

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

Location: Pacheco Community Center, Pacheco, CA

Date: January 19, 2011

Time Convened: 6:12 pm

Time Terminated: 7:58 pm

Recorder: Maureen Courter

TOPIC	SUMMARY / RECOMMENDATION
❖ Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Melissa Alfaro called the meeting to order at 6:12pm, and Heather Jackson reviewed the desired outcomes and meeting rules.
❖ Public Comment	<ul style="list-style-type: none"> • None.
❖ Correspondence	<ul style="list-style-type: none"> • Diana Estrada read a letter from ACF regarding findings from an on-site monitoring review at several HS/EHS sites last year. Several positive points included: <ul style="list-style-type: none"> ○ Social and emotional development was supported by planning routines around individual needs rather than the overall needs of the group. ○ Children were kept engaged during feeding times, and caregivers were connected to infants' needs through sensitivity to cues and temperaments. ○ Caregivers connected with parents regarding their children's needs when children were dropped off at the center, including feeding and changing needs. ○ Staff ratios were kept in line with regulations of one teacher to three toddlers, including feeding and nap times. • CSB has been cleared of all deficiencies found during the last federal review.
❖ Strategic Plan Updates	<ul style="list-style-type: none"> • Christina Reich reported on the new goals in the CSB Strategic Plan Update, which included: <ul style="list-style-type: none"> ○ Goal #1: To improve school readiness by enhancing program training and curriculum components. <ul style="list-style-type: none"> ▪ Staff are being trained in new Social Emotional Assessment (DECA); English Language learner training; 26 bilingual staff hired since October 2010; Parents encouraged to share skills in classrooms & field trips; and large screen TVs are being installed to enhance learning through technology. ○ Goal #2: To work collaboratively with community based organizations and other stakeholders to address the root causes of poverty by increasing the access of low income Contra Costa County residents to programs and services providing job training and employment supports. <ul style="list-style-type: none"> ▪ Staffs are working with Opportunity Junction & interns from Cal State East Bay to develop job training programs for parents, including sharing information regarding SparkPoint Center with parents & Family Assessment training for staff. ○ Goal #3: To educate, role model, and establish healthy habits in the areas of oral health, nutrition and mental health in an effort to prevent dental decay, obesity, and community violence and to achieve health equity for families, staff and the greater community.

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	<ul style="list-style-type: none"> ▪ Staff are being trained by Registered Dental Hygienists to apply fluoride varnish; Oral health promotions bags were sent home; I am Moving I am Learning activities are being noted on lesson plans; Staff have been trained on the Food Stamp program, which is underutilized; Staff have taken new online Child Abuse training, and there has been a 30% reduction in incidents since 2009. ○ Goal #4: To sustain our current Continuing Education Programs that ensures 50% Head Start teachers' attainment of an associate degree by October 1, 2011 and 50% attainment of a baccalaureate or advance degree by September 30, 2013, as well as, support additional initiatives that promote distance learning opportunities and increase that accessibility to higher education. <ul style="list-style-type: none"> ▪ We have continuing contracts with Brandman University and Contra Costa College; 14 teachers are working towards their BA at Cal State Sacramento; Staff attended the Lilian Katz Lifelong Learning event September 8th, 2010; a staff survey found that more financial assistance is needed for staff to continue life-long learning efforts.
❖ Self-Assessment Overview	<ul style="list-style-type: none"> • Christina Reich presented on the self-assessment overview. Eleven parents signed up to work on the self-assessment; Tracy Flancia-Reyes will be contacting them regarding what team they want to be on. • We will also be reviewing the Community Action Programs in addition to the state and federally funded child development programs.
❖ Presentation of the Rutha Weatherl Memorial Parent of the Year Award	<ul style="list-style-type: none"> • Razvan Barna was presented with the award. He thanked everyone for the honor and said that he is one of the parents out there who works full time and continues their education and training as well as being full time parents, and to keep working hard!
❖ Awarded Parent Recognition of Staff Excellence	<ul style="list-style-type: none"> • Kelly Chung is a teacher at Balboa. One parent commented that "Kelley is an excellent teacher who is very patient and dedicated to the children." Brenda Morton is a site clerk at Balboa. A parent commented that "Brenda is an excellent clerk who is always there to help the parents." Both received certificates and small gifts. • Melissa reminded parents to submit staff for recognition, as they would like to see more.
❖ Heard Administrative Reports	<ul style="list-style-type: none"> • Pat Stroh reported that Pat, Joe Valentine, Camilla Rand, and Katharine Mason have been visiting some of the partner sites and are very impressed with what they saw. Almost half of our enrolled children are at partner sites; when Pat started 13 years ago there were no partner sites! Since then the program has expanded to Full Day/Full Year services, as well as providing mental health, staff education, and job training & placement for parents. We have come a long way and will continue to increase and improve services. • CHSA's Annual Conference will be held in San Francisco in February, and we have been a large part of the planning this year. We will have several parents attending to represent CSB. • Pat announced her retirement from CSB in February. She and her husband will be spending more time with their grandchildren and children in Texas. An interim director will be appointed while a permanent replacement is sought. She emphasized that CSB will continue to hold to the highest of standards and keep services and programs focused on the communities they serve. She also said that this year's Policy

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	<p>Council has been one of the best ever, and to keep up the good work for our families!</p> <ul style="list-style-type: none"> • Camilla Rand reported that the search for the interim and permanent replacement directors will be focused on those with extensive experience in CSB's programs and administration, and on those who are dedicated to continuing the high standard of services we currently provide. She emphasized the professional development programs we have been able to provide to our staff to improve their life-long learning capabilities. One event was when renowned author and child expert, Dr. Lilian Katz, visited our sites and staff in September 2010. The centers were closed for a day so that staff could hear Dr. Katz lecture on different learning techniques and practices. Dr. Katz will be returning for another visit in February, and will be attending the February 16th Policy Council Meeting to interact with parents. • Camilla also presented the Give a Kid a Smile Day, which will be held February 4th. We have volunteer dentists coming to several sites to perform dental screenings and make referrals for further treatment. Our Comprehensive Services Teams will be collecting parental consents, permission slips, and following up on referrals for further treatment. This is a great opportunity to ensure good oral hygiene for our children! • Stephanie Seaborg presented a handout on Sleep Safety for Children. It details the right way to lay a baby down to sleep to help prevent SIDS. Some important points were: <ul style="list-style-type: none"> ○ Always place your baby on his or her back to sleep. ○ Place your baby on a firm sleep surface. ○ Do not allow smoke around your baby. • Vicki Kaplan presented the following fiscal reports: • Head Start program: November 2010 expenditures were \$1,336,716 with YTD of \$15,161,709, which is 88% of the budget. • Early Head Start program 2010: November 2010 expenditures were \$210,011 with YTD of \$1,983,675, which is 89% of budget. • Grandparent Program-Final: (G2g) (thru the Head Start program, partnered with Families First) October 2010 YTD expenditures were \$1,404 for a total expenditure YTD of \$49,859 which is 100% of this \$50,000 grant. • Grandparent Program: (G2g) (thru the Head Start program, partnered with Families First) November 2010 expenditures were \$5,611 for a total expenditure YTD of \$5,946 which is 12% of this \$50,000 grant. • ARRA HS Quality Improvement Funding-Final: (7/1/09-9/30/10) October 2010 YTD expenditures were \$16,534 for YTD expenses of \$685,683 which represents 100% of this grant's budget for this program year. • ARRA EHS Quality Improvement Funding-Final: (7/1/09-9/30/10) October 2010 YTD expenditures were \$164 for YTD expenses of \$109,889 which represents 100% of this grant's budget for this program year. • ARRA EHS Expansion Funding: (7/1/10-9/30/11) November 2010 YTD expenditures were \$110,457 for YTD expenses of \$442,849 which represents 16% of this grant's budget for the duration of the grant. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of November 2010 were \$30,683.68.
❖ Action:	<ul style="list-style-type: none"> • Reni Radeva presented the following recommended for approval to hire:

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<ul style="list-style-type: none"> • Consider Approval of New Hires 	<ul style="list-style-type: none"> ○ Associate Teachers <ul style="list-style-type: none"> ▪ Ana Garcia ▪ Nicole Boston ○ Early Childhood Educators <ul style="list-style-type: none"> ▪ Andrea Cardone ▪ Maria Rodillard ○ Infant Toddler Teacher, Infant Toddler Associate Teacher & Associate Teacher <ul style="list-style-type: none"> ▪ Gemma Monreal ▪ Nene Ndah Fingesi ▪ Drema Santes ▪ Alba Ceja ▪ Azarmidokht Azarnoosh ▪ Martha Rodriguez ▪ Todd Smith ▪ Turpekai Mangal ○ Comprehensive Services Assistant Manager <ul style="list-style-type: none"> ▪ Jacqueline Lopez <p>A motion to approve the hiring of the above mentioned was made by Dawn Miguel and seconded by Rhea Karahalios. The motion was approved with one abstention.</p>
<p>❖ Action:</p> <ul style="list-style-type: none"> • Consider Approval of November 17, 2010 Policy Council Minutes 	<ul style="list-style-type: none"> • The minutes of the November 17, 2010 policy council meeting were reviewed: <p>A motion to approve the minutes, with the above noted revision, from the November 17, 2010 policy council meeting was made by Jessica Beno and seconded by Dawn Miguel. The motion was approved.</p>
<p>❖ Raising Self-Esteem & Confidence Training</p>	<ul style="list-style-type: none"> • Annie Bailey presented a Self-Esteem Training handout. Some important points were: <ul style="list-style-type: none"> ○ Children have 5 Critical Needs: <ul style="list-style-type: none"> ▪ To Feel Respected ▪ To Feel Important ▪ To Feel Accepted ▪ To Feel Included ▪ To Feel Secure ○ Self-Esteem involves your value as a person, the work you do, your independence, your accomplishments, etc ○ Parents are powerful influences and mirrors to how children see and feel about themselves. ○ Really get to know your child as an individual, and use positive strategies and techniques to build confidence.

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❖ NHTSA Parent Conference Reports	<ul style="list-style-type: none"> • Tabled to next meeting.
❖ Site Reports	<ul style="list-style-type: none"> • The site reports are your way to bring information to the policy council from your site and for you to take the things you learn from the policy council to your sites. • Bayo Vista: Laurie Jevarian reported that the toddler center is doing well. There are new surveillance cameras inside and outside of the site. Room 3 is working on a project on the bay and room 1 is working on a project about cars. Joe Valentine and Magda Bedros will be visiting the site on January 26, 2011. • GM III: Ambreen Khawaja reported that six classrooms attended the Bay Area Discovery Museum in December; about 30 parents were also able to share the experience. Back to School Night in November and Parent's Breakfast in December encouraged over 120 parents to get involved in community building opportunities. Many new improvements around the sites, including out door enhancements to provide children with light and reflection experiences; classrooms were refurbished with natural and recycled material to promote creative learning experiences; and new computers for the children in 5 classrooms. Facility improvements included sprinklers in the playground area being fixed; weather proof coating was put on children's patio furniture; lights were replaced in the classrooms and outdoor area; and all ten classroom environments were evaluated with ECERS and improvement plans are in process. Special projects include room 10 exploring multicultural music; room 5 is exploring about plants and flowers; John Gunnarson is providing support to our teachers on conducting meaningful observations and evolving innovative learning projects based on children inquiries. Special guests included Josephine Lee, who commended the GM III environments as a very inspiring learning opportunity for children, families and teachers. Sharing resources included the holiday books giveaway and pajama giveaway for the children; and a Professional Development Advisor was scheduled to provide staff and parents with resources offered by First Five. Overall, incredible learning experiences, great parent participation, and wonderful team collaboration! There's a new security system called CLOUD install at the center. Each classroom is working on their projects and getting ready for NAEYC reaccreditation. Lillian Katz was invited to an educational training. The staffs are back to school to continue to their degree. • Riverview: Consuelo Hanson, a former associate teacher in a Full Day class, is now lead teacher in an AM Part Day class. Beverly Butter, a former lead teacher in a Full Day class, is now a Home Based teacher. A new associate teacher will be starting in room 2 by next week. The site received the LPC grant for Spanish Immersion retreat. • Concord Child Care: Had many donations for parents and children over the holidays. They had all the carpets cleaned. And they had a site visit from Pat Stroh, Joe Valentine, Janissa Rowley, and Katharine Mason. • Martinez ECC: Had good turnout at their parent meeting on Jan. 5th, and it is Kindergarten Readiness time! They had a new acoustical ceiling put in one of the classrooms and it is working great. They have a grant to replace pre-school class windows with double pane energy-star windows. Next week they will all be going to the Martinez Opera to see Papageno's Search for Love. • CC College: Reyna Flores reported that there is a new family in the infant room, and the toddlers are

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	<p>enjoying the new flower in the planter box. The toddlers made a 3-D project out of toilet paper rolls.</p> <ul style="list-style-type: none"> • Marsh Creek: Angela Estrada reported that they are almost done with their Leaf project, and is has been excellent. They are beginning "Beautiful Things" next week. They are also meeting kindergarten teachers to prepare children for next year. 	
❖ Announcements	<ul style="list-style-type: none"> • FL Training coming up, RSVP to Alicia by January 21st. 	
❖ Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Great attendance! • Food was good 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Started late and ran out of time for some items. Please try to arrive on time.