

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

Location: 500 Ellinwood Way, Pleasant Hill, CA

Date: July 20, 2011

Time Convened: 6:25 pm

Time Terminated: 7:25 pm

Recorder: Lin Tallman

| <b>TOPIC</b>                                       | <b>SUMMARY / RECOMMENDATION</b>  |
|--|--|
| ❖ <b>Review Desired Outcomes and Meeting Rules</b> | <ul style="list-style-type: none"><li>• Melissa Alfaro called the meeting to order at 6:25 pm. Quorum was achieved via speaker phone calls to two executive policy council members.</li><li>• Heather reviewed the desired outcomes and meeting rules.</li></ul>   |
| ❖ <b>Public Comment</b>                            | <ul style="list-style-type: none"><li>• No public comment</li></ul>  |
| ❖ <b>Correspondence</b>                            | <ul style="list-style-type: none"><li>• No correspondence</li></ul>  |
| ❖ <b>Awarded Recognition of Staff Excellence</b>   | <ul style="list-style-type: none"><li>• Ms. Pam Butler, a teacher from the Martinez site, was nominated for her love and skill in working with special needs children within her classroom. Ms. Butler was presented with a certificate of appreciation, a book and a copy of the glowing nomination letter.</li></ul> |

| TOPIC  | SUMMARY / RECOMMENDATION  |
|--|---|
| <p>❖ <b>Administrative Reports</b></p> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> <li>• EHS</li> </ul> | <ul style="list-style-type: none"> <li>• Janissa Rowley presented on behalf of Camilla Rand and Katharine Mason. She announced that the San Pablo site was closed on July 1, 2011. The 48 families that were enrolled in San Pablo were able to transfer to the other five centers located in the same general area. A city councilman was impressed that the transition was handled so well; the city did not receive any complaints about having to move their children. The NAEYC will be visiting the Las Deltas and George Miller III sites for their 5-year re-accreditation visit tomorrow. The Comprehensive Services team participated in refresher training just in time to begin the task of backfilling the slots being vacated by the children moving on to kindergarten. We continue to be able to provide EHS care due to the additional funding. We've completed the 3-year math study, which was a program operated in conjunction UC Berkeley, and the assessment results at the end of the 3 years prove that children rate much higher in math scores than at the beginning of the program. Janissa asked council members to talk to the new parents at their sites to encourage them to participate in their parent committees at the site and with the Policy Council.</li> <li>• Vicki Kaplan presented the following fiscal reports: <ul style="list-style-type: none"> <li>○ <b>2011 Head Start Program: May 2011</b> expenditures were <b>\$1,611,297</b> which is <b>39%</b> of the budget.</li> <li>○ <b>2011 Early Head Start program: May 2011</b> expenditures were <b>\$151,853</b> which is <b>28%</b> of the budget.</li> <li>○ <b>ARRA EHS Expansion Funding: (7/1/10-9/30/11) May 2011</b> expenditures were <b>\$266,297</b> for YTD expenses of <b>\$1,689,219</b> which represents <b>62%</b> of this grant's budget for the duration of the grant.</li> <li>○ <b>Grandparent Program (G2g) (thru the Head Start program, partnered with Families First, ends in September 2011) May 2011</b> expenditures were <b>\$203</b> for a <b>YTD of \$18,657</b> which is <b>37%</b> of this \$50,000 grant.</li> <li>○ <b>2010-2012 ARRA HS Early Learning Mentor Coaches Program: May 2011</b> expenditures were <b>\$5,984</b> with a <b>YTD of \$7,426</b>, which represents <b>4%</b> of the \$200,250 program budget.</li> <li>○ <b>2010-2012 ARRA EHS Early Learning Mentor Coaches Program: May 2011</b> expenditures were <b>\$57</b> with a <b>YTD of \$1,819</b>, which represents <b>7%</b> of the \$24,750 program budget.</li> <li>○ <b>2010 Head Start – Final:</b> Budget was \$17,271,360 with expenditures of \$17,271,336, with a remaining balance of \$24 consuming <b>100%</b> of the budget.</li> <li>○ <b>2010 Early Head Start – Final:</b> Budget was \$2,225,281 with expenditures of \$2,225,089, with a remaining balance of \$192 consuming <b>100%</b> of the budget.</li> <li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>April 2011</b> were <b>\$9,079.81</b>.</li> </ul> </li> </ul> <p>The 2012 parent services budget will be presented at the August meeting for approval.</p> <p>If you would like review the financial reports in greater detail, the Fiscal Committee meets each month prior to the Policy Council meeting.</p> |

| TOPIC   | SUMMARY / RECOMMENDATION  |
|---|---|
| <p>❖ <b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and Consider Ratification of Executive Committee Approval of the EHS Expansion Grant for 2011-2012</li> </ul>   | <ul style="list-style-type: none"> <li>Joanne DeNardo presented the EHS Expansion Grant and the council reviewed it. A motion was made to ratify the approval of the Grant by the Executive Committee. This Supplemental Grant will allow continued funding of the additional 170 slots for an additional six months (<i>October 2011-March 2012</i>). The Grant total is \$1,045,500, with the grantee requesting an in-kind waiver. The funding for these slots will eventually be rolled into our continuation grant, but for the interim 6 months we needed to apply for this funding.</li> <li><b>A motion to ratify was made by Dawn Miguel and seconded by Evangelina Rodriguez. The motion was approved.</b></li> </ul> |
| <p>❖ <b>Action:</b></p> <ul style="list-style-type: none"> <li>Approve new hires</li> <li>Review and Consider Ratification of Executive Committee Approval of One New Hire</li> </ul> | <ul style="list-style-type: none"> <li>Kristin Cooke presented.</li> <li><b>There were no new hires to approve.</b></li> <li><b>No ratification was necessary as the person who had been approved for hire by the Executive Committee was no longer interested.</b></li> </ul>  |
| <p>❖ <b>Annual Planning Calendar</b></p>  | <ul style="list-style-type: none"> <li>Joanne DeNardo presented the Annual Planning Calendar which guides CSB through the year's events related to all program aspects. If you have any input or questions please send them through Kristin Cooke to Joanne and she will respond to you. The planning calendar will be presented for approval at next month's meeting.</li> </ul>   |
| <p>❖ <b>Goals and Objectives Progress for 2011-2012 Updates</b></p>   | <ul style="list-style-type: none"> <li>This past month parents had an opportunity to have input into the objectives. This was reviewed by the Parent Services Committee. The goals were read and some of the updated objectives were outlined.</li> </ul>   |
| <p>❖ <b>Action:</b></p> <ul style="list-style-type: none"> <li>Consider Approval of May 18, 2011 Policy Council Minutes</li> </ul>  | <ul style="list-style-type: none"> <li>The minutes of the May 18, 2011 policy council meeting were reviewed:</li> <li>Revisions needed: none.</li> <li><b>A motion to approve the minutes from the May 18, 2011 policy council meeting was made by Guadalupe de la Cruz and seconded by Dawn Miguel. The motion was approved.</b></li> </ul>  |
| <p>❖ <b>Policies and Procedures Progress for 2011 Updates</b></p>   | <ul style="list-style-type: none"> <li>The 400 page document will be reviewed by the Policies and Procedures Committee for updates that are presented by the staff content area experts.</li> <li>There was a comment regarding the approval last year of the sunscreen procedure but it is understood that it hasn't been rolled out at all sites. Carolyn Johnson updated the council on the status of the policy. The sunscreen has been ordered and will be arriving at the sites shortly. The protocol will be reviewed with staff for administration and no child will have sunscreen applied without parental consent.</li> </ul>  |
| <p>❖ <b>I am Moving, I am Learning Curriculum</b></p>   | <ul style="list-style-type: none"> <li>Magda Bedros, Comprehensive Services Manager, announced that the objective for this year is to expand this curriculum to Early Head Start (infant/toddler), and it's called Little Voices for Healthy Choices. It's for inside and outside the classroom. Staff will be trained on using the material in the next few months. A video of the program was viewed. Magda encouraged council members to turn their TVs off for a half hour or more and participate in dance or other movement with their children.</li> </ul>   |

| TOPIC                       | SUMMARY / RECOMMENDATION   |  |
|-----------------------------|--|--|
| ❖ <b>Site Reports</b>       | <ul style="list-style-type: none"> <li>• Please file your site reports at the front table.</li> <li>• Cambridge Community Center, one of our partner sites, planned a community garage sale to help fund more slots. They earned \$3,000 in one day!</li> </ul> <p><u>Filed but not read:</u></p> <ul style="list-style-type: none"> <li>• Brookside: The site had a celebration on the last day of school for the kindergarten children. All were very happy and excited to move to their new schools.</li> <li>• CC College: They have four new families in the infant/toddler rooms. The young toddlers are doing two projects. The first is to increase hand-eye coordination and the second is exploring with their senses. The older toddlers are working with farm animals, families, and friends.</li> <li>• Bayo Vista: Room 1 is now a toddler classroom. Room 2 is a half-day Head Start class and a half-day State preschool. Dennie Robinson and Divina Tiamzon will be the new teachers in Room 2. The site got a new door in Room 1 between the classroom and play yard that has a ramp.</li> </ul> |  |
| ❖ <b>Announcements</b>      | <ul style="list-style-type: none"> <li>• Kristin thanked everyone for coming and for their patience while we waited for quorum. Next month is an important month for action items so please make the effort to attend or send an alternate.</li> </ul>   |  |
| ❖ <b>Meeting Evaluation</b> | <p><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Good food</li> </ul>  | <p><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• Regrettable that so many members were absent</li> </ul> |