



Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA 94523



Date: 03/21/2012 **Time Convened:** 6:08 PM **Time Terminated:** 8:19 PM **Recorder:** Sarah Reich

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Dawn Miguel, Chair, called the meeting to order at 6:08 pm. • Armando Morales reviewed the desired outcomes and meeting rules.
Public Comment	<ul style="list-style-type: none"> • No public comment.
Correspondence	<ul style="list-style-type: none"> • No correspondence.
Parent Recognition of Staff Excellence	<ul style="list-style-type: none"> • The staff was unable to attend tonight's meeting. The item will be tabled until next meeting.
Administrative Reports: <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<ul style="list-style-type: none"> • Katharine Mason, Division Manager, gave the report for Camilla and herself due to Camilla's absence. • Program Updates: Tonight is a very exciting Policy Council. There are a couple items that are annual occurrences and some items that we will bring you a couple times per year. We are hearing about the annual Self-Assessment results. It is very good to pay attention and ask any questions that you might have. Listen well to hear the strengths and areas that we will be enhancing and making improvements. • We will also be hearing about the Selection Criteria which describes how we prioritize enrollment. • We hear about the Child Outcome Report several times during the year. The report tells us how children are progressing along the outcomes. We now have data from two of the three reports for this year. • The Monitoring Report will be brought to you two to three times a year. • Brief update on the Re-competition: We will be writing the application to re-compete for our grant. The re-competition team has met to kickoff their work. We have not yet heard from the Feds as to what information is required in the application. Right now, the team is just organizing their minds and notes for how they might want the application to look. They already have some idea of what they will put in the application due to experience in the past. All of the letters of support are in. The re-competition team has 60 days from date that it posts to pull it together. • EHSD Director, Joe Valentine, has announced his resignation. His last day will be May 3rd. This is sad for us, but happy for someone else. He has been such an advocate for our centers. He made it a point to visit all of centers at least once. He loves being in the classroom, talking with teachers and engaging with children. We will really miss him. An interim Director will be appointed while the hiring process takes place, so we will keep you informed. • We are 100% enrolled for the month and are meeting the requirements for attendance.

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	<ul style="list-style-type: none"> • Katharine Mason also presented information about the Heckman Equation. Mr. Heckman is a Nobel Prize winning economist. He recently reported on the return on investment for early Education. In the economy, or any type of investment, you usually get some type of return or profit on that investment. Heckman has reported that the return on investment for programs targeting children ages zero to three is the highest. This is even more so than the investment for preschool age. This is empowering and delightful to hear an Economist propose that we start to put dollars up front rather than at the end, such as our usual high investment in higher education. Studies show that children who had early childhood education or quality preschool verses those who didn't were 80% less likely to be arrested and they had 50% higher income. Let's keep our kids attending preschool and share with any friends to bring their kids to preschool because the outcome for children is really great. There is more information in a clip, "Preschool: America's Best Investment", on youtube.com. More information on the Heckman Equation can be found at www.theheckmanequation.com. • Haydee Ilan, Accountant III, introduced herself and said that she is here if anyone has any question about the budget. • Dawn Miguel, Chairperson, presented the following fiscal reports: <ul style="list-style-type: none"> ○ 2010-2012 ARRA HS Early Learning Mentor Coaches Program: January 2012 expenditures were \$77,365 with a YTD of \$204,495, which represents 102% of the \$200,250 program budget. ○ 2010-2012 ARRA EHS Early Learning Mentor Coaches Program: January 2012 expenditures were \$3,279 with a YTD of \$18,557, which represents 75% of the \$24,750 program budget. ○ 2012 Head Start Program: January 2012 expenditures were \$463,492 with a YTD of \$463,492 which represents 3% of the \$17,120,008 program budget. ○ 2012 Early Head Start Program: January 2012 expenditures were \$101,503 with a YTD of \$101,503 which represents 3% of the 3,806,810 program budget. ○ Credit Card Expenditures for all programs, including Head Start and Early Head Start for January 2012 were \$16,849.65. ○ Child and Adult Care Food Program had a total of 55,242 meals served for January 2012. • If you would like review the financial reports in greater detail, the Fiscal Committee meets each month prior to the Policy Council meeting.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of New Hires • Ratify Executive Committee's Approval of New Hires 	<ul style="list-style-type: none"> • Dawn Miguel, Chairperson, introduced the item and introduced Kristin Cooke, ASA III-TU, to present. • Kristin Cooke presented the applicant for Comprehensive Services Assistant Manager for the Policy Council to consider approval. The applicant's Biography and the job description were distributed to the Policy Council. Kristin Cooke reviewed this information. • A motion to approve the new hire was made by Araceli Navarro and seconded by Dennisha Marsh. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of February 15, 2012 Policy Council Minutes 	<ul style="list-style-type: none"> • As presented by Dawn Miguel, Chairperson, the minutes of the February 15, 2012 Policy Council meeting were reviewed. • No revisions needed. • A motion to approve the minutes from the February 15th Policy Council meeting was made by Dennisha Marsh and seconded by Edith Vinner. The motion was approved.
<p>Report:</p>	<ul style="list-style-type: none"> • Christina Reich, Business Systems Manager- TU, presented a power point presentation on the 2012 Self-Assessment Report. The

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<ul style="list-style-type: none"> 2012 Self-Assessment Report 	<p>Self-Assessment is conducted every year and is mandated by Head Start and the State. It is an opportunity to involve you all, and staff, community members and teachers to take a critical look at our program.</p> <ul style="list-style-type: none"> This year’s Self-Assessment was conducted from February 26th through March 9th. Sixty-four teachers, staff, parents, and community members formed the teams. Classrooms, Home Educators, and Administrative Offices were reviewed. The Self-Assessment uses four instruments: Monitoring Protocols, CLASS, Dual Language Learner Checklist, and the Parent, Family and Community Engagement Assessment Tool Good news to report: we were in-compliance in all areas across the board. There are things that we will address that were noted for improvement. <ul style="list-style-type: none"> Health: All areas in-compliance. Strengthen pre-school lead assessment follow-up. Nutrition: All areas in-compliance. Recommended program enhancement at RHS and 8th St., exceed food program standards in light of obesity epidemic and formalize parent input into menu. Health and safety checklist found inconsistent follow-up. Safe Environments: All areas in-compliance. Recommended program enhancement: train health & safety officers at CSB sites to strengthen follow-up from monthly checklists. STRENGTH: soft “cloud” lighting in the infant toddler programs at CSB Disabilities: all areas in-compliance. Recommended program enhancements: Re-train staff on calculating the Brigance Screening scores due to minor inconsistencies. Mental health: all areas in-compliance. Family & Community Partnerships: all areas in-compliance. Education and Early Childhood Development: all areas in-compliance. Recommended program enhancement. At Brighter beginnings, invite staff to CSB trainings on integrating health, mental health and nutrition into the curriculum to strengthen it. Fiscal: all areas in-compliance Program Design and Management: all areas in-compliance. Recommended program enhancement: On PC agendas, direct parent to the document in the packet that an item relates to and gives a short summary of what each item is about. Staff and chairperson are to check for understanding and any questions. CLASS Assessments: 3 main categories. Exceeded threshold for each of the three categories; instructional support, classroom organization, and emotional support. Good results for our program. Dual Language Learner Checklist: Conducted by a parent at the Grantee and the Delegate Agency. All areas in compliance.
<p>Report:</p> <ul style="list-style-type: none"> Parent Survey 	<ul style="list-style-type: none"> Janissa Rowley, Assistant Director, presented the Parent Survey results. The Parent Survey shows how the parents are satisfied or dissatisfied with our services. Each site submits parent survey forms. The forms are in Spanish and English. The site supervisors study their responses and submit them to the Assistant Directors, and they submit them to Janissa for overall program assessment. Parent Survey results: <ul style="list-style-type: none"> Question: How satisfied were you with the program? 77% said that they were very satisfied, 23% said they were satisfied, and we did not have any parents report they were not satisfied. Question: Do you feel like your child is safe? 100% said yes. Question: Do you feel your child is happy in the program? 22 parents said that their child was not happy, which is only 1%.

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	<p>We will be addressing this.</p> <ul style="list-style-type: none"> ○ Question: Have you received information? 130 parents said that they did not receive information, which is 6%. We do offer information, so we will address this. ○ Question: Are you interested in more information about the program/center? 20% said that they are not interested in more information. ○ Question: Has the program helped at all in terms of employment, training, or going to school? 74% said yes, the program has helped. 12% said it has not helped. Some are not applicable due to part day program. <ul style="list-style-type: none"> ● Satisfied overall with program: 100% said that they are satisfied.
<p>Action:</p> <ul style="list-style-type: none"> ● Ratify 2012 Selection Criteria 	<ul style="list-style-type: none"> ● Christina Reich, Business Systems Manager TU, oversees Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA). Every year she comes to the Policy Council to get approval for the Selection Criteria. The selection criteria are a fair and systematic way people are enrolled from our waiting list. ● Part of Self-Assessment was interviewing parents and some felt that there may have been confusion about this year's Selection Criteria. We wanted to bring it back to clarify and make sure all are in understanding. Christina proposed a situation to help with understanding of the selection criteria. ● We look at each family individually and for some families there may be some things going on that make more of a hardship. We are required to take information from the community and develop criteria that allow families to enter in a fair and unbiased way. Check marks in the COPA system assign points depending on priority. Some of these priorities are given to us and are required by State and Federal funders. She encouraged the parents to ask questions. ● Christina Reich reviewed what criteria are used to rank children on waiting list. <ul style="list-style-type: none"> ○ Priority for Infants and Toddlers: Transfers; CPS; Foster Child & Child At Risk; Eligibility infant/ toddler with disabilities (IEP or IFSP); Sibling of a child already enrolled in the program; Eligible infant/toddler who is homeless; lowest income infant/toddler. ○ Priority for Pre-School: Transfers; CPS, Foster Child & At Risk; Eligible 4 yr old with disabilities (IEP or IFSP); Sibling of a child already enrolled in the program; Eligible 4 yr old with special circumstances; Lowest income 4 yr old; Eligible 3 yr olds with disabilities; Eligible 3 yr olds with special circumstances; lowest income 3 yr old. ○ One exception: Contra Costa College gives priority to children of students enrolled. Christina checked for understanding. ● A motion to approve the 2012 Selection Criteria was made by Jazmin Medina and seconded by Dennisha Marsh. The motion was approved.
<p>Report:</p> <ul style="list-style-type: none"> ● Spark Point 	<ul style="list-style-type: none"> ● Dave Thompson, Center Director at the SparkPoint Center East Contra Costa County, presented information. He works out of Bay Point, in one of many centers that help build financial stability. There is also a center in Richmond at Brighter Beginnings. He presented a Power Point Presentation. <ul style="list-style-type: none"> ○ SparkPoint works with people to build financial stability. ○ Four things that equal financial stability: Income, good credit/ access to good credit, Debt (low debt compared to income, assets)and savings (being able to buy a home)

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	<ul style="list-style-type: none"> ○ When we don't have those things, something small such as medical bill, can cause a snowball effect. If we don't have savings, we have to figure out what bills are not going to be paid, especially if don't have access to credit ○ Benchmarks: Income (cover costs and savings), credit score (allows you to get low cost loans- we help people to 650 credit score), debt to income ratio (try to get people to less than 40%), Assets (3 months of their expenses in savings) ○ Income and savings: What are your long term financial goals?/ Does your income and spending allow you to get there? (Budget? Savings plan?) ○ Credit (650 or higher): Credit is something that has a lot of value. Much lower interest rate, if that money was put into savings. That is why credit is an asset. ○ Carrying Debt: Paying the minimum takes a long time and costs a lot in interest. Credit card companies want you to pay minimum because that is how they get their money. ○ Key to Success: Diet typically leads to Failure. Same thing happens in our financial life because you cut out things from life. Changing lifestyle is success. Pay yourself first. When you get your check, the first thing to do is to pull out whatever you decide you are going to save that month. ○ We live in a society that does not help us to save. California does not require financial literacy in schools. ○ There are accounts that you can set up for your children that are tax free Mutual Funds, a lot of different accounts. CA has a website ● SparkPoint Can: Help you develop a budget and savings plan; get a better job; gain skills; save towards education, business or buying a home; Access aid when needed (Attorneys that help with evictions and foreclosures). 90% of staff are bilingual. ● The SparkPoint model is based on a model that is used across the county. They have many partners. Studies show that if you work on multiple areas, people were much more successful. More information is available at www.sparkpointcenters.org or you can contact (925)252-2300. Services are free. ○ California Lifeline is a program that offers discounted phone service for land line. Everyone eligible for HS is eligible for the discounted service. You can call their local provider for an application. They provide unlimited local calls for \$6, or put a cap on the minutes and it's under \$3. More information is available at www.californialifeline.org.
<p>Report:</p> <ul style="list-style-type: none"> ● Cycle 1 Ongoing Monitoring and Assessment 2 Child Outcomes Data 	<ul style="list-style-type: none"> ● Kristin Cooke, ASA III-TU, reported on the Cycle 1 Ongoing Monitoring. It is conducted twice a year and completed by staff. They go through files, conduct site observations, and monitor the classrooms; it is very comprehensive. We then compile the information to determine compliance, where we can make improvements, and where we have strengths. ● It takes place at Partner and Delegate centers as well, not just CSB. We go through every center twice per year and five files per site are reviewed. ● Strengths: <ul style="list-style-type: none"> ○ Teacher-child interactions are warm and supportive. ○ We continue to be above baseline averages for CLASS Domain scores. ○ Lesson plans are posted, current and individualization is evident. ○ Asthma care plans and food allergy modifications are being documented and accommodated ● Emergency procedures are posted in each classroom for fire, earthquakes, and other regional disasters.

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	<ul style="list-style-type: none"> • Areas for improvement: Not non-compliances, but areas we felt like we could do a better job. <ul style="list-style-type: none"> ○ Enhance learning environments in the areas of science and writing. ○ Strengthen timelines on conducting screenings so that they are completed by due dates. ○ Strengthen monitoring of physical exams and medical records to ensure they are submitted timely. ○ Strengthen monitoring of dental exams and medical records to ensure they are submitted timely. • Corrective action plan: <ul style="list-style-type: none"> ○ Increase learning environment supplies and improve inventory system for tracking. ○ Content area specialists will continue to deliver training to ensure understanding of form completion due dates, program requirements, and data entry protocols. Training will include review of timelines on conducting screenings so that they are completed by due dates. ○ We are in the process of taking inventory and replenishing disaster/earthquake barrels and developing staff protocol for tracking expiration date of disaster supplies. • Doris Blumenfeld, Comprehensive Services Manager, reported on the Assessment 2 Child Outcomes Data. Assessments conducted with children are according to the DRDP (desired results developmental profile). Desired result is a condition for well being for children, meaning personal and socially competent, effective learners, engage in tasks, to focus, fine motor and gross motor control, and children are safe and healthy. • We assess children 3 times a year. The primary teacher does the assessment. Every time teacher does an assessment, they will create goals and lesson plan to help accomplish goals (for individual success for children), but we also address as an organization where we may need staff development. • It is broken down into 6 categories: Cognitive development, English language development, Health, Language and Literacy Development, Mathematical Development, Physical Development, Self and Social Development. As a program, all categories show progress between assessments one and two. • Children going to Kindergarten have much higher results. We feel like we are doing well with our progress.
<p>Report:</p> <ul style="list-style-type: none"> • Transitional Kindergarten 	<ul style="list-style-type: none"> • Suzanne DiLillo, Assistant Director, presented more information on Transitional Kindergarten as requested at the last meeting. • She is delighted to report that this week the legislation said that they are going to fund Transitional Kindergarten based on Average Daily Attendance. Some school districts have not made final plans yet. Children who may go to Transitional Kindergarten are those who turn five between November 2nd December 1st. Transitional Kindergarten families should go to their school district because they may not have Transitional Kindergarten at all schools. We do not have any control over this, it is an individual school district decision decided by school board. • Suzanne DiLillo urged the Policy Council to continue to advocate. By law there is a parental control option that you can request that your child be placed in 1st grade after Transitional Kindergarten, but the process is a district decision. • You all are already wonderful advocates for your children, don't stop now. Continue through your child's education.
<p>Site Reports</p>	<ul style="list-style-type: none"> • Please file your site reports at the front table. • Cambridge: Dr. Suess's birthday was celebrated really well at her site.

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	<ul style="list-style-type: none"> • Lake: The children have been working on special projects. They have been exploring plants and seeds. The children have even discovered ladybugs at the center. Judy Ventling will give a CPR and First Aid presentation at tomorrow's parent meeting. • GMIII: There was a good parent turnout at the March 13th Parent Meeting. The Richmond Police Department was invited and spoke regarding community safety. Librarians were invited to read to the children. Hearing and vision screenings were conducted by Comprehensive Services. Spring cleaning has begun. Rooms 1 and 9 are exploring special projects, such as dance and insects. • Brookside: The staff garden is growing in the back. There are a few new teachers and a new clerk at the site. A new board decorated in the bathroom. Sarah Wings from YMCA East bay will attend next week's parent meeting. Ron Pipa will talk about kindergarten transitions at next week's Parent Meeting. <p><u>Filed but not read:</u></p> <ul style="list-style-type: none"> • CC College – Judy Ventling, LVN, gave a CPR and First Aid presentation at the parent meeting. The parents enjoyed the interactive training and great information she gave. There is a new pamphlet holder contenting all the wonderful resources CSB has to offer to the community. The older toddlers are exploring self expression "All about Me". The young toddlers are exploring with colors. • Marsh Creek – Only eleven weeks left of school and so far every 4 year old child is ready to move on to kindergarten. Kindergarten registration is going well. There is a mailbox for parents to write a letter to their child and the teachers check the mail and if there is a letter they read it to the whole class. The parking lot was fixed to prevent flat tires. The school is asking for the parents' help with preparing and setting up for breakfast, lunch, and snacks. The children will be making green eggs and ham. Kimberly Gagamez, from La Raza, talked about colon cancer and how to prevent it. • Bella Monte – The children took a field trip to a restaurant where they learned how a restaurant is run. • Balboa – The center continues to share resources with the parents. One of the classrooms is learning about birds. They had a special guest dress up as Dr. Seuss who came to read and give away books to the children to celebrate Dr. Seuss' birthday. 	
Announcements	<ul style="list-style-type: none"> • Kristin Cooke, Administrative Assistant III TU, announced that there is a joint training next month and encouraged all who can to attend. There will not be a regular Policy Council meeting in April. • Next official meeting is the third Wednesday of May. The training will be on activities that you can make and bring home for your child. <p>Kristin Cooke and Dawn Miguel commented on the wonderful attendance representing all the sites.</p>	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> • Great attendance 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> • Ended late