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

Location: Pacheco Community Center, Pacheco, CA

Date: October 20, 2010 Time Convened: 6:15 pm Time Terminated: 7:50 pm Recorder: Lin Tallman

TOPIC	SUMMARY / RECOMMENDATION
❖ **Review Desired Outcomes and Meeting Rules**	• Melissa Alfaro called the meeting to order at 6:15pm and reviewed the desired outcomes and meeting rules.
❖ **Public Comment**	• None
❖ **Correspondence**	• None
❖ **Heard Administrative Reports**	• Janissa Rowley reported on behalf of Pat Stroh. • CSB recently partnered with the League of Women Voters and parent volunteers to staff tables at seven CSB locations for voter registration. • As part of CSB's Male Involvement kick-off, a family fun day has been planned for late October. Families signed up for free tickets for 1 hour playtime and 1 free pumpkin at local pumpkin patches. • On October 20th and 21st, twenty CSB staff members are being trained as trainers in the program: Emotionally Healthy Children. The trainer will be presenting later during the PC meeting. • Operation Frontline has partnered with CSB to provide 6 weeks of cooking classes and nutrition information for West County families. The class has been well received and there is already a waiting list for the next series of classes. We hope to initiate this in East County as well after the first of the year. • CSB was contacted by the Harvard Research Center with a request to send a representative to Washington DC to participate in a forum sponsored by the National PTA, the Department of Education and Harvard. Kristin Cooke will accompany one of the program's fathers from San Pablo to this forum on November 8th and 9th. • GMIII, Las Deltas, and Contra Costa College are all preparing for re-accreditation by the NAEYC. • John Gunnarson is leading monthly ***Intentional Teaching*** Workshops at Brookside. • Next week site supervisors will be receiving additional training on a staff supervision process called "Supervision for Results". Supervisors will learn better ways to do coaching and counseling or commendations for their staff. • Several teachers and non-teaching staff began attending classes this summer at the University of

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	Cincinnati, Brandman University and San Francisco State University with funding coming from a partnership with these entities and utilizing ARRA T&TA dollars. These classes will continue through December 2010.
❖ **Fiscal Reports**	• The following Fiscal reports were included in the packet this month: • Reviewed "In-Kind" line item briefly. When you record your hours spent in the classroom, on a field trip, participation in home activities, we are able to convert these hours into dollars used per the Federal Contract requirement. • **Head Start program: August 2010** expenditures were **$531,987** with YTD of **$9,949,672,** which is **58%** of the budget. • **Early Head Start program 2010: August 2010** expenditures were **$65,731** with YTD of **$1,253,586**, which is **56%** of budget. • **Grandparent Program** (G2g) *(thru the Head Start program, partnered with Families First) we are ending the 2nd year - ends in September*. **August 2010** expenditures were **$7,633** for a total expenditure YTD of **$42,665** which is **85%** of this $50,000 grant. • **ARRA HS Quality Improvement Funding**: (7/1/09-9/30/10) **August 2010** expenditures were **$74,744** for YTD expenses were **$509,006** which represents **74%** of this grant's budget for this program year • **ARRA EHS Quality Improvement Funding:** (7/1/09-9/30/10) **August 2010** expenditures were **$20,080** for YTD expenses were **$107,502** which represents **98%** of this grant's budget for this program year. • **ARRA EHS Expansion Funding:** (7/1/10-9/30/11) **August 2010** expenditures were **$39,579** for YTD expenses of **$115,947** which represents **4%** of this grant's budget for the duration of the grant.
❖ **Action:** • Consider Approval of New Hires	• Enid Mendoza presented the following associate teachers, infant/toddler associate teachers, and teachers for approval to hire: o Associate Teachers & I/T Associate Teachers ▪ Nikki Simril ▪ Calvatta Christian ▪ Gail McGinnis o Teachers ▪ Donna Abraham-Moldoff ▪ Joyce Yoon ▪ Myisha Smith **A motion to approve hiring of the above listed proposed staff members was made by Jessica Beno and seconded by Dawn Miguel. The motion was approved.**
❖ **Action:** • Consider Approval of September 25, 2010 Policy	• The minutes of the September 25, 2010 policy council meeting were reviewed. The following corrections were noted: o On page 1 under Community Representatives, the Cambridge Community Center's

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Council Minutes	representative's name is Blanca, not Blanco. o Also on page 1 under "Consider Approval of New Hires" in the motion notation it currently states "…hiring of the Ms. Warner…" need to remove the word "the." **A motion to approve the minutes, with the above noted revision, from the September 25, 2010 policy council meeting was made by Reyna Flores and seconded by Dawn Miguel. The motion was approved.**
❖ **Explanation of Subcommittees and Subcommittee Sign-ups**	• The following standing committees of the Policy Council were outlined so that policy council members can decide which subcommittee they would like to serve on for the 2010-11 year. • Kristin announced that the different subcommittee sign-up sheets are posted on the back wall of the room. After hearing the committee descriptions you can determine which subcommittee you would like to serve on. o Fiscal Committee o Self-Assessment Committee o Interview Panel/Personnel Committee o Ongoing Monitoring/Program Services Committee o By-laws / P&P's Committee
❖ **Appoint Subcommittee Membership**	• Subcommittee participation does not need to be approved. Volunteers signed up for committees of interest after the meeting.
❖ **PC Training Interest Survey**	• The PC Training/Interest Survey was distributed and briefly outlined. Please complete and drop on the back table as you leave the meeting tonight.
❖ **Opportunity Junction / Spark Point Programs**	• Caylin Patterson, Administrative Analyst, distributed handouts for Opportunity Junction, a program which trains and places persons in jobs – Jan.4, 10, 17 are the upcoming open houses in East County Antioch. • Community Action is also partnering with the Ambrose Community Center which is committed to job training and placement. • Spark Point: there will be one location in East County and one in West County – financial development training – increasing income, improving credit, and building savings. Hopefully you will enroll in more than one of these projects. The group is putting together a planning team with community members that would be Bay Point or Pittsburg or Antioch; please contact Kristin if you're interested in participating in the planning team.
❖ **Early Head Start Services**	• Stephanie Seaborg reported on the Early Head Start expansion services. EHS serves birth-3 years old. The Head Start program began in the 60's; EHS started about 15 years ago. • CSB received a grant for $2,333,000 to expand EHS. We are now currently serving 170 EHS children. Some children served in center-based programs (both CSB and partner programs) and some are served through Home Based programs, where a home educator visits the home, and we are branching into Family Child Care Centers.

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	• CSB is looking to see which areas are most in need of EHS services throughout the county. We converted a few classrooms from preschool to infant/toddler classes. • There was teacher training prior to opening the new classrooms which emphasized the importance of learning the cultures of every family to attempt to help ease transitions for the child. • Stephanie has noticed how happy the families seem as they arrive at the sites and bring their children into the classrooms. Several PC members are EHS parents.

❖ **Training**
o **How to Raise Emotionally Healthy Children**
	• Debbie Johnston presented the book "How to Raise Emotionally Healthy Children."
	• Adults usually have to take classes to learn how to drive a car, how to behave when you drive a car, etc. Yet, when you have a child you are given no training on how to keep your children happy and healthy. We're just thrown into parenthood. At least with Head Start you get some guidance! If you read the little book it will help you understand how to help your children. Being a parent is one of the most rewarding experiences and scary all at the same time. And just because you learn about parenting one time doesn't mean you don't need some additional assistance. Everything that happens in your child's life is new, to both the child and you.
	• There are five basic needs of every child. In order for them to be emotionally healthy, the parent needs to be emotionally healthy, and we want our teachers and community to understand the need to be emotionally healthy as well.
	  o Need to feel respected – children need to be treated in a courteous, thoughtful and respectful manner. No sarcasm, belittling, anger, yelling – need to listen. May even need to say "I'm sorry."
	  o Important – I have value, I am useful, I have power – if you have problem solving techniques that involve participation from the children and they feel important. Work with them to establish boundaries. If they're getting in trouble, give them a task to do. When children don't feel important they frequently seek negative ways to get attention.
	  o Accepted – children have rights to their own feelings and wanting to feel like they are part of the family, community, society. We don't have to agree with everything they say, but do acknowledge their feelings.
	  o Included – once a week have some kind of family activity that everyone can participate in. Maybe just a few minutes where you spend some one on one time with them. Reading, just holding them, or a little undivided attention.
	  o Secure – means that we're creating a positive environment in which we care for each other and show it.
	• Adults also have the same emotional needs as children. We need to take care of ourselves. Stop and take a deep breath. Don't beat yourself up for lapses in behavior.

❖ **Site Reports**	• The site reports are intended to bring information to the policy council from each site and for representatives to take the things learned from the policy council back to the sites. Each representative

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	should be sure to connect with their site supervisor and prepare a report each month. • **First Baptist-Odessa** - Male involvement breakfast – only a couple of fathers came, encouraged everyone to participate when it comes to your site. • **Martinez ECC** - Rhea, Suggested to the teacher that they do something in the afternoon to include more men. • **GMIII** – Received First Five grant to purchase literacy rich books. Created a lending library for the classrooms to borrow books for classroom projects and children. Created light and reflection center for the children to explore luminous effects. GMIII is fully enrolled. Room 7 and 10 are exploring about bugs/insects and roly-poly. Room 5 children are engage in a planting project. All classrooms took a field trip to the Bay Area Discovery Museum. There was great parent participation in the center activities and field trips. There is a new site clerk, Michelle Mayers. There are new age and developmentally appropriate educational material in Room 3 & 8. There's a new outdoor exploration by creating a light and reflection center. Sand box was refilled with new sand. Room 1 is exploring about "Frogs". Room 1 took a field trip to "Blake Park" to release frogs. Room 10 had several nature walks in the neighborhood to collect leaves and twigs for their terrarium. Room 7 is exploring about bugs and insects. Room 5 is expanding on their project about flowers. A group from Stockton Head Start visited the site to learn about the Reggio Approach and practices offered at GMIII. Arlene, a consultant, visited the site on Lillian Katz's recommendation of our site. All visitors left highly impressed with the quality of services we are providing at GMIII. There's a parenting class from First Five on Positive Discipline and Guidance Practices to meet the needs of challenging behaviors in young children that meets every Tuesday at GMIII. Math and English tutoring is available to staff to accomplish their profession development goals. • **Concord Child Care Center** – All classrooms are fully enrolled. Parent conference started. There are new community volunteers helping in the classrooms. Several staff attended workshops on Reading Labels, Finding Hidden Sugars & Fats, and a two day training on Healthy School Environments. A fire prevention puppet show for all preschoolers will be held before the next meeting. The center has been able to stay open without any state funds since July 1st due to budget crisis. • **Lavonia Allen** – Parents were given an assignment to do with the children at home, to bring pictures of the family, favorite foods, or anything that the child would want to share for their picture album at school. That way if the child wants to talk to their friends about their favorite uncle, food, toys, or anything else they can pull out their picture album and share with everyone. • **Marsh Creek** – The students will begin to get a bag with books to read at home with parents. Children will be taking a field trip to the Smith farm (parents are welcome to come with their child). A hand-out was given to all parents regarding site closures. Parents will try to improve the traffic situation when coming and leaving the center. They need a middle lane when coming into the site from the south and need to take out the right only sign when leaving the site. One of the parents volunteered to talk to the City of Brentwood and find out more information on what to do in order to accomplish their improvement goal. • **Bayo Vista** – The new infant/toddler program is doing very well. There are lots of changes in the play area to make it safer for the infant/toddlers and preschoolers. Sharing new books, one of them called *Nightmare in my Closet*. At their parent meeting they talked about safety and nutrition. They share resources on public

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	housing, new applications, free classes from First 5 program, and cooking safety. They also talk about how fire fighters, dentists, police, and doctors can always help us. They received a flier for free flu shots on November 10, 2010 at the Public Health center in Richmond. CSB and First Baptist are encouraging male involvement, which is doing well. • **College** – They had an Open House in October and parents participated in activities with their children. College received a new family. Parents are bringing in family photos and other momentous from home to participate in the photo album activity with their children. • Kristin commented that she's partnering with Wayne at First Baptist to really ramp up Male Involvement participation. She sends out flyers for once a month events which are open to any significant male in the child's life. Next week there will be a meeting at First Baptist with a speaker from the Supporting Fathers Involvement program. Hopefully by the end of the year there will be a schedule of activities. We can provide transportation, or child care, 6-7pm on the 27th. As interest increases they'll divide into county areas, but right now it's just one meeting in Central County.
❖ **Announcements**	• Kristin thanked everyone for coming. Great turnout. • The parent recognition of staff excellence form – Kristin noted that we do this throughout the year and any staff can be recognized. The executive committee reviews the nominations and decides who might be eligible. • Would anyone be willing to receive the PC packets via e-mail? Many people said they would, if you star your name on the sign-in sheet we'll send them via e-mail beginning next month. Hard copies will still be available at the meeting. • If you weren't at the orientation, the child care and mileage forms are on the back table. When you're submitting for child care, we don't reimburse for older children or when you leave them with your husband. It's meant for money paid out to a sitter for reimbursement. We prefer to do the reimbursement vs. brining them to PC due to space limitations. Re: mileage – we reimburse basically home-location round trip. If you have an extenuating circumstance, please let us know. • If you come for a subcommittee before PC note that on your reimbursement request, include your travel time in your childcare time. • Melissa noted that the teachers really feel special if they're recognized via the Staff Recognition.
❖ Meeting Evaluation	**Pluses / +** • Felt got a lot from Debi presentation **Deltas / Δ** • None noted