Bureau
2020-2021 Early Head Start-Child Care Partnership Program Continuation Grant Funding
Application**

**EXECUTIVE SUMMARY
INCOMING FUNDS NARRATIVE STATEMENT**

1. PROJECT/PROGRAM TITLE. Early Head Start-Child Care Partnership Program Continuation Grant Funding Application for Budget Period 9/1/2020 through 8/31/2021.

2. FUNDING AGENCY. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).

3. SUBMITTAL STATUS. This is a submission of application for continuation grant funding for FY 2020-2021.

4. PROPOSED TERM. Funding must be requested annually. The standard one budget period is from 9/1/2020 through 8/31/2021. The budget summary below is for year 4 of the five year grant period.

5. CURRENT FUNDING. Funding for Early Head Start-Child Care Partnership is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.

6. FUTURE FUNDING. An application for continuation grant funding must be submitted each year.

7. BUDGET SUMMARY

| Budget Categories: | FY 2020-2021 EHS Child Care Partnership |
|---|--|
| Personnel | \$1,000,000 |
| Fringe Benefits | \$720,000 |
| T & TA | \$95,261 |
| Travel (T & TA) | \$17,000 |
| Supplies | \$64,500 |
| Contractual | \$1,088,387 |
| Other | \$1,855,226 |
| Sub-Total of Direct Charges | \$4,840,374 |
| Indirect Costs | \$190,000 |
| Total Federal Amount Being Requested | \$5,030,374 |
| Non-Federal Share | 1,257,594 |
| | |
| Total Federal and Non-Federal | \$6,287,968 |

8. STAFFING REQUIREMENTS. As Grantee, Contra Costa County operates the Head Start Program, which is administered and staffed by the Employment & Human Services Department, Community Services Bureau.

9. PROGRAM NEED. The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs. under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.

10. RELATIONSHIP TO OTHER PROGRAMS. The Community Services Bureau's Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.

11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)

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.

Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.

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.

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.

12. STATED OBJECTIVES.

- By June 30, 2020, CSB will implement the use of an interactive self-service kiosks, web portal, and mobile application with user-friendly interface and software that interacts with CSB's data management system.
- By June 30, 2020, CSB will develop communication protocols to maximize the use of Short Message System (SMS) and e-mails through CSB's data management system to enhance communication with families and staff.
- By June 30, 2020, CSB will expand the use of the Interactive Voice Response (IVR) system that allows the database to interact with families for purposes of automated alerts to support recordkeeping.
- In February 2020, CSB will pilot Early Head Start oral health curriculum during Oral Health Month to determine which curriculum will be used in our program moving forward.
- By June 2020, select program staff will receive Infant/Toddler CLASS coaching with a certified Infant/Toddler CLASS consultant to increase their understanding of best practices in adult/child interactions.
- By June 2020, both CSB and the partners and will increase family collaborating and understanding of school readiness through various family engagement activities based on the first assessment date in the child outcomes report.
- By December 2020, 15 additional Teacher Assistant Trainees will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa and the YMCA of the East Bay.
- By December 2020, 10 teachers will acquire classes in pursuit of degrees and earning a higher-level permit.

- By December 2020, the Staff Health Improvement Plan in partnership with the Wellness Champions will improve CSB's holistic wellness in the areas of: 1) Consistent information dissemination 2) Nutrition and physical activity 3) Effective Stress Management.
- By December 2020, CSB will utilize innovative recruitment strategies to increase the number of qualified Teacher Assistant Trainees (TAT) and Associate Teachers (AT) by 10%.
- By June 2020, CSB staff will participate in a learning series targeted at boosting staff confidence and enthusiasm in working with parents to achieve meaningful and appropriate engagement in program activities.
- By June 2020, CSB will introduce "*Strong Partners/Strong families*," a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.
- By June 2020, CSB will build pro-fathering knowledge, attitudes, and skills of the fathers and other male caregivers by piloting the Fathering in 15^(TM): Online Learning for Dads.
- By June 2020, CSB will implement a comprehensive approach to serving homeless families that addresses all of their needs that result from the devastating effects of homelessness.

13. ACTIVITY SUMMARY. Program continues to provide high-quality services.

14. EVALUATION METHOD(S). Measurable, results-based child and family outcomes have been implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.

15. CHANGES COMPARED TO PRIOR YEAR (if any). Goals and Objectives cover FY 2018 – FY 2022. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.

16. POTENTIAL CONTROVERSIAL ISSUES. None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council will approve submission of this grant at their April 15, 2020 meeting.



**CONTRA COSTA COUNTY
CSB Admissions Priorities / Selection Criteria
2020-2021 Program Year**



Head Start Performance Standard 1302.14 (a)(1) mandates that the program set criteria, based on our Community Assessment, that define the types of children and families who will be given priority for recruitment and selection. Kindergarten is available in all communities that we serve. Due to the community need for full-day, full-year services, and the mandate that the Head Start & Early Head Start Program collaborate for full-day services, CSB has adopted the following selection criteria presented in order of priority, which also meets the regulations of our partner, the State Department of Education, with one exception as noted below*:

| <p align="center">INFANTS & TODDLERS (Aged 0-3, including pregnant women)</p> | <p align="center">PRE-SCHOOL (Aged 3-5)</p> |
|---|---|
| <ol style="list-style-type: none"> 1. Transfers of children currently enrolled in Early Head Start and California Childcare and Development programs 2. CPS or Child At Risk, Foster Child ♦, Currently Homeless ♦ or Homeless within the last 18 months 3. Eligible infant/toddler with disabilities (IEP or IFSP) 4. Sibling of a child already enrolled in the program 5. Current TANF Recipient ♦ or within 24 months 6. Lowest income infant/toddler <p>*Exception</p> <p>Contra Costa College:</p> <p>On October 3, 2008, the California Department of Education granted CSB an enrollment waiver to give first priority to children of college students at our Contra Costa College Children’s Center.</p> | <ol style="list-style-type: none"> 1. Transfers of children currently enrolled in Head Start and California Childcare and Development programs 2. CPS or Child At Risk, Foster Child ♦, Currently Homeless ♦ or Homeless within the last 18 months 3. Eligible 4 yr old with disabilities (IEP or IFSP) 4. Sibling of a child already enrolled in the program 5. Eligible 4 yr old with special circumstances <ul style="list-style-type: none"> ▪ Families experiencing domestic violence ▪ Limited English ▪ Families Needing Full Day services ▪ Current TANF ♦ recipient or within the last 24 months ▪ Health Impairments ▪ Teen Parents ▪ Grandparent caregivers ▪ Children with current or former incarcerated parent(s) 6. Lowest income 4 yr old 7. Eligible 3 yr olds disabilities (IEP or IFSP) 8. Eligible 3 yr old with special circumstances <ul style="list-style-type: none"> ▪ Families experiencing domestic violence ▪ Limited English ▪ Families Needing Full Day services ▪ Current TANF ♦ recipient or within the last 24 months ▪ Health Impairments ▪ Teen Parents ▪ Grandparent caregivers ▪ Children with current or former incarcerated parent(s) 9. Lowest income 3 yr old |

♦ Denotes categorical eligibility as per Head Start Performance Standard 1302.14 (b), at least 10 percent of the enrollment will be made available to children who meet the definition for children with disabilities. Children enrolled in the EHS-CCP and EHS-CCP2 program must be receiving child care subsidies at time of enrollment, as required for the Early Head Start- Child Care Partnership (EHS-CCP) and Early Head Start-Child Care Partnership 2 (EHS-CCP2) grant. CSB 603 –2020-2021 Admissions Priorities / Selection Criteria, approved by Policy Council on xx/xx/2020 and approved by Board of Supervisors on xx/xx/2020

**Contra Costa County Employment and Human Services Department
Community Services Bureau
Major Facility Renovation Grant – 09CH010862**

Overview

Contra Costa County Community Services Bureau (CSB) of the Employment and Human Services Department is requesting a to utilize Head Start funds to contribute to the cost of the relocation and renovation of the CSB's Central Kitchen. The Central Kitchen provides over 30,000 meals a month to 14 centers serving children and families in need, resulting in 2/3 of a child's daily nutritional needs.

The County's Employment and Human Services, Community Services Bureau (CSB) has been providing high quality and nutritious food to all CSB Head Start centers from the Central Kitchen "hub" since 1990. The Central Kitchen which is currently located at the Brookside Center is in urgent need of relocation due to a several major issues. The center, once the County's Juvenile Detention Facility, is located between two active railroad tracks and two retired Chevron and PG&E pipelines. CSB has learned that the location of the center has been contaminated due to petroleum leaks from the pipelines as well as from former underground storage tanks. The proximity of two BNSF railroad tracks on either side of the center also poses health and safety concerns. Research shows that diesel exhaust, which is emitted by freight trains, contributes to cancer, asthma, heart disease, premature birth, and other health conditions. Due to these concerns as well as the fact that the facility is aging and in need of on-going costly repairs, CSB closed the childcare portion of this center in June of 2018 and relocated the children and staff elsewhere.

Since the center closed and the kitchen has remained on site, the growing homeless population around the railroad tracks and center has posed an ongoing health and safety risk for current

**Contra Costa County Employment and Human Services Department
Community Services Bureau
Major Facility Renovation Grant – 09CH010862**

staff. CSB pays for Public Works Hazardous-Material crews to come each week to clean feces and needles from the growing encampments around the center; and a fire was started at one of the encampments, forcing the center to evacuate. The county vehicles used to transport food from the kitchen to our centers have been routinely vandalized resulting in costly repairs such as replacement of stolen catalytic converters and gas tank that have been punctured in order to steal the gas contained therein.

Currently the Central Kitchen is still housed at this location; however, CSB has identified an alternate location (303 41st St. in Richmond) for it at an existing county building nearby. We anticipate the total cost of the project to be \$2.3 million and will be securing the funding through a variety of sources. **This request in the amount of \$995,000 will go towards the total costs of ensuring we can continue to serve our 14 locations county-wide each day.**

CSB is requesting to allocate \$995,000 of available funds from Grant 09CH010862 to the new Kitchen project and is therefore submitting an application in accordance with section 1303 of the Head Start Program Performance Standards. CSB referred to the Performance Standards, the Head Start Act, and the National Center on Program Management and Fiscal Operations Facility Purchase, Construction, or Major Renovation Using Head Start Funds checklist to prepare this application.



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



Date: 2/19/2020

Time Convened: 6:03 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"> • Katie Cisco, Chair, called the meeting to order at 6:03 p.m. • Daisy Templeton, Vice Chair, reviewed the desired outcomes. • Jasmine Cisneros, Parliamentarian, reviewed the ground meeting rules. |
| Public Comment | None |
| Correspondence | <p>Katie Cisco, Chair, read correspondence received from the Administration for Children & Families.</p> <p>On February 7, 2020, Community Services Bureau received a letter stating that they will conduct an on-site follow-up monitoring review to assess corrections on the findings identified in the Office of Head Start monitoring report dated October 17, 2019. CSB has been scheduled for an onsite Follow-Up Review on February 24, 2020, to verify that appropriate corrective actions have been accomplished.</p> |
| Parent Recognition | <p>The following staff were recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> • Maria Rios, Master Teacher at Marsh Creek and Balsam Nimir, Teacher at George Miller Concord. All staff received a certificate and book to acknowledge their dedication to the children and families. <p>Special thank you was given to CSB staff providing support during February 19, 2020, Policy Council meeting.</p> |
| Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal | <p>Camilla Rand, CSB Director, welcomed Policy Council representatives and thanked representatives for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • CSB staff and families are mourning the loss of one of our own children who was killed by a hit & run driver last weekend while with his family. Something like this is devastating and I am especially proud of the action staff took in providing support quickly to the center and family. Staff began communicating over the weekend as news broke of the accident so by Monday morning, while many senior managers were greeting the reviewers, Michelle Mankewich, Mental Health Manager, mobilized clinicians from the Early Childhood Mental Health program to be on site to support staff and families as needed. The County's Employee Assistance Program was also mobilized and sent clinicians to support staff. A letter was sent to all staff and families informing them of the loss and informing them of supports in place. Staff from the Therapeutic Nurse came to the center and helped support the teachers in conversation with the children in room 4. We also have ordered books to help the teachers continue the dialogue of loss with our children. Comprehensive Services staff have continued to communicate with the family to ensure we are helping with whatever they may need. |



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



| TOPIC | RECOMMENDATION / SUMMARY |
|-------|---|
| | <ul style="list-style-type: none"> CSB and YMCA staff met with Regional Office Training and Technical Assistance staff Crochoun Austin and Brian Tao on January 29 to finalize the corrective action plan related to the incident last October where a YMCA child was released to the wrong adult. On February 7, CSB received a letter from the Office of Head Start regarding a follow-up monitoring review on February 24, which will be led by Chris Pflaumer, Program Specialist, from the Regional Office. The goal of the follow-up review will be to clear the non-compliance once the team reviews the documentation and systems that have been put in place since October. More details will come after the follow-up review. CSB has identified a new potential site to relocate CSB’s central kitchen. The county-owned building is on 41st and MacDonald in Richmond and is large enough for a kitchen and offices. CSB staff and Public Works are working to identify the costs associated with this building and will be speaking more with the Policy Council as plans develop. The current kitchen is at the Brookside location in Richmond, and we have been diligently looking for an alternate space more conducive to a kitchen. Last week CSB had the Focus Area 2 (FA2) Federal Review. Eight reviewers came to our program for five days and visited 56 classrooms, interviewed staff, parents, board members, and reviewed documents and systems. We went into the meeting with the intent of “knocking their socks off” by showcasing what makes our program unique and high quality. As of print, we do not have the results of the review, but we do know that the reviewers’ socks were indeed knocked off by our centers, services to families, management systems, the CLOUDs database, and were especially impressed with the six parents who were interviewed. A special thanks to Policy Council representatives Katie, Charles, and Daisy for being interviewed and providing real examples of how the program has helped their families. <p>Katharine Mason, Division Manager, Enrollment and Attendance statistics for January:</p> <ul style="list-style-type: none"> Enrollment: 100.3% for Head Start; 101.61% for Early Head Start; 101.39% for Early Head Start Child Care Program Partnership #1; and 97.89% for Early Head Start Child Care Program Partnership #2. Attendance: 81.65% for Head Start; 83.01% for Early Head Start; 90.52% for Early Head Start Child Care Program Partnership #1; and 82.58% for Early Head Start Child Care Program Partnership #2. Disabilities mandate percentage of 10% (children enrolled with IEP’s & IFSP’s): The combined Head Start & Early Head Start is at 13.31%. Early Head Start Child Care Partnership #1 is at 7.78%, and Early Head Start Child Care Partnership #2 is at 5.46% of children enrolled with an IFSP. A waiver will be submitted to the Office of Head Start for the Early Head Start Child Care Partnership #1 & #2 since these are not at yet meeting the 10% mid-year requirement. <p>Program updates:</p> <ul style="list-style-type: none"> CSB opened up Master Teacher positions for internal teaching staff to apply and be promoted into so that CSB can have at least one Master Teacher at every center. Master Teachers are qualified to provide coaching and training to other teachers and as such can |



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|--|---|--------------------|---|-----------|-----------|-----------------|-----------|--------|----------|--------|-----|----------|----------|-------------|-----------|-------|----------|------------------------------------|--------------------|----------------|----------|---|--------------------|--------------------------|------------------|--------------------------------------|--------------------|
| | <p>help to support professional growth of Teacher Assistant Trainees (TATs) and Associate Teacher as part of our Grow Our Own efforts. On March 16, newly promoted Master Teachers will begin their new assignments.</p> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2019-2020 Head Start Program: December 2019 year to date cash expenditures were \$15,293,160 YTD, which represents 90% of the program budget. ○ 2019-2020 Early Head Start Program: December 2019 year to date cash expenditures were \$1,968,360 YTD, which represents 53% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership #1: December 2019 year to date cash expenditures were \$361,047 YTD, which represents 32% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership #2: December 2019 year to date cash expenditures were \$1,170,585 YTD, which represents 32% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of December 2019, were \$3,623.79. ○ Child and Adult Care Food Program: December 2019 total meal served, including breakfast, lunch, and supplements were 26,517. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of Early Head Start Child Care Partnership #1 Continuation Grant | <p>Sarah Reich, ASA III, provided an overview of the Early Head Start Child Care Partnership #1 Continuation Grant for year 2 of a five year grant period.</p> <table border="1" data-bbox="361 1047 1228 1485"> <thead> <tr> <th data-bbox="361 1047 898 1110">Budget Categories:</th> <th data-bbox="898 1047 1228 1110">FY 2020-2021 EHS Child Care Partnership</th> </tr> </thead> <tbody> <tr> <td data-bbox="361 1110 898 1138">Personnel</td> <td data-bbox="898 1110 1228 1138">\$305,109</td> </tr> <tr> <td data-bbox="361 1138 898 1166">Fringe Benefits</td> <td data-bbox="898 1138 1228 1166">\$212,143</td> </tr> <tr> <td data-bbox="361 1166 898 1193">T & TA</td> <td data-bbox="898 1166 1228 1193">\$25,907</td> </tr> <tr> <td data-bbox="361 1193 898 1221">Travel</td> <td data-bbox="898 1193 1228 1221">\$0</td> </tr> <tr> <td data-bbox="361 1221 898 1248">Supplies</td> <td data-bbox="898 1221 1228 1248">\$24,100</td> </tr> <tr> <td data-bbox="361 1248 898 1276">Contractual</td> <td data-bbox="898 1248 1228 1276">\$460,020</td> </tr> <tr> <td data-bbox="361 1276 898 1304">Other</td> <td data-bbox="898 1276 1228 1304">\$47,077</td> </tr> <tr> <td data-bbox="361 1304 898 1331">Sub-Total of Direct Charges</td> <td data-bbox="898 1304 1228 1331">\$1,074,356</td> </tr> <tr> <td data-bbox="361 1331 898 1359">Indirect Costs</td> <td data-bbox="898 1331 1228 1359">\$64,073</td> </tr> <tr> <td data-bbox="361 1359 898 1386">Total Federal Amount Being Requested</td> <td data-bbox="898 1359 1228 1386">\$1,138,429</td> </tr> <tr> <td data-bbox="361 1386 898 1414">Non-Federal Share</td> <td data-bbox="898 1386 1228 1414">\$284,607</td> </tr> <tr> <td data-bbox="361 1414 898 1485">Total Federal and Non-Federal</td> <td data-bbox="898 1414 1228 1485">\$1,423,036</td> </tr> </tbody> </table> | Budget Categories: | FY 2020-2021 EHS Child Care Partnership | Personnel | \$305,109 | Fringe Benefits | \$212,143 | T & TA | \$25,907 | Travel | \$0 | Supplies | \$24,100 | Contractual | \$460,020 | Other | \$47,077 | Sub-Total of Direct Charges | \$1,074,356 | Indirect Costs | \$64,073 | Total Federal Amount Being Requested | \$1,138,429 | Non-Federal Share | \$284,607 | Total Federal and Non-Federal | \$1,423,036 |
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| Travel | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>A motion to approve the Early Head Start Child Care Partnership #1 Continuation Grant was made by Daisy Templeton and seconded by Nancy Santos. The motion passed.</p> <table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros</td> <td>Kim Pham Perez</td> <td>Andres Torres</td> <td></td> <td>Maria Roxana Alavarado Maldonado</td> </tr> <tr> <td>Dominique Washington</td> <td>Liliana Gonzales</td> <td></td> <td></td> <td>Cristal Rodriguez</td> </tr> <tr> <td>Maria de Lourdes Barrios Sanchez</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Earl J. Smith</td> </tr> <tr> <td>Damaris Santiago</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Maria Bautista</td> </tr> <tr> <td>Charles Latham</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Emma Bella Swafford</td> </tr> <tr> <td>Monica Avila</td> <td>Nancy Santos</td> <td></td> <td></td> <td>Jonathan Bean</td> </tr> <tr> <td>Mariam Okesanya</td> <td></td> <td></td> <td></td> <td>Emily Ferne</td> </tr> <tr> <td>Tracy Keelsing</td> <td></td> <td></td> <td></td> <td>Nivette Moore Mason</td> </tr> </tbody> </table> | | | | Ayes | | Nays | Abstentions | Not Present | Jasmine Cisneros | Kim Pham Perez | Andres Torres | | Maria Roxana Alavarado Maldonado | Dominique Washington | Liliana Gonzales | | | Cristal Rodriguez | Maria de Lourdes Barrios Sanchez | Devlyn Sewell | | | Earl J. Smith | Damaris Santiago | Katie Cisco | | | Maria Bautista | Charles Latham | Daisy Templeton | | | Emma Bella Swafford | Monica Avila | Nancy Santos | | | Jonathan Bean | Mariam Okesanya | | | | Emily Ferne | Tracy Keelsing | | | | Nivette Moore Mason |
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| Dominique Washington | Liliana Gonzales | | | Cristal Rodriguez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maria de Lourdes Barrios Sanchez | Devlyn Sewell | | | Earl J. Smith | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Charles Latham | Daisy Templeton | | | Emma Bella Swafford | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monica Avila | Nancy Santos | | | Jonathan Bean | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tracy Keelsing | | | | Nivette Moore Mason | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> Consider Approval of Change of Scope of Early Head Start Child Care Partnership #2 | <p>Sarah Reich, ASA III, provided an overview of the Change of Scope of Early Head Start Child Care Partnership #2. Community Service Bureau (CSB) currently provides center-based services through the Early Head Start-Child Care Partnership 2 (EHS-CCP2) grant. CSB would like to add the home-based option to this grant so that pregnant women and infants/toddlers can be served through a partnership with Aspiranet.</p> <p>A new center-based partner was deemed unable, after much coaching and technical support, to demonstrate safe, quality services to children as required by Early Head Start policies and practices. As a result, we are requesting to place fifteen (15) of these EHS-CCP2 slots with Aspiranet, our high quality EHS home based partner. There will be no disruption of childcare services to enrolled children and families.</p> <p>A motion to approve the Change of Scope of Early Head Start Child Care Partnership #2 was made by Charles Latham and seconded by Andres Torres. The motion passed.</p> <table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros</td> <td>Kim Pham Perez</td> <td></td> <td></td> <td>Maria Roxana Alavarado Maldonado</td> </tr> <tr> <td>Dominique Washington</td> <td>Andres Torres</td> <td></td> <td></td> <td>Cristal Rodriguez</td> </tr> <tr> <td>Maria de Lourdes Barrios Sanchez</td> <td>Liliana Gonzales</td> <td></td> <td></td> <td>Earl J. Smith</td> </tr> <tr> <td>Damaris Santiago</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Maria Bautista</td> </tr> <tr> <td>Charles Latham</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Emma Bella Swafford</td> </tr> </tbody> </table> | | | | Ayes | | Nays | Abstentions | Not Present | Jasmine Cisneros | Kim Pham Perez | | | Maria Roxana Alavarado Maldonado | Dominique Washington | Andres Torres | | | Cristal Rodriguez | Maria de Lourdes Barrios Sanchez | Liliana Gonzales | | | Earl J. Smith | Damaris Santiago | Devlyn Sewell | | | Maria Bautista | Charles Latham | Katie Cisco | | | Emma Bella Swafford | | | | | | | | | | | | | | | |
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Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | |
|--|---|---|---|--|---|--|--|-------------------------------|---|--|-----------------------|--|--|---|---|---|--|---|
| | Monica Avila Mariam Okesanya Tracy Keelsing | Daisy Templeton Nancy Santos | | | Jonathan Bean Emily Ferne Nivette Moore Mason | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> Consider Approval of 2019 Self-Assessment Plan of Corrections | <p>Monica DeVera, ASA III, provided an overview of the 2019 Self-Assessment Plan of Corrections. The Community Services Bureau (CSB) conducted its annual Program Self-Assessment for the 2019-20 year on December 10 – 13, 2019. Four external consultants with experience in Federal monitoring joined CSB managers and staff to conduct this year’s assessment. The Office of Head Start (OHS) FY 2020 Monitoring Protocol was used to review Federal Performance Measures. Local tools and monitoring procedures were also utilized to conduct more in-depth reviews of children’s files, safe environments, and in management and fiscal systems.</p> <p>The Self-Assessment found that 19 of the 23 Performance Measures were <u>fully met</u> and four (4) of the 23 Performance Measures were <u>met with concern(s)</u>. There was no designation for a Performance Measure <u>not met</u>.</p> <p>Additionally, the CSB program had a total of 77 overall strengths and positive observations. This is an incredibly large number of strengths for a program. The program had a total of 14 non-compliances and 11 areas of concern. “Concerns” are defined as areas that are compliant but could use strengthening.</p> <p>Key Findings – Strengths</p> <table border="1" data-bbox="365 992 2028 1271"> <thead> <tr> <th data-bbox="365 992 655 1094">Program Management & Quality Improvement</th> <th data-bbox="655 992 942 1094">Education & Child Development</th> <th data-bbox="942 992 1232 1094">Health Program Services & Safe Envrionments</th> <th data-bbox="1232 992 1505 1094">Family & Community Engagement Services</th> <th data-bbox="1505 992 1766 1094">Fiscal Infrastructure</th> <th data-bbox="1766 992 2028 1094">Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSESA)</th> </tr> </thead> <tbody> <tr> <td data-bbox="365 1094 655 1271"> <ul style="list-style-type: none"> ✓ Qualified staff at all levels in the organization ✓ Active and engaged Policy Council </td> <td data-bbox="655 1094 942 1271"> <ul style="list-style-type: none"> ✓ Classrooms are individualized based on children’s interests and goals ✓ Centers are NAEYC accredited </td> <td data-bbox="942 1094 1232 1271"> <ul style="list-style-type: none"> ✓ Food allergy signage of children readily posted for teaching staff ✓ All areas observed in classrooms were clean </td> <td data-bbox="1232 1094 1505 1271"> <ul style="list-style-type: none"> ✓ Five staff are certified trainers for “Make Parenting a Pleasure” ✓ ESL and financial literacy workshops – several locations </td> <td data-bbox="1505 1094 1766 1271"> <ul style="list-style-type: none"> ✓ CSB develops organized grant proposals with the input, review, and approval of the Board and Policy Council ✓ Excellent monitoring system </td> <td data-bbox="1766 1094 2028 1271"> <ul style="list-style-type: none"> ✓ Excellent Tracking System (CLOUDs) ✓ Exceeds requirement of enrolling children with disabilities </td> </tr> </tbody> </table> | | | | | | Program Management & Quality Improvement | Education & Child Development | Health Program Services & Safe Envrionments | Family & Community Engagement Services | Fiscal Infrastructure | Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSESA) | <ul style="list-style-type: none"> ✓ Qualified staff at all levels in the organization ✓ Active and engaged Policy Council | <ul style="list-style-type: none"> ✓ Classrooms are individualized based on children’s interests and goals ✓ Centers are NAEYC accredited | <ul style="list-style-type: none"> ✓ Food allergy signage of children readily posted for teaching staff ✓ All areas observed in classrooms were clean | <ul style="list-style-type: none"> ✓ Five staff are certified trainers for “Make Parenting a Pleasure” ✓ ESL and financial literacy workshops – several locations | <ul style="list-style-type: none"> ✓ CSB develops organized grant proposals with the input, review, and approval of the Board and Policy Council ✓ Excellent monitoring system | <ul style="list-style-type: none"> ✓ Excellent Tracking System (CLOUDs) ✓ Exceeds requirement of enrolling children with disabilities |
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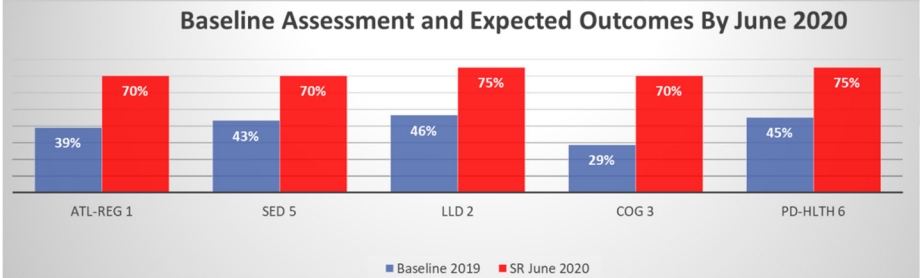
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| | Areas Requiring Corrective Action & Corrective Action Plans | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Service Area | Non-Compliance | Corrective Action Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Program Management & Quality Improvement | Record Keeping Issues | <ul style="list-style-type: none"> • Trainings at meetings • 100% file review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Health Services | Safe Environment Items (e.g. improper storage of cleaning supplies, cots not having enough space apart, etc.) | <ul style="list-style-type: none"> • Many corrected on the spot/onsite • Give refresher training on Health and Safety (H&O) Environments for the H&O Officers • 8 partner centers will receive H&O monitoring by CSB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Fiscal Infrastructure | Contracts Process | <ul style="list-style-type: none"> • Further streamline process through collaborative effort | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ERSESA | The First Baptist delegate agency was only 91.8% enrolled (as of 12/12/19, during SA) | <ul style="list-style-type: none"> • By Jan. 2020, First Baptist will meet at least 97% enrollment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>A motion to approve the The Plan of Corrections was made by Andres Torres and seconded by Charles Latham. The motion passed</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ayes</th> <th style="width: 15%;">Nays</th> <th style="width: 15%;">Abstentions</th> <th style="width: 45%;">Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros Kim Pham Perez</td> <td></td> <td></td> <td>Maria Roxana Alavarado Maldonado</td> </tr> <tr> <td>Dominique Washington Andres Torres</td> <td></td> <td></td> <td>Cristal Rodriguez</td> </tr> <tr> <td>Maria de Lourdes Barrios Sanchez</td> <td>Liliana Gonzales</td> <td></td> <td>Earl J. Smith</td> </tr> <tr> <td>Damaris Santiago Devlyn Sewell</td> <td></td> <td></td> <td>Maria Bautista</td> </tr> <tr> <td>Charles Latham Katie Cisco</td> <td></td> <td></td> <td>Emma Bella Swafford</td> </tr> <tr> <td>Monica Avila Daisy Templeton</td> <td></td> <td></td> <td>Jonathan Bean</td> </tr> <tr> <td>Mariam Okesanya Nancy Santos</td> <td></td> <td></td> <td>Emily Ferne</td> </tr> <tr> <td>Tracy Keelsing</td> <td></td> <td></td> <td>Nivette Moore Mason</td> </tr> </tbody> </table> | | | | Ayes | Nays | Abstentions | Not Present | Jasmine Cisneros Kim Pham Perez | | | Maria Roxana Alavarado Maldonado | Dominique Washington Andres Torres | | | Cristal Rodriguez | Maria de Lourdes Barrios Sanchez | Liliana Gonzales | | Earl J. Smith | Damaris Santiago Devlyn Sewell | | | Maria Bautista | Charles Latham Katie Cisco | | | Emma Bella Swafford | Monica Avila Daisy Templeton | | | Jonathan Bean | Mariam Okesanya Nancy Santos | | | Emily Ferne | Tracy Keelsing | | | Nivette Moore Mason |
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| Tracy Keelsing | | | Nivette Moore Mason | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of the January 15, 2020, Policy Council Minutes | <p>The minutes of the January 15, 2020, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the January 15, 2020, Policy Council minutes was made by Daisy Templeton and seconded by Dominique Washington. The motion was approved.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ayes</th> <th style="width: 15%;">Nays</th> <th style="width: 15%;">Abstentions</th> <th style="width: 45%;">Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros Kim Pham Perez</td> <td></td> <td></td> <td>Maria Roxana Alavarado Maldonado</td> </tr> </tbody> </table> | | | | Ayes | Nays | Abstentions | Not Present | Jasmine Cisneros Kim Pham Perez | | | Maria Roxana Alavarado Maldonado | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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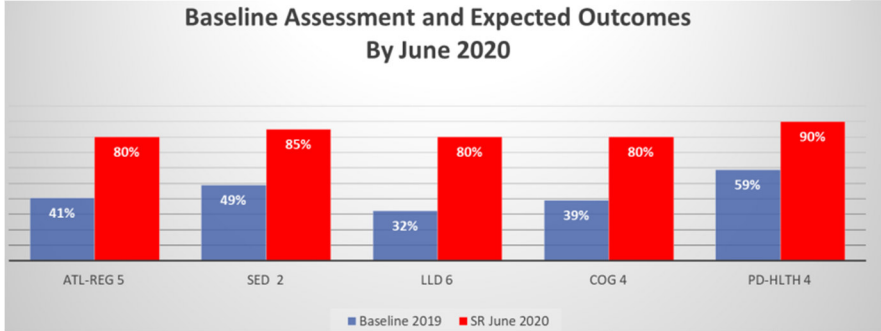
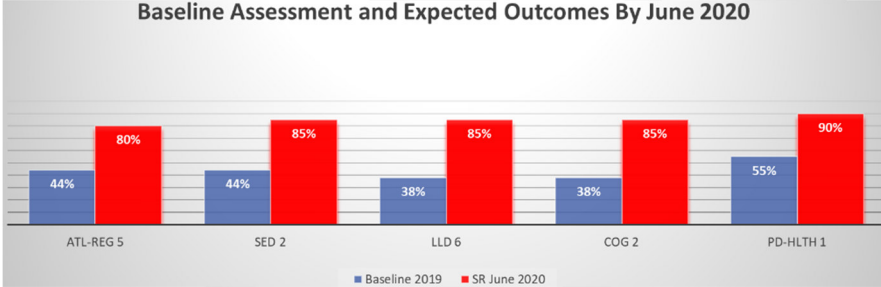


Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



| TOPIC | RECOMMENDATION / SUMMARY | | | | |
|---|---|--|--|--|---|
| | Nivette Moore Mason Dominique Washington Maria de Lourdes Barrios Sanchez Damaris Santiago Charles Latham Monica Avila Mariam Okesanya Tracy Keelsing | Andres Torres Liliana Gonzales Devlyn Sewell Katie Cisco Daisy Templeton Nancy Santos | | | Cristal Rodriguez Earl J. Smith Maria Bautista Emma Bella Swafford Jonathan Bean Emily Ferne |
| Report: <ul style="list-style-type: none"> Mid-Year Goals & Objectives updates | <p>Sarah Reich, ASA III, provided an overview of the Mid-Year Goals and Objectives updates.</p> <p>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> <ul style="list-style-type: none"> Kiosk installation is in progress with plans to deploy the use of a web application that communicates with the CLOUDS data management system. Families will soon be able to apply for services using the Kiosks. <p>Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.</p> <ul style="list-style-type: none"> Oral Health Curriculum has been purchased and is pending delivery. Teeth for Tots Curricula is designed to support families and caregivers of children birth to three. Teeth for Two Curricula is designed to support staff who work with pregnant women. <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> <ul style="list-style-type: none"> Four Teacher Assistant Trainees were enrolled in classes this past Fall 2019 and all passed their classes. One TAT graduated from the program and is in the process of applying to the AT permit while the other three continue in the program this Spring 2020. Two additional TATs have been accepted into the program and began classes in January. <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> <ul style="list-style-type: none"> CSB purchased Fathering in 15^(TM), an online program from the National Fatherhood Initiative (FNI). Plans are in place to pilot the program at Contra Costa College, Los Aborles, and Aspiranet. | | | | |
| Report: | <p>Ron Pipa & Julia Kittle-White, Education Managers, provided an overview of the 1st DRDP Child Outcomes Assessment. Community Services Bureau (CSB) utilizes DRDP-2015 © to assess the development of all children enrolled in the program. The tool rates children based on</p> | | | | |

| TOPIC | RECOMMENDATION / SUMMARY |
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| <ul style="list-style-type: none"> 1st DRDP Child Outcomes | <p>different domains, measures, and developmental levels. Three assessments are conducted each program year using this instrument to monitor children's development. Results of the first assessment, also called the baseline:</p> <p>Infant and Toddler School Readiness Goals</p> <ul style="list-style-type: none"> Approaches to Learning: Attention Maintenance (ATL-REG 1) – <i>your child’s ability to have focused attention</i> Social and Emotional Development: Symbolic and Sociodramatic Play (SED 5) – <i>your child’s ability to engage in pretend play</i> Language and Literacy Development: Responsiveness to Language (LLD 2) – <i>your child’s response to language</i> Cognition: Number Sense of Quantity (COG 3) – <i>your child’s ability to count and understand numbers</i> Physical Development and Health: Personal Care Routines Hygiene (PD-HLTH 6) – <i>your child’s increasing ability to learn and complete self-care practices around cleanliness</i> <p>School Readiness Goals - Infants & Toddlers</p>  <p>Figure represents the infant & toddlers’ baseline percentages for the developmental domain measure in blue and expected outcomes by June 2020 in red.</p> <p>School Readiness Goals</p> <ul style="list-style-type: none"> Approaches to Learning: Self- Control of Feelings and Behavior (ATL-REG 5) – <i>your child’s ability to control their feelings and behaviors</i> Social and Emotional Development: Social Emotional Understanding (SED 2) – <i>your child’s ability to understand others feelings and behaviors</i> Language and Literacy Development: Comprehension of Age Appropriate Text (LLD 6) – <i>your child’s ability to understand children's books and age level words</i> Cognition: Number Sense of Math Operations (COG 4)- <i>your child’s ability to have basic understanding of age appropriate addition and subtraction</i> Physical Development: Fine Motor(PD-HLTH 4)- <i>your child’s increasing strength and coordination of use of small muscles</i> |

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|-----------|---|--------------|---------------|--------------|-----------|-----|-----|-------|-----|-----|-------|-----|-----|-------|-----|-----|-----------|-----|-----|---------|---------------|--------------|-----------|-----|-----|-------|-----|-----|-------|-----|-----|-------|-----|-----|-----------|-----|-----|
| | <p>School Readiness Goals –Preschoolers Baseline Assessment and Expected Outcomes By June 2020</p>  <table border="1"> <caption>School Readiness Goals –Preschoolers</caption> <thead> <tr> <th>Measure</th> <th>Baseline 2019</th> <th>SR June 2020</th> </tr> </thead> <tbody> <tr> <td>ATL-REG 5</td> <td>41%</td> <td>80%</td> </tr> <tr> <td>SED 2</td> <td>49%</td> <td>85%</td> </tr> <tr> <td>LLD 6</td> <td>32%</td> <td>80%</td> </tr> <tr> <td>COG 4</td> <td>39%</td> <td>80%</td> </tr> <tr> <td>PD-HLTH 4</td> <td>59%</td> <td>90%</td> </tr> </tbody> </table> <p>Figure represents the Preschoolers’ baseline percentages for the developmental domain measure in blue and expected outcomes by June 2020 in red.</p> <p>School Readiness Goals - Pre-kindergarteners Baseline Assessment and Expected Outcomes By June 2020</p>  <table border="1"> <caption>School Readiness Goals - Pre-kindergarteners</caption> <thead> <tr> <th>Measure</th> <th>Baseline 2019</th> <th>SR June 2020</th> </tr> </thead> <tbody> <tr> <td>ATL-REG 5</td> <td>44%</td> <td>80%</td> </tr> <tr> <td>SED 2</td> <td>44%</td> <td>85%</td> </tr> <tr> <td>LLD 6</td> <td>38%</td> <td>85%</td> </tr> <tr> <td>COG 2</td> <td>38%</td> <td>85%</td> </tr> <tr> <td>PD-HLTH 1</td> <td>55%</td> <td>90%</td> </tr> </tbody> </table> <p>Figure represents the Pre-kindergarteners baseline percentages for the developmental domain measure in blue and expected outcomes by June 2020 in red.</p> <p>Parent Family & Community Engagement <i>Infant and Toddler</i> Parents as Lifelong Educators</p> | Measure | Baseline 2019 | SR June 2020 | ATL-REG 5 | 41% | 80% | SED 2 | 49% | 85% | LLD 6 | 32% | 80% | COG 4 | 39% | 80% | PD-HLTH 4 | 59% | 90% | Measure | Baseline 2019 | SR June 2020 | ATL-REG 5 | 44% | 80% | SED 2 | 44% | 85% | LLD 6 | 38% | 85% | COG 2 | 38% | 85% | PD-HLTH 1 | 55% | 90% |
| Measure | Baseline 2019 | SR June 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATL-REG 5 | 41% | 80% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| LLD 6 | 32% | 80% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COG 4 | 39% | 80% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PD-HLTH 4 | 59% | 90% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



| TOPIC | RECOMMENDATION / SUMMARY |
|---|--|
| | <ul style="list-style-type: none"> Families will increase their ability to support their children’s understanding of math concepts in the area of number sense and quantity. <p>Preschool/Prekindergarten Parents as Lifelong Educators</p> <ul style="list-style-type: none"> Families will increase their ability to support their children’s understanding of math concept of addition and subtraction. |
| <p>Presentation:</p> <ul style="list-style-type: none"> School Readiness Activity | <p>Ron Pipa & Julia Kittle-White, Education Managers, shared a monthly school readiness activity with participants. The Dice games are educational. Children can learn math skills while exploring dice and playing fun simple games. Our teachers are working with your child to increase understanding in the following math skills.</p> <ul style="list-style-type: none"> Number identification Number sense Matching numbers Comparing numbers Adding and subtracting Counting number dots <p>Children learn through repetition so repeat this game many times so your child can master this skill.</p> |
| <p>Site Reports</p> | <p>Ambrose:</p> <ul style="list-style-type: none"> Ligia Ortiz, Site Supervisor, participated in a two day training in Foster City February 6th & 7th. This training will help improve the quality of care, parent participation, and overall management of the center. We have been harvesting cauliflowers from our garden and sharing with the families. Camilla Rand, CSB Director visited our center on January 31st. She enjoyed holding the babies, talking and playing with the toddlers. Free diapers were distributed to families at the center. They were graciously donated by Sweet Beginning Family Resource Center. <p>Balboa:</p> <ul style="list-style-type: none"> Facility improvements: new playground was installed for Modular B, new sandbox on main building playground, new stairs were installed leading from the main building to modular, and preschool doors were painted. <p>CC College:</p> <ul style="list-style-type: none"> Site is celebrating completing the success of Focus Area 2 review. The teachers did an excellent job and it was a lot of hard work but the outcome was wonderful. Two new children were enrolled. Site has many facility improvements, from the outside landscaping, to things being freshly painted both inside and out by the teachers and public works. We also received new sand for the sandbox. Teachers are thinking of projects to do for Black History month and have come up with many wonderful ideas. |



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| | <ul style="list-style-type: none"> • The librarian will be coming on February 21st to read and sing songs with the children. • Teachers shared many resources in the preparation of Focus Area 2, like paints and books. • The site supervisor would like to thank her staff personally for all the hard work that they do every day with both children and their families. Especially thank her staff in doing such a wonderful job in both preparation and flexibility during Focus Area 2 review. <p>George Miller III:</p> <ul style="list-style-type: none"> • Site is presenting Make Parenting A Pleasure sessions and celebrating Black History month activities, the children will participate in their classrooms. • Classrooms received new furniture and rugs. • A Librarian from Richmond Public Library continues to make weekly visits to our children. Mr. Ron, Education Manager visited classrooms playing his accordion and Mr. Angel visited classrooms playing his guitar. • Weekly flyers are sent home each Friday and parents were invited to our monthly parent meeting. <p>Los Arboles:</p> <ul style="list-style-type: none"> • Breakfast with the families was a great success; children spent quality time with their families eating breakfast and socializing with other families in the program. • We are recruiting dads for Fathering in 15 pilot program at Los Arboles. This program is an online tool for dads. The tool helps dads become the best dad they can be. • Preschoolers are going through the “Ball Study”, where children are learning about different balls & different sports. Parents were encouraged to participate in the study and they come to teach children how to play softball, football, tennis, soccer, etc. • Parent Surveys were completed in the month of February. • The Federal review was a great success, the reviewer was impressed with the teachers and their interaction with children. <p>Marsh Creek:</p> <ul style="list-style-type: none"> • On February 11, 2020, we had the federal review visit in Marsh Creek. It was a great success. Everything was fine. • Outside, in the playground area, the sprinkler system was fixed. • Ms. Connie Forrest made a science experiment with the AM and PM class. A volcano erupting. It was a WOW experience for all the children. • Marsh Creek Elementary teachers were special guest and talked to parents about kindergarten readiness and registration. |
| Announcements | <p>Katharine Mason, Division Manager, thanked the participants and shared the following announcement:</p> <ul style="list-style-type: none"> • ESL classes will start at GMC 3/19/20; Beginner English classes are provided in collaboration with Martinez Adult School. Weekly classes are on Thursday from 5:30 to 7:00 PM. Dinner and childcare are provided, pick up a flyer to share. |



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| | <ul style="list-style-type: none"> • PC Representatives, for those registered in the Strength-Based training on 2-29-20, please complete your emailed homework before the training. The training will promptly start at 9 am. Breakfast and lunch will be provided. • CSB is launching the Fathering in 15 online pilot at three centers, Contra Costa College, Aspiranet and Los Arboles. The Fathering in 15 is an on-line training that can be accessed on the cell phone or computer, at the participant's convenience. Fathering in 15, presents 15 topics, in about 15 minutes each. Each topic support dads to be the best dads they can be. We encourage you to sign-up if you are enrolled father/father figure at one of these 3 programs. After the pilot, the goal is to expand Fathering in 15 to all CSB fathers/father figures. • Next Moth we'll be signing the California Form 700-Fair Political Practices Commission, Statement of Economic Interest. • We would like you to take the time to observe your centers and nominate staff to be recognized during PC Meeting for the quality work they provide to the children and families. Use the pink form to send us your nominations. You may hand nominations to your Center Site Supervisor. | |
| Meeting Evaluation | <p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Good Site Reports | <p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None |

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