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Agenda

Group/Meeting Name: CSB Policy Council Executive Meeting	
Date: March 1, 2023	Time: 6:00 – 6:30 PM
Zoom Meeting ID: 832 0122 7641 Password: 962298	
Meeting Leader: Jasmine Cisneros-PC Chair	
Purpose: To Review PC Items for next 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 aaaraujo@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 aaaraujo@ehsd.cccounty.us before or during the meeting. Please raise your hand in the Zoom app when your item is called and you will be limited to two minutes comment.*

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

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

Opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the community's needs.

Understanding staff reports so that the group is informed of bureau highlights and other important events.

Approval of February 1, 2023 Executive Meeting minutes so that we have an accurate record of the meeting.

A decision regarding Parent Recognition of staff nomination recipients.

Review of February 15, 2023 Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda March 15, 2023 Policy Council meeting.

Evaluation of the meeting so we may review our strengths and make any necessary improvements.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present	Juan De Dios Batiz	2
Review Meeting Ground Rules	Present	Tuliisa Miller	2
Public Comments	Present	Public	2
Report: Staff Reports-Program	Present Clarify Check for understanding	Michelle Mankewich	5

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Action: Review and Approve February 1, 2023 Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	3
Review and Make a Decision on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Exec Team	5
Review February 15, 2023 Policy Council Minutes	Present Clarify Check for understanding	Karen Medrano	5
Set Agenda for March 15, 2023 Policy Council Meeting	Present Clarify Check for Understanding	All	5
Meeting Evaluation	Plus/Delta	Volunteer	1

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: Zoom Virtual Meeting

Date: 2/1/2023

Time Convened 6:12 p.m.

Time Terminated **7:15 p.m.**

Recorder: Ana Araujo

Attendees: Jasmine Cisneros, Juan Batiz, Tuliisa Miller, Ana Araujo, and Michelle Mankewich.

Absentees: Karen Medrano

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Jasmine Cisneros, Chair, called the meeting to order at 6:102 pm. Juan Batiz, Vice Chair, reviewed the desired outcomes and meeting ground rules.
<ul style="list-style-type: none"> Public Comments 	None
<ul style="list-style-type: none"> Staff Reports 	<p>Michelle Mankewich, Administrative Assistant III, provided updates on the following items:</p> <ul style="list-style-type: none"> School Readiness Goals are set for this year. This refers to children's goals in the classrooms and activities that will be sent home to support their learning as part of family engagement. Annual Give a Smile Day is scheduled for Friday, February 3, 2023. We have 9 local dentists and 18 dental students who will assist with dental exams and applying fluoride. Currently 175 children are ready to participate. Last week the Head Start Regional Office visited the Balboa and Bayo Vista Centers. They completed a quick check on Safety and Supervision. They were very pleased with their observation at our centers, and we hope to have their final report in that area for our Quality Improvement Plan shortly. On February 7 and 8, 2023 we will have the Head Start Training and Technical Assistance (T/TA) Team on site to provide feedback on Monitoring Plans, Fiscal Oversight, and compliance in the Governance areas.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve Januray 4, 2023 Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <ul style="list-style-type: none"> A motion to approve Januray 4, 2023 Executive Meeting Minutes was made by Juan Batiz and seconded by Jasmine Cisneros. The motion passed.

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
Location: Zoom Virtual Meeting

- Discussion regarding the EHSD governance policy
- Nic Bryant, CSB Interim Director, discussed the Employment and Human Services Department (EHSD) Governance Policy, which applies to CSB’s Head Start Program.
- Nic shared that since CSB had a review and corrective action, Marla Stuart, EHSD Director, worked with the Administration of Children and Families (ACF), and the T/TA Manager, on the CSB Program Governance piece to align the County Policy and Head Start Policy.
- One main item discussed was how to present information to the Board of Supervisors (BOS) in response to ACF’s request for increased involvement. It was suggested that CSB provide a report and the report needs to be open for discussion as this is a requirement.
- As the new policy was created, a new layer was added: the Executive Director for Head Start Section.
- Jasmine Cisneros, Policy Council (PC) Chair, commented that the PC voted on this motion item, however, they had not received the complete document of the policy. The Director video shared the full document and reviewed its sections noting the similarity to the old document and stating the new sections. The EHSD Director’s role is a new addition.
- Jasmine questioned if the EHSD Director will share the BOS report with the PC representatives as it was CSB practice to email the BOS and PC Chair the same report. She would love to continue receiving that information. The Director agreed to share the report, as he was unaware of the practice. The Director apologized for any omissions as things moved fast in response to the Corrective Actions. He reiterated his commitment to be transparent in the future.
- Nic provided clarification stating that based on the policy, the Board of Supervisors will recognize anyone sitting as the EHSD Director to also be the Head Start Executive Director.
- Jasmine requested clarification on the EHSD Director's role. Nic explained that the EHSD Director is the Executive Director for all the five Bureaus under EHSD. The Executive Director makes final decisions for the bureaus and presents them to the BOS for approval. The Bureau Directors communicate with the Executive Director weekly as a group to discuss matters related to their business and individual meetings are scheduled for more precise information sharing specific to each bureau.
- Jasmine questioned why the CSB Director could not report to the BOS directly rather than going with the EHSD Executive Director instead. In addition, how did CSB get integrated into EHSD? Nic responded this was a decision made a while ago that CSB would be absorbed-integrated by EHSD. Based on the review findings, the process moved fast to align with the other bureaus.
- Jasmine shared that some of the bureaus are unique, so not all are the same and should not be handled the same and questioned the need for integration. The Interim Director reiterated the change aligned with the other bureaus. Furthermore, explained that the Bureau Director still will be advocating for the program.
- Jasmine Cisneros, PC Chair, questioned the hiring process of the Executive Director. Does it need Policy Council approval before going to the Board of Supervisors since she is now considered the Head Start

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: Zoom Virtual Meeting

TOPIC	RECOMMENDATION / SUMMARY	
	<p>Director and that is a requirement of the Head Start Act. Nic replied that this situation was slightly different as policies needed to be put in place quickly.</p> <ul style="list-style-type: none"> Jasmine stated that this document was not well explained during the meeting and she would like the PC to be fully informed and that as decision making body, the voice of the PC needs to be heard as they represent the program.. She hopes CSB and EHSD work without superseding priorities and adequately represent our program at all levels. Nic stated that the Head Start Director position needs to be approved by the Policy Council; when the time comes, he will be moving in accordance with the requirement. 	
<ul style="list-style-type: none"> Review and Make a Decision on Parent Recognition of Staff 	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Veronica Calvario, Comprehensive Services Clerk, and Rita Loza, Comprehensive Services Manager, to receive recognition at February 15, 2023 Policy Council Meeting for their outstanding work with the children and families. Ana Araujo, Parent, Family, and Community Engagement Manager, will invite them to attend the February 15, 2023 Policy Council meeting to receive recognition. 	
<ul style="list-style-type: none"> Review January 18, 2023, Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed January 18, 2023 Policy Council Minutes, and no changes are needed. 	
<ul style="list-style-type: none"> Review and set Agenda for February 15, 2023, Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for the February 15, 2023 Policy Council Meeting. Wellness Activity: Re-play the "Tapping Exercise" video that could not be broadcast during the January meeting. 	
Meeting Evaluation	<u>Pluses / +</u>	<u>Deltas / Δ</u>
	<ul style="list-style-type: none"> Great Conversation Thanks to Nic for his clarifications 	<ul style="list-style-type: none"> It wasn't easy to have all this conversation in one hour



Policy Council Meeting Minutes
Virtual Meeting



Date: 2/15/2023

Time Convened: 6:06 PM

Time Terminated: 7:51 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Juan Batiz, Vice Chair, called the meeting to order at 6:06 PM and reviewed the desired outcomes. Tuliisa Miller, Parliamentarian reviewed the meeting ground rules.
Public Comment	None
Correspondence	None
Parent Recognition of Staff	<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"> • Ms. Veronica Calvario, Comprehensive Services Clerk, at George Miller Concord and Ms. Rita Loza, Comprehensive Services Manager, were presented with a certificate and a book to acknowledge their dedication to the children and families.
Action: Approval of COVID 19 Mitigation Plan	<p>Christina Reich, Division Manager, Reviewed the COVID 19 Mitigation Plan Summary for Policy Council.</p> <p>The Office of Head Start requires all Head Start Programs to have a COVID-19 Mitigation Policy that is to be used to protect children, families, and staff from infection and illness.</p> <p>The policy is evidenced based, meaning it uses information provided by experts in the sciences. Some sources include the American Academy of Pediatrics, the Centers for Disease Control and Prevention, and Contra Costa County Public Health.</p> <p>The policy is developed using three levels of COVID in the community and includes things we need to do for each level such as:</p> <ul style="list-style-type: none"> • Green Level – Low: <ul style="list-style-type: none"> ○ Stay up to date with COVID-19 vaccines, including recommended booster doses. ○ Maintain good ventilation in classrooms. ○ Avoid contact with people who have suspected or confirmed COVID-19. • Yellow Level – Medium: <ul style="list-style-type: none"> ○ If at high risk of getting very sick, wear a high-quality mask when indoors. ○ If there has been household or social contact with someone at high risk for getting very sick, consider self-testing to detect infection before contact and consider wearing a mask indoors. • Red Level – High: <ul style="list-style-type: none"> ○ Wear a high-quality mask at all times except when eating and drinking. ○ If at high risk of getting sick, avoid non-essential indoor activities in public where you could be exposed.

Any time the level changes, the Health Manager will send a letter to staff and parents telling them what to do in Spanish and English. The letter will be posted at the entrances of our sites for everyone to see.

Vaccines will continue to be promoted and we will help you get them easily. Children with health conditions and/or disabilities that make them at risk for COVID-19 will have what they need to be in our classrooms and be safe. All supplies will be available on site at all times.

If outbreaks happen, we will notify all staff and parents at the affected location by letter and in person and we will follow the guidance from the Contra Costa County Public Health Department and the Contra Costa County Risk Management Department.

A motion to approve the COVID 19 Mitigation Plan Summary for Policy Council was made by Amy Mockoski and seconded by Tuliisa Miller. The motion passed with 14 votes in favor.

Ayes		Nays	Abstentions	Not Present		
Amy Mockoski	Maira Garcia			Ana Maria Dempsey	Michelly Mendantta	Zaraby Duran
Avile Cozette	Marcela Esparza			Deanna Carmona	Natalia Moyotl	
Charmaine Steptoe	Nalu Cavalcan			Deniedre Henry	Nya Martin	
Devlyn Sewell	Patricia De Queiroz			Debora Jimenez	Raquel Magana	
Juan Batiz	Sinay Catanon			Jasmine Cisneros	Rasheeta Flectcher	
Karen Medrano	Tuliisa Miller			Karen Franco	Teresa Munoz	
Lorena Mercham	Vilma Gaytan			Lizeth Vazquez	Yvonne Ramirez	

Action: Approval of the 2023-2024 CSB Admissions Priorities/Selection criteria and Recruitment & Enrollment Plan

Tracy Lewis, Administrative Services Assistant II, Provided an overview of the 2023-2024 CSB Admissions Priorities/Selection Criteria and Recruitment & Enrollment Plan.



**CONTRA COSTA COUNTY
CSB Admissions Priorities / Selection Criteria
2023-2024 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 California Department of Education and California Department of Social Services.

INFANTS & TODDLERS (Aged 0-3, including pregnant women)	PRE-SCHOOL (Aged 3-5)
<p>Transfers for children currently enrolled in Early Head Start and California Childcare and Development programs will be accommodated before enrolling any new children. Siblings in a currently enrolled family may be given priority.</p> <ol style="list-style-type: none"> 1. Child Protective Services / Child At Risk referrals or in ♦Foster care 2. Children from families from the lowest income according to the income ranking <ol style="list-style-type: none"> a. When 2 or more have the same ranking then infants/toddlers with disabilities (IEP or IFSP) take priority b. If there are no children with disabilities then whomever has been on the waiting list the longest 	<p>Requested transfers for children currently enrolled in Head Start and California State Preschool Programs (CSPP) will be accommodated before enrolling any new children. Siblings in a currently enrolled family may be given priority.</p> <ol style="list-style-type: none"> 1. 3 or 4 year olds with Child Protective Services / At Risk referrals or in ♦Foster Care 2. 3 or 4 year olds with disabilities (after the set aside 10% has been filled) w/incomes below the eligibility guidelines 3. 4 year olds not enrolled in Transitional Kindergarten (TK) <ol style="list-style-type: none"> a. Part Day only: Children enrolled in CSPP as a 3 year old b. Lowest income according to the income ranking <ol style="list-style-type: none"> i. When 2 or more have the same ranking then those with the Dual Language Learner designation take priority ii. If no Dual Language Learner then whomever has been on the waiting list the longest 4. 3 year olds Lowest income according to the income ranking <ol style="list-style-type: none"> a. When 2 or more have the same ranking then those with the Dual Language Learner designation take priority b. If no Dual Language Learner then whomever has been on the waiting list the longest 5. 3 or 4 year olds from families with incomes no more than 15% above the income guideline. <ol style="list-style-type: none"> a. 4 year olds with exceptional needs (after the set aside % has been met) then 3 year olds with exceptional needs b. 4 year olds without exceptional needs before 3 year olds without exceptional needs <p>After all other eligible children have been enrolled:</p> <ol style="list-style-type: none"> 6. Full day only: 3 or 4 year olds that meet eligibility criteria without having a need for services <ol style="list-style-type: none"> a. Lowest income ranking <ol style="list-style-type: none"> i. When 2 or more have the same ranking 4 year olds then 3 year olds 7. 3 or 4 year olds that live within the attendance boundaries of a qualified free and reduced price lunch school 8. Part day only: Children enrolling to provide expanded learning and care to TK enrolled children
Head Start and Early Head Start - Additional Priorities	
<ol style="list-style-type: none"> 1. ♦ Currently Homeless or Homeless within the last 18 months 2. ♦ Current TANF Recipient (cash aid) or within 24 months 3. Teen parents (EHS only) 	

1) ♦Denotes categorical eligibility as per Head Start Performance Standard 1302.14 (b). 2) At least 10 percent of the enrollment will be made available to children who meet the definition for children with disabilities. 3) Pre-School Selection Priorities apply to both Full Day and Part Day programs unless otherwise specified. 4) Admissions Priorities / Selection Criteria, approved by Policy Council on xx/xx/2023 and approved by Board of Supervisors on xx/xx/2023

2023-2024 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan
 Contra Costa County Employment and Human Services Department - Community Services Bureau

DESIRED OUTCOME: To inform the public about services available through the Contra Costa County Community Services Bureau, particularly those populations identified in our Community Assessment, and to recruit and enroll eligible children and their families into the Head Start, Early Head Start and Early Education and Support Programs.

Goal #1: To recruit eligible pregnant women, infants, toddlers, and children.

Goal #2: To recruit children with disabilities.

Goal #3: To recruit special populations as per our community assessment and selection criteria: CPS/At-Risk, Domestic Violence, Limited English, Need for Full Day Care, Homeless, TANF/CalWORKS Recipient, Children with Health Impairments, Teen Parents, Grandparent Caregivers, and children of currently or formerly incarcerated parents.

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Mobilize Parents – Word of Mouth, is our best strategy. Make sure a supply of flyers is available for parents to take and give out.	Comprehensive Services, Site Supervisors, Parent/ Family, Community Engagement Officer, Centralized Enrollment Unit (CEU) and ERSEA Manager	March 2023	Policy Council, Parent Meetings, Family Newsletter, Tables in entryways.	Reproducible Flyers and Pre-App Screening Forms. Palm Cards w/HS enrollment info.	All CSB and Delegate and Partner sites.
Pamphlets/flyers distributed: a) General info on CSB services b) Enrollment flyers c) Home-based services	Teachers, Site Supervisors, Comprehensive Services Staff, Home Educators, Centralized Enrollment Unit staff.	Ongoing	Laundromats WIC offices Grocery Stores Site lobby/Classrooms Elementary Schools Clinics Community-Based Organizations County Agencies Local churches Education Offices Libraries Hospitals Community Events/Flea Markets Check Cashing Agencies High Schools One-Stop Locations Housing site offices (including- 9 housing sites in San Ramon) Homeless Programs Community Centers (Richmond, San Pablo, Oakley, Willow Pass) Parks & Rec centers (Ambrose) LiHEAP office Stage 2 & Alternative Payment Plans Family Entertainment Centers (Roller Rinks) Community Colleges First Five	Pictures Short paragraph describing program options Who is eligible Explanation of services available List Health, Nutrition, Education, Family Services, Family Wellness, Parent Engagement, Disabilities Services Home base Contact numbers and/or persons	HEAP mailings Food Stamp Offices Parent Meetings Doctors' Offices EHSD Child Care Offices Volunteer Bureaus One-Stop Centers Parents Farmers Markets (Richmond Main Street, San Pablo, Concord) *See "Location" section for additional distribution information

2023-2024 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan, approved by Policy Council on xx/xx/2023 and approved by

2023-2024 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan
 Contra Costa County Employment and Human Services Department - Community Services Bureau

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Family Newsletter	Comprehensive Services, Site Supervisors	Quarterly	Distribute to all parents / partners	Who is eligible? Who to Contact? Program Activities Events, Educational opportunities	Early Intervention Programs Community Partners Elementary Schools in the District
Contact Agencies Serving Children	ERSEA Manager, Comprehensive Services Managers	Spring and Fall and as needed	WIC offices SELPAs Child Care Centers School Districts Private Providers Community-Based Organizations Community Recreation Sites PTAs Human Service Department Partner Sites Family Child Care Networks Resource and Referral Agencies Stage 2 & Alternative Payment Plans First Five Offices & Centers Homeless Shelter OB/GYN Offices LiHEAP office Agencies serving children with special needs	Initial letter containing description of Head Start and Agency services and program options Personal visit to discuss coordination services, share program and curriculum information, plan referrals.	Community
Coordinate Transition Activities with Elementary Schools	MH/Disabilities Manager; Site Supervisors Education Managers	Spring/ Summer and throughout the year as needed	Childcare Centers Elementary Schools Other agencies for intake for special needs children High School/IT	Any pertinent information on child, - authorized by parent	Elementary School staff meetings & parent meetings; Site based staff meetings/ parent meetings; Policy Council Meetings
Speak at local organizations	Directors, Assistant Directors, Comprehensive Services Mgrs., Male Involvement Coordinator	Ongoing	Union Meetings Faith Based Organizations SHARE County Malls Fairs Clubs Community Events Other Government Agencies Non-Profit Agencies Businesses, Corporations and Foundations	Make Head Start staff or Policy Council rep. available Describe advantageous services Distribute pamphlets List of centers with contact information Set up information table with posters and pictures Application packages	Civic Organizations PTA meetings Church groups Community events

A motion to approve the 2023-2024 CSB Admissions Priorities/Selection criteria and Recruitment & Enrollment Plan was made by Amy Mockoski and seconded by Karen Medrano. The motion passed with 14 votes in favor.

	Ayes		Nays	Abstentions	Not Present		
	Amy Mockoski	Maira Garcia			Ana Maria Dempsey	Michelly Mendantta	Zaraby Duran
	Avile Cozette	Lizeth Vazquez			Deanna Carmona	Natalia Moyotl	
	Charmaine Steptoe	Nalu Cavalcan			Deniedre Henry	Nya Martin	
	Devlyn Sewell	Patricia De Queiroz			Debora Jimenez	Raquel Magana	
	Juan Batiz	Sinay Catanon			Jasmine Cisneros	Rasheeta Flectcher	
	Karen Medrano	Tuliisa Miller			Karen Franco	Teresa Munoz	
	Lorena Mercham	Vilma Gaytan			Marcela Esparza	Yvonne Ramirez	
Action: Consider Approval of January 18, 2023, Policy Council Minutes	The minutes of the January 18, 2023 Policy Council meeting were reviewed and no corrections were noted.						
	A motion to approve the minutes from January 18, 2023 Policy Council meeting was made by Tuliisa Miller and seconded by Lorena Mercham. The motion passed with 14 votes in favor.						
	Ayes		Nays	Abstentions	Not Present		
	Amy Mockoski	Maira Garcia			Ana Maria Dempsey	Michelly Mendantta	Zaraby Duran
	Avile Cozette	Lizeth Vazquez			Deanna Carmona	Natalia Moyotl	
	Charmaine Steptoe	Nalu Cavalcan			Deniedre Henry	Nya Martin	
	Devlyn Sewell	Patricia De Queiroz			Debora Jimenez	Raquel Magana	
	Juan Batiz	Sinay Catanon			Jasmine Cisneros	Rasheeta Flectcher	
	Karen Medrano	Tuliisa Miller			Karen Franco	Teresa Munoz	
Lorena Mercham	Vilma Gaytan			Marcela Esparza	Yvonne Ramirez		
Administrative Reports <ul style="list-style-type: none"> Interim Director Interim Division Manager Fiscal 	Nicholas Bryant, Interim Director, welcomed Policy Council representatives and thanked them for attending.						
	Administrative updates: <ul style="list-style-type: none"> Safety Review Update - We are proud to announce that CSB passed the safety review portion of the Quality Improvement Plan (QIP) with flying colors! We have now officially corrected two of three deficiencies on safety. We have 3 remaining deficiencies surrounding timely reporting (safety) and monitoring. Training and Technical Assistance T/TA Visit – CSB had a visit from our Training and Technical Assistance team from the Office of Head Start. Originally scheduled for January 17 & 18, rescheduled to February 7 & 8, due to scheduling and weather issues. The team focused on Governance, Fiscal monitoring and oversight, and Ongoing Monitoring. They provided suggestions as to how we can make some improvements. 						

	<ul style="list-style-type: none"> • Quality Improvement Plan QIP Extension - We have requested an extension to allow us to reinforce our monitoring systems. We will know soon if the request has been granted. The team is working hard to incorporate the suggested changes from the Training and Technical Assistance team. • Deputy Director Departure - Dr. Easter is no longer a part of the CSB Team, as she explained during her last meeting. Her last physical day in the office was February 9. She was a monumental force and anchor for the team and her absence will be felt. <p>Amy Wells, Interim Division Manager, reported:</p> <ul style="list-style-type: none"> • The January enrollment was 61.14% for Head Start, 62.48% for Early Head Start and Early Head Start Child Care Partnership #2. • The January attendance was 77.76% for Head Start and Head Start Delegate, 79.05% for Early Head Start and Early Head Start Child Care Partnership #2. <p>Haydee Ilan, Accountant III, presented the following financial reports:</p> <ul style="list-style-type: none"> • 2021-2022 Head Start Program: December 2022, year-to-date cash expenditures were \$13,783,324 YTD, representing 75% of the program budget. • 2021-2022 Early Head Start Program: December 2022, year-to-date cash expenditures were \$4,990,943 YTD, representing 54% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for December 2022, were \$6,949.60. • Child and Adult Care Food Program: December 2022, total meals served, including breakfast, lunch, and supplements, were 13,288.
Wellness Activity	Policy Council Representatives participated in a wellness activity by partaking in the “2 Minute Meditation.”
Discussion: Governance Policy	Governance Policy is tabled for the March 15, 2023 Policy Council Meeting.
Report: 1st DRDP and School Readiness Goal	<p>Ron Pipa, Education Manager and Afi Fiaxe, Education Manager, provided an overview of the Child Outcomes & School Readiness Goal Report 2022-2023. The Community Services Bureau implements the State of California developed desired results developmental profile (DRDP-2015) assessment to identify the developmental needs and program-wide outcomes of all infants, toddlers and preschool children. The tool assesses children based in different developmental domains, measures, and 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>School Readiness Goals Infants & Toddlers</p>

Domain & Measure	Goals
Approaches to learning self regulation: self control of feelings and behaviors (atl reg 5)	Children will develop strategies for regulating feelings and behaviors becoming less reliant on adult guidance over time.
Social and emotional development: Social and emotional understanding (sed 2)	Children will show a developing understanding of people's behaviors, feelings, thoughts and individual characteristics.
Language and literacy: reciprocal Communication and conversation (lld 4)	Children will engage in back and forth communication that develops into increasingly extended conversations.
Cognition including math and science: inquiry through observation and investigation (cog 9)	Children will observe, explore, and investigate objects (living and non-living things) and events in the environment and become increasingly sophisticated in pursuing knowledge about them.
Physical development and health: personal care routines; feeding (pd-hlth 7)	Children will respond to feeding and feed self with increasing proficiency.

Infants And Toddlers Baseline And Year-end Anticipated Outcomes

BASELINE	ANTICIPATED
Thirty-seven percent of infants and toddlers are at the developmental level of exploring earlier or above on the measure self control of feelings and behaviors	By June 2023, for each of these goals, 70% of infants and toddlers will be at the developmental level of exploring earlier or above on this measure.
Forty percent of infants and toddlers are at the developmental level of exploring earlier or above on the measure social and emotional understanding	
Fifty-five percent of infants and toddlers are at the developmental level of exploring earlier or above on the measure reciprocal communication and conversation	

Infants And Toddlers Baseline And Year-end Anticipated Outcomes

BASELINE	ANTICIPATED
Forty-four percent of infants and toddlers are at the developmental level of exploring earlier or above on the measure knowledge of the natural world	By June 2023, for each of these goals, 70% of infants and toddlers will be at the developmental level of exploring earlier or above on this measure.
Sixty-four percent of infants and toddlers are at the developmental level of exploring earlier or above on the measure personal care routines: feeding	

Preschool & Pre-kindergarten School Readiness Goals

DOMAIN & MEASURE	GOALS
Approaches to learning self-regulation: engagement and persistence (atl-reg 6)	Children increasingly persist in understanding or mastering activities even if they are challenging or difficult.
Social and emotional development: social and emotional understanding (sed 2)	Children show a developing understanding of people's behaviors, feelings, thoughts and individual characteristics.
Language and literacy development: emergent writing (lld 10)	Children show an increasing ability to write using scribbles, marks, drawings, letters, characters, or words to represent meaning.

Preschool & Pre-Kindergarten School Readiness Goals

DOMAIN & MEASURE	GOALS
English language development: symbol, letter, and print knowledge in English (eld 4)	Children whose home language is other than English will show an increasing understanding that print in English carries meaning.
Cognition including math and science: patterning (cog 6)	Children show an increasing ability to recognize, reproduce, and create patterns of varying complexity.
Physical development and health: nutrition (pd-hlth 10)	Children demonstrate an increasing knowledge about nutrition and healthful food choices.

Preschool Child Assessment Data

BASELINE	YEAR-END ANTICIPATED RESULTS
Forty-nine percent of all preschool age children are at the building earlier level or above in engagement and persistence (atl reg 6)	By June 2023, for each of these goals, 70% of these children will be at the building earlier level or above in engagement and persistence
Fifty-one percent of all preschool children are at the building earlier level or above in social and emotional understanding (sed 2)	
Forty-two percent of all preschool children are at the building earlier level or above in emergent writing (lld 10)	

Preschool Child Assessment Data (Continued)

BASELINE	YEAR-END ANTICIPATED RESULTS
Forty-two Percent Of Preschool Children Are At The Building Earlier Level Or Above In Patterning (Cog 6)	By June 2023, For Each Of These Goals, 70% Of Preschool Children Will Be At The Building Earlier Level Or Above In Patterning
Fifty-three Percent Of Preschool Children Whose Home Language Is Other Than English Are At The Building Earlier Level Or Above In Symbol, Letter And Print Knowledge In English (Eld 4)	
Sixty-six Percent Of Preschool Children Are At The Building Earlier Level Or Above In Nutrition (Pd-hlth 10)	

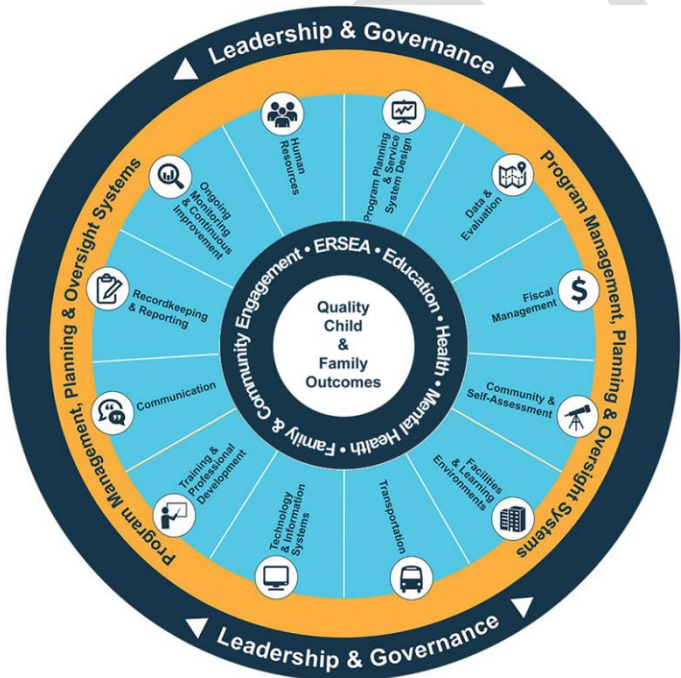
Pre-kindergarten Child Assessment Data

BASELINE	YEAR-END ANTICIPATED RESULTS
Fifteen Percent Of Pre-kindergarten Children Are At The Building Later Level Or Above In The Engagement And Persistence Measure	By June 2023, For Each Of These Goals, 70% Of These Children Will Be At The Building Later Level Or Above In This Measure
Fourteen Percent Of Pre Kindergarten Children Are At The Building Later Level Or Above In The Social And Emotional Understanding Measure	
Forty Percent Of Pre Kindergarten Children Are At Building Later Later Or Above In The Emergent Writing Measure	
Pre-Kindergarten Child Assessment Data (Continued)	
BASELINE	YEAR-END ANTICIPATED RESULTS
Fifteen Percent Of Pre-kindergarten Children Are At The Building Later Level Or Above In The Patterning Measure	By June 2023, For Each Of These Goals, 70% Of These Children Will Be At The Building Later Level Or Above In This Measure
Eleven Percent Of Pre-kindergarten Children Whose Home Language Is Other Than English Are At The Building Later Level Or Above In The Symbol, Letter And Print Knowledge In English Measure	
Thirty-six Percent Of Pre Kindergarten Children Are At The Building Later Level Or Above In The Nutrition Measure	
Family Engagement School Readiness Goal First Survey Results	

FAMILY ENGAGEMENT PROGRAM GOAL	ANTICIPATED YEAR-END GOAL	RESULTS
Families will indicate an increased comfort level to support their child's understanding about nutrition, healthy food choices and for infants and toddlers, feeding themselves with increasing proficiency.	By June 2022, 70% of infant, toddler, preschool and pre kindergarten families will indicate an increased comfort level to support their child's understanding about nutrition, healthy food choices and for infant and toddler children, feeding themselves with increasing proficiency.	The first survey results indicated that over 90% of families feel comfortable or very comfortable to support their child's understanding about nutrition, healthy food choices and for infants and toddlers, feeding themselves with increasing proficiency.

Report:
1st Period Semi-Annual Report

Nelly Ige, Administrative Services Assistant III, provided an overview of the 2022-2023 Semi-Annual Monitoring Report:
Head Start Management Wheel



A visual representation of the twelve (12) program management, planning, an oversight systems that are critical to high-quality services.

Head Start Program Performance Standards:

1302.102 Achieving program goals. (b) Monitoring program performance. (1) Ongoing compliance oversight and correction. In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (i) Collect and use data to inform this process; (ii) Correct quality and compliance issues immediately, or as quickly as possible; (iii) Work with the governing body and the policy council to address issues during the ongoing oversight and correction process and during federal oversight; and, (iv) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.

Overview of Monitoring:

Community Services Bureau (CSB) implements ongoing monitoring of its operations and services. This process includes: (1) using measures, tools, or procedures to implement the system of ongoing monitoring; (2) assigning staff and consultants to the ongoing monitoring of each service; (3) collecting, analyzing and reporting on the program’s progress towards its own goals for quality; and (4) following-up on and correcting any weaknesses identified through ongoing monitoring. This is conducted through a multi-level monitoring system of (1) Center Level; (2) Content Area Level; and (3) Agency Level.

Monitoring Aggregate Data Reflects July 2022-December 2022

Summary of Monitoring Activities:

Monitoring was conducted for directly operated CSB centers, partner agencies, and the Delegate Agency, YMCA of the East Bay. This report highlights the data trends identified using monitoring tools focused on Classroom & Facility Environment, Education, Comprehensive Services, and File Review. During the Program Year 2022-2023, Community Services Bureau has had an increased focus on the health and safety of the children, families, and staff that we serve.

Data sources utilized by the team include: child and family files, classroom & facility observations, and CLOUDS database reports.

Changes to PY 2022-2023

1. Requested Technical & Training Assistance with ACF
2. Developed a Quality Improvement Plan Team to address the 5 Deficiencies & 1 Area of Non-Compliance
3. Updated our Policies & Procedures
4. Updated our Monitoring Plan to include formalized multilevel monitoring
5. Updated existing and added new monitoring forms
6. Conducted Trainings
7. Conducted monitoring
8. Weekly Data Discussions - Reviewing and analyzing data from the updated monitoring tools
9. Reporting to Policy Council of trends
10. Added Quarterly Roundtables
11. Updated Semi-Annual Monitoring Report to include all areas of monitoring, not just the Quality Management Unit

What We Reviewed in 2022-2023 Period 1

Center Level Monitoring:

- 1,765 Daily Facility Safety Checklists Completed
- 3,214 Daily Teacher Playground Safety Checklists completed
- 4,727 Daily Health and Safety Classroom Checklists Completed
- 96 Monthly Playground Safety Checklists Completed
- 166 Classrooms - CSB Child Safety & Transition

Content Area Monitoring:

- 203 Health & Safety Checklists Completed (including Partner Health & Safety)
- 73 Classrooms - On-Site Content Area Compliance Checklist
- 74 Files – Centralized Enrollment Unit (CEU) File Eligibility
- 13 Files – Centralized Enrollment Unit (CEU) Over Income Eligibility
- 11 Centers – Child and Adult Care Food Care (CACFP) Monitoring
- 47 Classrooms - Sr. Administrative Management Observation Tool

Quality Management Unit:

- **File Reviews:**
 - 107 Files - Need & Eligibility
 - 148 Files - Comprehensive Services
 - 159 - Education
 - 30 Files – Low Income Home Energy Assistance Program (LIHEAP)
- 26 Centers - Head Start Health & Safety Screener
- 1 Fidelity Visit to Brookside - Child Nutrition Unit (CNU) Health & Safety Checklist
- 1 Visit - Home Based Socialization & 1 Visit for a Home Visit
- 25 - Environment Rating Scale
- 31 Preschool Classroom - Classroom Assessment Scoring System (CLASS)

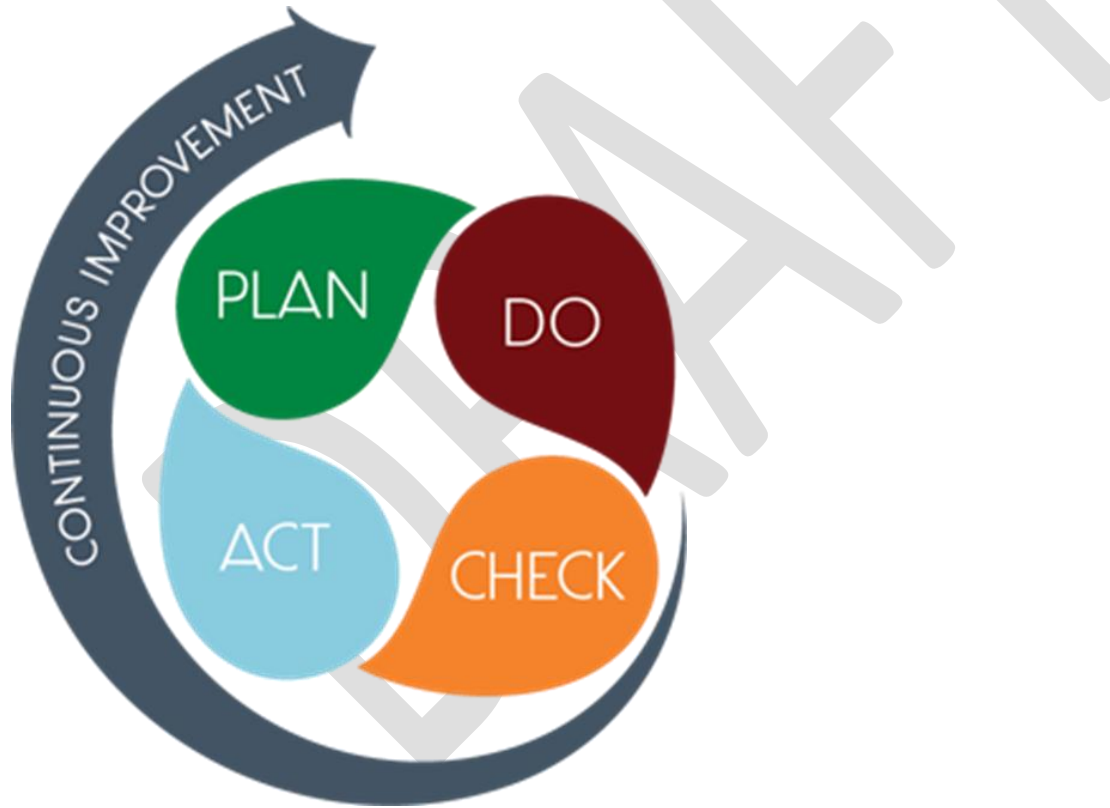
Top Trends

- Tools that were revised or newly implemented during the monitoring period show a steady increase in completion rates
- Positive interactions between teachers and children
- Active supervision is consistently demonstrated and can be articulated by teaching staff
- Professional development focused on health, safety, and supervision is visible in the overall monitoring data
- Preventable non-compliances have decreased since increased and formalized monitoring has been implemented.
- Inconsistencies across sites and tools in addressing corrections within expected timeline

Classroom Assessment Scoring System (CLASS)

Countywide Total Average Domain Score		2022-2023 CSB Threshold	Federal Quality Threshold	Federal Competitive Threshold
Domain	Score	Score	Score	Score
Emotional Support *	6.39	6	6	5
Classroom Organization	6.09	6	6	5
Instructional Support	4.44	3	3	2.30

What's Next?



Site Reports

Ambrose

- Parents participated and completed the “Desired Results for Children and Families -Parent Survey” Parents provided good feedback. .
- Ms. Bella, Contra Costa Librarian, came to read books with the children.
- The yellow table in the playground and the front ramp handrails were repainted.
- Special Projects "treasured moments" scrapbook for parents to celebrate Positive Parenting Awareness Month.
- Healthy Eating/Nutrition Tips - Take home activity for families.

Bayo Vista

- Bayo Vista is celebrating and welcoming a new year 2023!
- The staff is still enjoying the new furniture purchased for their breakroom.
- Minor repairs were completed on some parts of the asphalt on the preschool playground. We are hoping at some point, the entire surface will receive an upgrade.
- Bayo Vista is invited to participate in a Community Garden Project that will be happening at our site next door on the side of the Bayo-Vista Housing Development in the next couple of months.
- Bayo Vista Preschool families received information from Friday Flyers

GM III

- The children were eager and enthusiastic upon coming back to school after spending the holidays with their families and relatives. They had so many stories to share with their teachers and friends!
- Classroom 8, Study of leaves & Introduction of writing material.
- Classroom 1, Study of what are the characteristics of trees?
- Classroom 2, Study about buildings. There are no facility improvements at this time.
- Classroom 7, Study of Reduce, Re-use, Recycle.
- Classroom 10, Study of Clothing .
- Classroom 3, Study of Trains.
- Informational flyers about the West Contra Costa Unified School District WCCUSD 2023-2024 Academic School Year enrollment process, were distributed to families in both English and Spanish. Also, a Nutrition Tips booklet on Healthy Eating For Your Family/How to Feed Your Child at Every Age was distributed in English and Spanish to families.

GMC

- Parking lot safety.
- Provided Transition to Kindergarten information.
- Provided Healthy Eating for your Family booklets.

Lavonia Allen

- Ms. Doretha McElderry, Preschool teacher, has been working for the County Head Start programs for 20 years!
- Site Supervisor, Ligia Ortiz, will support the center for 6 hours daily. We will participate in a Music and Creative Movement class with Nick Young every Thursday.
- Children's "Study Project" this month they are working on "Insects".
- Teachers continue to participate in "Health & Safety Trainings".
- Bella Merrill, from Contra Costa Library is coming monthly to read to the children and play her guitar.

	<ul style="list-style-type: none"> • Parents received resources through "Friday Flyer.". A family received low-income housing information. <p>Los Arboles</p> <ul style="list-style-type: none"> • The Preschool classroom started to work on building project; children are learning about constructions and different materials to make building. They are focusing on observations, drawing different kinds of building. The Toddler room are working on "Who is in your family", children share pictures of their families and identify themself and others. • Parents are writing love letters to their children and drop the letters in a mailbox at school. Teachers read the letter to the child/ children during group time. • Friday resources, were emailed to parents. <p>Los Nogales</p> <ul style="list-style-type: none"> • The siding on room 1 building has been painted after it was replaced. • Room 1: Doing a study on clothes. • Room 2: Doing a study Water Cycle. • Ms. Bella Merrill, from Contra Costa Library is coming to our site to read stories to the kids. She also plays the Ukulele, sings, and dances with them! Such a fun time!! • Resources provided: <ul style="list-style-type: none"> ○ Low Income Hom Energy Assisntace Program LIHEAP, is a resource that can help you pay for heating and electricity. ○ English as a Second Language ESL Conversation Group: Tuesday, in-person 6:30-7:30 PM & Wednesday online via zoom from 2-3 PM. <p>Marsh Creek</p> <ul style="list-style-type: none"> • For our parent meeting/training, parents were given information on Free and low-cost places to go; and Emergency Preparedness/shelter in place. • Both classrooms are working on creative curriculum -Tree Study. • Bella from Contra Costa library comes to read to the children. • Specific resources were given to individual families as needed. <p>Riverview</p> <ul style="list-style-type: none"> • We started our rock garden • We are welcoming Miss Kafia Amin to our site;she is the new associate teacher in room 2. • Room 1 is starting a new project about traveling around the world. • Bella the Contra Costa librarian, will be regularly coming on the 2nd Friday of the month. • We had a parent meeting about affordable fitness options for families.
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements and resources (copy of resources were emailed to participants):</p> <ul style="list-style-type: none"> • 700 Forms due March 30 • March Policy Council – in-person meeting <ul style="list-style-type: none"> ○ Policy Council Executive Meeting and Program Services Subcommittees: March 1, 2023. ○ Policy Council Fiscal Subcommittee and Policy Council Business Meeting: March 15, 2023.

Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Great participation • Great Information • Great facilitation Juan 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None

DRAFT

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. (Gov. Code, section 54957.5(b) (2)). *To slow the spread of COVID-19, the CSB Policy Council Executive Meeting will be accessible via Zoom as permitted by Government Code section 54953 (e).*

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: March 15, 2023	Time: 6:00 PM – 8:00 PM
Zoom Meeting ID: 870 4513 5129 Password: 826100	
Meeting Leader: Jasmine Cisneros – Policy Council Chair	
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 aaaraujo@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 aaaraujo@ehsd.cccounty.us before or during the meeting. Please raise your hand in the Zoom app when your item is called and you 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 awareness of CSB correspondence so that we are all informed of current notifications.			
An opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the needs of the community.			
Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.			
A Review, discuss and approve or the revised EHSD Governance policy to ensure understanding by all participants and compliance with Head Start Performance standards.			
TBD, Approval of HS Director? Or HS Executive Director?			
An approval to apply for fiscal year 2023 Cost-of-Living Adjustment (COLA) for an increase of 5.6% of the FY 2022 base funding level.			
An approval to apply for fiscal year 2023 Quality Improvement Funding from the Administration for Children and Families to support enhancements for the Head Start and Early Head Start programs.			
An approval of February 15, 2023, Policy Council Minutes.			
Administrative Reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.			
A wellness activity to open communication and enhance overall wellbeing.			
An understanding of the 2023 Program Goals & Objectives semi-annual update in order to be aware of progress in meeting milestones.			
An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.			
Heard announcements so that we may be informed of Bureau news and/or available community resources.			
A Meeting Evaluation so that we may review our strengths and make any improvements as needed.			
What (Content)	How (Process)	Who	Time (Minutes)

Review Desired Outcomes	Present Clarify Check for understanding	Juan Batiz	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Tuliisa Miller	2 Minutes
Correspondence	Present Clarify	Karen Medrano	1 Minute
Public Comment	Present	Public	3 Minutes
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	8 Minutes
Action: <ul style="list-style-type: none"> Consider approval of the revised EHSD Governance Policy 	Present Clarify Check for understanding Check for Agreement	Nic Bryant	15 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider approval of ... 	Present Clarify Check for understanding Check for Agreement	TBD	15 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider approval of the 2023 Cost-of-Living adjustment (COLA) 	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider approval of the 2023 Quality Improvement Funding from the Administration for Children and Families 	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider approval of February 15, 2023 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Karen Medrano Volunteer	5 Minutes (Reserve 3 minutes for roll call)
Administrative Reports: <ul style="list-style-type: none"> CSB Interim Director 	Present Clarify Check for understanding	Nic Bryant	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> Division Manager 	Present Clarify Check for understanding	Amy Wells	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> Fiscal 	Present Clarify Check for understanding	Haydee Ilan	5 Minutes
Wellness Activity	Present Clarify	Jasmine Cisneros	6 Minutes
Report <ul style="list-style-type: none"> Program Goals and Objectives 	Present Clarify Check for Understanding	Sarah Reich	20 Minutes

Report: <ul style="list-style-type: none">• Site Reports	Present Clarify Check for Understanding	Site Representatives	4 Minutes
Announcements	Present Clarify Check for understanding	Ana Araujo	4 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	2 Minutes

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