

Contra Costa County
EHSD - Community Services Bureau
Policy Council Meeting Minutes

Location: Pacheco Community Center, Pacheco, CA

Date: March 17, 2010

Time Convened: 6:08 pm

Time Terminated: 7:41 pm

Recorder: Lin Tallman

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> Melissa Alfaro called the meeting to order after the body achieved quorum; reviewed the desired outcomes and meeting ground rules.
Public Comment	<ul style="list-style-type: none"> No public comment.
Correspondence	<ul style="list-style-type: none"> Received a letter from Region IX regarding the extension request letter, our request for extension was approved. We have until April to complete the posting of expenditures and submission of our annual reports.
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	<ul style="list-style-type: none"> <u>Janissa Rowley</u>, presented for the Pat Stroh and Camilla Rand. A team of educators from Japan visited Lake Children's Center and Lake Elementary School. They were interested in how we handle transitions from pre-school to kindergarten, and then what happens from kindergarten to first grade. They seemed very impressed with our transition protocols. An analyst from the State Department of Education (Cassandra Lewis) was along for this visit and she was very impressed also. Teachers have been participating in a lot of training recently. We've had a second round of Beautiful Stuff training, and once a month some of our teachers are attending training where they learn about a particular topic, then they go back to their sites and train the other staff. Riverview, Lake and Crescent Park are preparing for their NAEYC Accreditation visits. As reported last month, we are preparing for our major recruitment to replace the preschoolers who are transitioning to kindergarten. <u>Vickie Kaplan, Head Start/Early Head Start Accountant</u>, presented several reports this month: Grandparent Program (G2g) (through the Head Start program, partnered with Families First). January 2010 expenditures were \$7,911 for a total expenditure YTD of \$16,689 which is 33% of this grant. Head Start program 2009: January 2010 expenditures were \$2,318,939 with YTD of \$16,692,792, which is 99% of the budget. Early Head Start program 2009: January 2010 expenditures were \$317,196 with YTD of \$2,190,118, which is 99% of budget. Head Start program 2010: January 2010 expenditures were \$325,487 with YTD of \$325,487, which is 2% of the budget. Early Head Start program 2010: January 2010 expenditures were \$43,698 with YTD of \$43,698, which is 2% of budget. ARRA HS Quality Improvement Funding: January 2010 expenditures were \$5,035 for YTD expenses

TOPIC	RECOMMENDATION / SUMMARY
	<p>\$43,808, which represents 6% of this grant's budget for this program year.</p> <ul style="list-style-type: none"> • ARRA EHS Quality Improvement Funding: January 2010 expenditures were \$3,586 for YTD expenses were \$8,657, which represents 8% of this grant's budget for this program year. • ARRA HS COLA Funding: January 2010 expenditures were \$85,019 for YTD expenses \$85,019 which represents 28% of this grant's budget for this program year. • ARRA EHS COLA Funding: January 2010 expenditures were \$20,986 for YTD expenses were \$20,986, which represents 58% of this grant's budget for this program year. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of December 2009 were \$42,605.54. • We've received notice from ACF that we have an opportunity to apply for a new COLA grant. This grant is due April 30th and we will be applying for \$149,995 (HS) and \$18,109 (EHS) for a total of \$168,104. If we are approved it will help our 2011 budget monies, too, by increasing the base grant amount. She will be working with the Executive Committee on review and approval so that it can be submitted on time. As there is no PC meeting in April, the PC in May will ratify the Executive Committee's action.
<p>Action:</p> <ul style="list-style-type: none"> • Review and consider approval of the minutes from the February 17, 2010 Policy Council meeting 	<ul style="list-style-type: none"> • Minutes from the February 17, 2010 Policy Council meeting were reviewed. No corrections were noted. <p>A motion to approve the minutes was made by Dawn Miguel and seconded by Rhea Karahalios. The motion was approved.</p>
<p>Election:</p> <ul style="list-style-type: none"> • Consider approval of Executive Committee Position - Chair 	<ul style="list-style-type: none"> • Due to the resignation of the policy council chairman an election for chairman was held. Melissa Alfaro (GM/C) was nominated, seconded by Heather Jackson. Dawn Miguel (Cambridge) was nominated, seconded by Melissa Alfaro. • A silent ballot was held and tallied. Melissa Alfaro was voted into the chair position. <p>A motion to approve the election of the new chair was made by Michael Cordoves and seconded by Dawn Miguel. The motion was approved.</p>
<p>Self Assessment Report</p>	<ul style="list-style-type: none"> • Christina Reich, Analyst, distributed the final Self-Assessment report. The SA was held at the end of February and both CSB and partners experienced no findings. There were several strengths noted throughout the program. The mental health group received very high marks. Christina reviewed a few of the highlights. • A few things that we noticed that were issues were some roots in playgrounds, needing a gate with an alarm at RHS, but nothing that rose to a level of a "finding".
<p>Community Assessment Survey</p>	<ul style="list-style-type: none"> • Christina announced that this survey happens every three years, and entails asking the PC about what issues are affecting their community and what we can do to help the community. This information will be compiled with other information and statistical data to help us determine the direction in which we will go for the next three years. • Topics of Concern: <ol style="list-style-type: none"> 1. Lack of after-school programs.

TOPIC	RECOMMENDATION / SUMMARY
	<ol style="list-style-type: none"> 2. Not enough childcare spaces available. 3. Not enough low cost or no-cost activities for the children. 4. Reduced library hours, making visiting the library difficult. Parents need to be more educated on how to make sure children understand how important they are to them. 5. Too much sugar in snacks/treats in stores available to children. Nutrition issues. <ul style="list-style-type: none"> • How do these problems affect you/the community: <ol style="list-style-type: none"> 1. (lack of after school activities) when kids are just “hanging out” they’re getting into trouble and not doing anything constructive. 2. When there aren’t enough childcare slots, children can be left at home unsupervised or parents cannot work. 3. Without low-cost or no-cost activities – the kids get bored or you spend money you don’t really have. 4. Reduced library hours, more kids are watching TV or playing video games. Sometimes they can’t complete their homework because they don’t have access to the internet. Parent/Child communication – if you can’t communicate to your child how important they are, low self-esteem. 5. Sugar overload, we end up with more diagnoses of diabetes, etc. School lunches can also contribute to this. Affects mental, emotional and other health issues. • How would you solve these problems, if it was up to you? <ol style="list-style-type: none"> 1. Lack of afterschool activities – maybe use the First Five resource centers as a model. Stay with school sports and other activities. First Baptist Head Start has an alumni program – and they invite the graduates to allow them to return to the site and assist and at the end of the summer. Fundraising. 2. Not enough childcare slots. Open more centers, have more funding. You can volunteer (in-kind), attend county meetings and other types of meetings to advocate for more funding. Make sure you complete the census – this is one way we get our money. 3. Free and low-cost activities – talk to city leaders; bring a bunch of Frisbees to the park for everyone. 4. Reduced library hours – advocate to city/county leaders. Help spread the word to other parents and public because many voices may be heard better than a lone voice. Parent-Child communication – small groups in your own home. Parent education at their sites. Turn off the TV. 5. Sugar in stores and lack of nutrition in our school. Stop buying the junk. Make people aware of how much sugar is in things. Go to grocery store without the children. Grow your own vegetables – it makes you feel so good. Help educate children on the sugar content of things to help them make good choices of their own food. Children help prepare their own meals.
Parent Survey Results	<ul style="list-style-type: none"> • Janissa Rowley presented the results of the Parent Survey. Thanked everyone who participated. Approx 85% of parent participated. • Reviewed some of the results.
Training: • Kindergarten Transition	<ul style="list-style-type: none"> • Ron Pipa distributed handouts on kindergarten transition and being an advocate for your child and activities you can do at home. • Discussed how parents felt when their children started preschool and how the children felt that differed

TOPIC	RECOMMENDATION / SUMMARY
	<p>from the parent's emotions. You may experience some of the same feelings when they head off to kindergarten.</p> <ul style="list-style-type: none"> • Praising your Child: a handout with praise words was distributed.
<p>Site Reports</p>	<ul style="list-style-type: none"> • PTA: Parent involvement is so important to children's academic success. PTA also has a lot of information for parents on how to advocate for their children, how to help children with homework, how to empower parents to be advocates. Parent's presence on campus is important. • Ambrose: Parents are excited about the wonderful projects and see growth on their children. Parents have become more aware that they need to be more involved in their children's school activities; both at home and during school hours. Tricycles were repaired and brought to the site. "Beautiful Stuff" was introduced in the classrooms. Adriana from Primerica came and talked with the staff about managing finances and becoming debt-free. RIF distribution took place, lending books to children to take home to read. Other Report: Children are healthy and enjoy learning from the great staff. • Balboa: ARRA food program was able to donate food boxes to families. The end of 2009's money brought new items for the site: picnic tables with umbrellas, bubble sets, tables and chairs for classrooms, easels, etc. Garden Grant money was used for irrigation systems for the site. There special projects Beautiful Stuff and starting out Week of the Young Child in the week of April 12-16. At the March Parent meeting, guest speakers spoke about the importance of healthy eating and gave parent resources. • Brookside: Parents helped the center in celebrating Black History by volunteering with activities and reading stories in the classrooms. Parents are enjoying the Beautiful Stuff project. Lead in the outside shed was repaired. Beautiful Stuff was introduced in classrooms to the families. Massage classes for Infants were offered to teachers and parents. Sandra Gutierrez, from First 5 talked to parents about resources. Guest speaker came to share information on Housing Rights and Mortgage Help. Parents are bringing in recycled materials to provide resources for the Beautiful Stuff project. Dawn McGee and Shawn Powers are now assigned to Brookside. • Cambridge: The Rep took the information back to the site from last month's PC meeting. Cooking information that was distributed by Sophia. • Contra Costa College: Ron Pipa, Education Manager for HS, provided work shops for all staff on how to improve in concepts of development. There was a great turn out at the parent meeting. Blanca Campos spoke to the parents on the topic of healthy eating. The parents loved the presentation and requested her to come back in April. Desiree Lopez resigned from her position here at CCC, and became a preschool director in Antioch. Thao Pham joins Contra Costa College's Team as a long-term substitute. Orinda Intermediate School students will be coming in the spring to observe. Girl Scouts will be visiting the center to do a cooking project with the school agers. Many people have requested to volunteer at the site because of our ad on the Volunteer Center's website. • Crescent Park: Teacher and parent conference are being held for those children going to kindergarten. They are doing spring cleaning in the classroom. The children are collecting recycle items they like to create "Beautiful Stuff". • GM Concord: There was a great turn out at the parent meetings the last several months. All but one classroom on the site have new beds for the children. Site is emphasizing on learning about the great outdoors. Hsarpaw Hernandez, Mental Health Clinician, spoke to parents about "Let's Talk", the importance

TOPIC	RECOMMENDATION / SUMMARY
	<p>on parents being involved in their children’s activities. She left flyers for the parents.</p> <ul style="list-style-type: none"> • GM III: Some families took a trip to the Bay Area Discovery Museum and it was a success. One bus with sixty seats was available for each classroom to generously accommodate the growing interest of the parents. Staff also celebrated Dr. Seuss’s birthday in the classrooms, having librarians visiting the center in a cat costume to read Dr. Seuss’s book “Cat in the Hat” aloud. Second Reading is Fundamental book distribution took place. All classrooms received new block sets to support children’s interest in “block play”. A “Music & Rhythm” center was created with a collection of old tin cookie boxes and used pots and pans. Site also has new outdoor wall clocks. Parents are actively involved in the Beautiful Stuff project by bring in recycled materials every day. Ceiling tiles were changed in Room 5. Front and back doors were fixed. All walls and doors had touch-ups for the dents and chipped paint. Children in Room 3 are exploring the properties of water. Bay Area Discovery Museum leads children’s interest into the study of the ocean, rain, water, and Bay. Beautiful Stuff Project is popular in all classrooms. GMIII is offering and sharing their community room with the US Census Bureau for the week of March 15th, 2010. Also, Math and English on-site tutoring is available for GMIII staff. Terissa Hein Professional Development Advisor came in to guide and support the teachers on their professional growth plans • Richmond High School: Workshops on Labor & Delivery, Child Abuse, and Reading to Your Child was offered. Pregnant teens received 1st Aid Medical Kits for their newborns. • San Pablo: Celebrated Dr. Seuss’s birthday, Black History Month and Chinese New Year with a great turn out and involvement from families. Beautiful Stuff project was introduced. The children experienced “Carlito and the Magic Garden”, a puppet show emphasizing on eating healthy foods. A story teller also came dressed in a “Cat in the Hat” costume to celebrate Dr. Seuss’s birthday with the children. She read three of his books aloud: 1. Green Eggs and Ham, 2. The Cat in the Hat, 3. Are You My Mother? Workshops for Medical 1st Aid Kits for Newborn, Labor & Delivery, Child Abuse, and Reading to Your Child was offered. Staff are emphasizing on Social Emotional and Feelings in the classrooms to try to build children’s vocabulary and stimulating their learning literacy and language by highlighting words to express feelings (sad, happy, mad, etc). • Please turn in any handwritten reports on your way out.
Announcements	<ul style="list-style-type: none"> • At the last few meetings we’ve barely made quorum, so please make sure to attend these meetings. There are only a few meetings left in this year and there will be important items to approve, so make sure to attend. • There will not be a meeting in April; the next meeting will be the 3rd Wednesday of May. July 8th will be the joint PC BOS EOC meeting. • Last month Blanca asked what we are doing to promote the census – we’re providing space for the census workers to use for training. Fliers were sent out with all PC packets, posters are at each site in English and Spanish, each family received information and there are fliers on the back table if you would like to take more back to your site. • Recruitment – we have 1,200 children moving on to kindergarten and they all need to be replaced in the program. Kristin asked all members to take flyers to hand out to friends, families, etc. We’re having a contest for recruiting - whoever recruits the most families will win a prize. Make sure the referrals tell the

TOPIC	RECOMMENDATION / SUMMARY	
	<p>site that you sent them. Write your name on the information sheets. After June 30th we will determine who had the most applications submitted.</p> <ul style="list-style-type: none"> • Suzanne announced that the Week of the Young Child will be during April, 11-17th. Start watching for things happening at your centers, because we make a special effort every year for WOYC. The Theme this year is "Early Years are Learning Years." Look for some cards with WOYC logo at your sites, there won't have anything written on the back, write something on it and turn it in. • Kristin introduced herself as the new PC staff. She and Alicia have their offices at GM III now. • Parent Recognition form. Announced that anyone can complete to recommend a staff member. 	
Meeting Evaluation	<p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Congratulated Melissa 	<p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • Not enough parents attended