



**Policy Council Meeting Minutes**  
Virtual Meeting



**Date:** 03/16/2022

**Time Convened:** 6:03 PM

**Time Terminated:** 8:05 PM

**Recorder:** Romina Gonzalez

| TOPIC  | RECOMMENDATION / SUMMARY  |                 |                     |      |                     |                       |
|--|---|-----------------|---------------------|------|---------------------|-----------------------|
| Review Desired Outcomes and Meeting Rules  | Jasmine Cisneros, Chair, called the meeting to order at 6:03 PM.<br>Juan Batiz, Co-Chair, reviewed desired outcomes and meeting ground rules.   |                 |                     |      |                     |                       |
| Public Comment   | None  |                 |                     |      |                     |                       |
| Correspondence   | Karen Medrano, Secretary, No correspondence.  |                 |                     |      |                     |                       |
| Parent Recognition   | <p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> <li>Ms. Averyl De Vera, Site Supervisor I at GMC, and Ms. Leticia Rodas de Hernandez, Teacher at GMIII, were presented with a certificate and a book to acknowledge their dedication to the children and families.</li> <li>In addition, Ms. Sophia Talbot, Nutrition Comprehensive Services Manager, Ms. Vicki Carr-Trotter, Site Supervisor II, and Ms. Magda Bedros, Assistant Director, received certificates of excellence as they are retiring at the end of March after many years of service to children and families.</li> </ul> |                 |                     |      |                     |                       |
| <b>Action:</b><br>Consider Approval of February 16, 2022, Policy Council Minutes | The minutes of the February 16, 2022, Policy Council meeting were reviewed and no corrections were made.<br><br><b>A motion to approve the minutes from February 16, 2022, Policy Council meeting was made by Juan Batiz, and seconded by Myriah Herrington. The motion passed.</b>   |                 |                     |      |                     |                       |
|  | Ayes  |                 | Ayes                | Nays | Abstentions         | Not Present           |
| Amy Mockoski   |   | Lorena Mercham  | Ashley Hendricks    |      | Jessica Clendenning | Deniedre Henry        |
| Andrea Bajandas  |   | Maria Palestino | Patricia De Queiroz |      | Sinay Castanon      | Melanie Graves        |
| Devlyn Sewell  |   | Maira Garcia    | Rafael Franco       |      | Jamillah Monroe     | Joel Nickelson-Shanks |
| Heidi Medeiros   |   | Laura Brum      | Brianna Flores      |      | Ebony Hughes        | Dulce Cisneros        |
| Jasmine Cisneros   |   | Kimberly Nieve  | Hilda Valencia      |      | Karla Urrutia       |                       |
| Juan Batiz   |   | Deanna Carmona  | Myriah Herrington   |      |                     |                       |
| Karen Medrano  |   | Vilma Gaytan    |                     |      |                     |                       |

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| <p><b>Training:</b><br/>Contra Costa Library</p>  | <p><b>Amy Mockoski, Contra Costa Library</b>, provided an understanding of community resources and services available through the Contra Costa County Library system</p> <ul style="list-style-type: none"> <li>• <b>Library cards are free and available to any California resident with proof of address</b>, you access to all our materials including books, DVDs, CDs, eBooks, e-Audiobooks, library computers and digital resources, can place holds, pick up or request books at any of the 26 library locations, Link+ offers books from throughout CA including universities</li> <li>• <b>The library is fine free if items are returned</b></li> <li>• <b>You can download books, audiobooks and magazines</b><br/><b>FOR FREE Libby</b> - eBooks and e-Audiobooks Tumblebooks- kid books in English, French and Spanish, Flipster - Magazines</li> <li>• <b>Digital Resources</b> Kanopy - streaming videos Brainfuse - free online tutors Rosetta Stone – learn a language Explora- research for a school project</li> <li>• <b>Discover &amp; Go provides instant online access to free and low-cost tickets to museums, science centers, zoos, theatres and other local cultural venues.</b></li> <li>• <b>Project Second Chance Adult Literacy Program</b> Project Second Chance (PSC) trains volunteer tutors to deliver basic literacy instruction to people who read or write below the 6th grade level. Tutoring is: free and confidential one-on-one 2x/week, 90 minutes by trained volunteers according to personal schedules in a public place, usually the local library</li> <li>• <b>Free Programs &amp; Events</b> Science-Technology-Engineering-Art-Math Performers- music, puppets, magicians Crafts Book clubs Community Reads for Kids March Madness Free Comic Book Days</li> </ul> |
| <p><b>Administrative Reports</b></p> <ul style="list-style-type: none"> <li>• CSB Executive Director</li> </ul> | <p><b>Dr. Aaron Alarcon-Bowen, CSB Executive Director</b>, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> <li>• <b>INSPIRATIONAL STORY:</b> What is holding you back from reaching your potential? You have the strength to reach your goals!</li> <li>• <b>Program Update:</b> CSB has been asked to manage 6.5 million dollars of Measure X funds that the Board of Supervisors have allocated to be used for childcare expansion and staff development across programs in Contra Costa County.</li> <li>• February 2 was World Read Aloud Day and Dr. Seuss’ Birthday, CSB celebrated by inviting staff to read books to children across the county.</li> <li>• The Office of Head Start sent a team out to performance a special review that focused on fiscal management, health and safety practices, and governance. The Review noted they were impressed with the passion and love towards children that was observed in the classrooms.</li> <li>• Currently reviewing proposals for new Delegate agency, we hope to bring a recommendation to Policy Council next month.</li> <li>• Staffing continues to be a struggle in our centers, we are looking at revamping our apprenticeship programs with community colleges to alleviate this issue.</li> </ul>   |

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| <p><b>Administrative Reports</b></p> <ul style="list-style-type: none"> <li>Interim Division Manager</li> </ul> | <p><b>Amy Wells, Interim Division Manager</b>, provided enrollment and attendance statistics for the month of January as follows:</p> <ul style="list-style-type: none"> <li>The February enrollment was 69.20% for Head Start, 84.29% for Early Head Start and Early Head Start Child Care Partnership #2.</li> <li>The February attendance was 72.28% for Head Start, 70.85% for Early Head Start and Early Head Start Child Care Partnership #2.</li> </ul> <p>Program updates:</p> <p><b>Classroom Operations-</b></p> <ul style="list-style-type: none"> <li>Staff and children 2 years of age and up must wear a mask while on site even with the mask mandate lifted. This practice remains per Head Start Program Performance Standards HSPPS.</li> <li>Vaccination is required to volunteer at the centers. Do not forget to get vaccinated soon!</li> </ul> <p><b>Safety Reminders!</b> Reviewed Keeping Children Safe handout, copies will be send to all representatives.</p>   |
| <p><b>Administrative Reports</b></p> <ul style="list-style-type: none"> <li>Fiscal</li> </ul>                   | <p><b>Juan Batiz, Policy Council Co-Chair</b>, presented the following financial reports with support from <b>Haydee Ilan, Accountant III</b>:</p> <ul style="list-style-type: none"> <li><b>2020-2021 Head Start Program: January 2022</b>, year-to-date cash expenditures were \$651,829 YTD, representing 4% of the program budget.</li> <li><b>2020-2021 Early Head Start Program and CC Partnership: January 2022</b>, year-to-date cash expenditures were \$80,407 YTD, representing 1% of the program budget.</li> <li><b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for <b>January 2022</b>, were \$19,602.97.</li> <li><b>Child and Adult Care Food Program: January 2022</b>, total meals served, including breakfast, lunch, and supplements, were 13,179.</li> </ul>   |
| <p><b>Subcommittee Updates</b></p>  | <p><b>Program Services:</b> No updates</p>  |
| <p>Wellness Activity</p>  | <p>Policy Council Representatives participated in a wellness activity by sharing “Spring Family Activities”.</p>  |
| <p><b>Report:</b><br/>Oral Health</p>   | <p><b>Catherine Lucero</b>, Comprehensive Services Manager for Heath, presented “Teeth for Tots” to help understand the importance of good oral hygiene for children and adults.</p> <ul style="list-style-type: none"> <li><b>Reducing the Risk of Tooth Decay</b>-Prevent spreading cavity-causing germs by avoiding some common practices: Tasting the baby’s food before offering the spoon to the child, sharing utensils such as a spoon or a cup, or cleaning off a pacifier or baby bottle nipple with the mouth. Reminder: when caregivers have clean and healthy mouths they are less likely to transmit cavity-causing bacteria. Put the baby to sleep by rocking, singing, and cuddling as a soothing technique instead of a bottle. When a baby sleeps with a bottle, the liquid pools in the mouth and around teeth. The sugar in milk, formula and juice can create acid in the mouth. Acid begins to eat away the child’s thin tooth enamel, causing tooth decay.</li> <li><b>Dental Visits</b>- Every 6 months</li> <li><b>Fluoridated Toothpaste</b> -Fluoride is a mineral found naturally in water, soil, and air. Almost all water contains some fluoride, but fluoride levels can vary depending on where your water comes from. In addition, fluoride is added to many public water supplies in America. The amount added varies by area, and not all areas add fluoride. It’s also added to toothpaste and water supplies because fluoride can help:</li> </ul> |

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|                     | <p>prevent cavities, strengthen weakened tooth enamel, reverse early tooth decay, limit the growth of oral bacteria, and slow the loss of minerals from tooth enamel.</p> <ul style="list-style-type: none"> <li>• <b>Is Fluoride Toothpaste Safe for Babies and Toddlers?</b> Good oral health is important from the start. Before a baby’s teeth come in, you can help to remove bacteria by wiping their mouth with a soft cloth. As soon as their teeth start to come in, the American Academy of Pediatrics recommends switching to a toothbrush and fluoride toothpaste. But babies only need a very small smear of toothpaste-no more than the size of a grain of rice. These guidelines are an update to former recommendations, which had suggested using fluoride-free toothpaste until children reach the age of 2. To minimize the risk of swallowing, try angling your baby’s head slightly downward so that any extra toothpaste dribbles out their mouth. It is okay, if your baby or toddler does swallow some of this small amount of toothpaste. As long as you are using the recommended amount of toothpaste, swallowing a little bit should not cause any problems.</li> <li>• <b>Adult Oral Health</b> Like other areas of the body, your mouth teams with bacteria-mostly harmless bacteria. But your mouth is the entry point to your digestive and respiratory tracts, and some of these bacteria can cause disease. Normally the body's natural defenses and good oral health care, such as daily brushing and flossing, keep bacteria under control. However, without proper oral hygiene, bacteria can reach levels that might lead to oral infections, such as tooth decay and gum disease. Also, certain medications - such as decongestants, antihistamines, painkillers, diuretics and antidepressants - can reduce saliva flow. Saliva washes away food and neutralizes acids produced by bacteria in the mouth, helping to protect you from microbes that multiply and lead to disease. Practice good oral hygiene by: daily brushing your teeth with a soft-bristled brush, use fluoride toothpaste, flossing daily, using mouthwash to remove food particles left after brushing, eating and flossing. Eat a healthy diet and limit food with added sugars, replacing your toothbrush every three months or if bristles are spayed or worn, lastly, scheduling regular dental checkups and cleanings.</li> </ul> |
| <p>Site Reports</p> | <p><b>Ambrose</b></p> <ul style="list-style-type: none"> <li>• All staff at Ambrose have completed the first two modules of Teaching Pyramid Training.</li> <li>• Bilingual children at the center have received 6 books, each with activities to take home.</li> <li>• Teachers continue to participate in the “Teaching Pyramid” Training.</li> <li>• Parent received resources through “Friday Flyers” children and parents received oral health “goody bags” containing dental supplies and educational material from Cathy Lucero. Diapers were given to our families by Sweet Beginning.</li> </ul> <p><b>Bayo Vista</b></p> <ul style="list-style-type: none"> <li>• Bayo-Vista is celebrating Chinese New Year and Black History Month. The children in Room 3 learned about Important Influencers in the African American Community who have made great contributions to our lives. Mrs. Trini Weng, teacher, discussed with the children about Chinese New Year and passed out red envelopes to the Teachers representing good luck for the year.</li> <li>• The steps to children’s play structure were repaired.</li> <li>• Classroom 3 created a mural to celebrate Black History Month.</li> <li>• Parents received Friday Flyers inviting them to community events, resources for Covid-19 testing and vaccinations.</li> </ul> <p><b>George Miller Concord</b></p> <ul style="list-style-type: none"> <li>• New Teacher Assistant Trainee is working in the infant/ toddler room.</li> <li>• Cathy Lucero – Health Comprehensive Services Manager, discussed the importance of children’s oral.</li> <li>• During parent committee meeting, Averyl De Vera, Site Supervisor I, shared the Itsy-Bitsy Read information. In addition, Vicky, Office Manager of Rocketship, shared kindergarten enrollment information.</li> </ul> <p><b>Lavonia Allen</b></p> <ul style="list-style-type: none"> <li>• The children are enjoying playing with balls and hula-hoops outside.</li> </ul>   |

- We will be planting flowers this month.
- Parents received safety plugs for their outlets to keep their children safe at home.
- Parents received Friday Flyers with places to go get COVID-19 tests and Vaccinations.
- Site Supervisor, Ms. Vicki Carr-Trotter, will be retiring on 3/30/2022 after 32 years of working with children and families.

#### **Los Arboles**

- Center celebrated Black history month, we made a big banner of handprints, and we posted it in the front of the building. We also celebrated food pride week by making a huge thank you card for our wonderful food transporter Mr. Gover.
- Toddlers got new toys such as light center, rainbow pegboard, pickle triangle, mat and sight, sound tubes and Hue drums.
- Teachers celebrated Valentine's week with lots of fun projects with the children, such as Love handprints, making heart people, and cooking pink pancakes.
- Stacy, from Tandem, came to our parent meeting and talked about the importance of reading for young children
- Each parent received a Covid-19 kit box that included touch-less thermometer, box of gloves, box of masks, bottle of hand sanitizer, and disinfected wipes.

#### **Los Nogales**

- Parent meeting participation is getting better; we love to see so many parents involved.
- Resources provided to parents with pandemic and Covid-19 vaccine locations. Also, newsletters containing Making Parenting A Pleasure curriculum information.
- City of Brentwood donated Covid-19 preparedness and safety boxes to children and families. Including hand sanitizers, thermal thermometer, gloves, masks, etc., informed children on how to stay safe during the pandemic.

#### **George Miller III**

- All classrooms celebrated Dr. Seuss's birthday on March 2nd. Some children in classrooms made "Cat in the Hat" hats for themselves and used them. CSB staff read Dr. Seuss books in the classrooms.
- Ms. Kianni Ledezma, from the Bay Area Discovery Museum, conducted virtual circle time for all the classrooms. Museum information was shared with the teachers and children. The Bay Area Discovery Museum gifted a book bag to each classroom. It provided flag-making materials so that the children could create a flag to put up on display at the museum. Additionally, each child received a free admission ticket to take home so that they could visit the museum with their family
- Our site will be receiving Kodo Kids wind tunnels, from our education department, so teachers can utilize them for science-related activities in the classrooms with their children.
- Classroom study updates; classroom 1 -Study of Recycling and Classroom 9- and #5 Study of Buildings. Buildings. All GMIII teachers shared Making Parenting A Pleasure parent education information to all English-speaking families.
- On March 4, CSB launched its CSB Read Program.

#### **Marsh Creek**

- Kindergarten teacher from Marsh Creek Elementary, presented on Kindergarten transition during the parent meeting.
- Both classrooms are currently doing the creative curriculum building study.
- Specific resources were given to individual families as needed.

#### **Riverview**

- Room 1 is learning about flowers.
- Families received information on Making Parenting A Pleasure Curriculum for parents.

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| Announcements      | <p><b>Ana Araujo</b>, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participants and shared the following announcement:</p> <ul style="list-style-type: none"> <li>• Joint Meeting between Board of Supervisors and the PC representatives is taking place April 4, 2022, from 2 to 4 pm. Please register.</li> <li>• Remind to complete the required 700 Form annual statement.</li> <li>• Introduction to the CSB Community of Practice CoP, seeking representative’s participation by Deborah Drake, Comprehensive Services Manager for Partners.</li> </ul> |   |
| Meeting Evaluation | <p style="text-align: center;"><b>Pluses / +</b></p> <ul style="list-style-type: none"> <li>• Good transition between Juan and Jasmine</li> <li>• Great resources from Contra Costa Library Representative</li> <li>• Great to hear retirement announcements</li> </ul>  | <p style="text-align: center;"><b>Deltas / Δ</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> |