



Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 08/15/2012 **Time Convened:** 6:25 PM **Time Terminated:** 7:45 PM **Recorder:** Carolyn Nguyen

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Dawn Miguel, Chairperson, called the meeting to order at 6:25 pm. • The entire group 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
Awarded Recognition of Staff Excellence	<ul style="list-style-type: none"> • Rose Kim, a teacher at Martinez Children’s center, was nominated for always being genuine and passionate to her job, families and staff. Ms. Kim was presented with a certificate of appreciation, and a copy of the glowing nomination letter. • Balsim Namir, a teacher at George Miller Children’s center, was nominated for always being a passionate and loving teacher to her students. Ms. Namir was presented with a certificate of appreciation, and a copy of the glowing nomination letter. The parent also hired a mariachi band for her.
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<ul style="list-style-type: none"> • Camilla Rand, CSB Director, thanked Dawn Miguel for her role as PC chairperson for the last year and service to the PC for the last three years. • Camilla Rand, CSB Director, shared the incident that occurred at Balboa Children’s Center on August 6, 2012 where a child was left unattended for approximately 10 minutes. CSB self reported the occurrence to Community Care Licensing and is now under investigation. CSB has removed the staffs that were involved out of the classroom. Camilla is hoping this will not impact CSB’s re-competition grant because it’s a different application. CSB wants to get the message out to families that closing doors upon coming and leaving is a safety issue. • Suzanna, a parent from Balboa, says she has two children that attended HS. One of them graduated and the other is enrolled in the center. She said her children both received love from the staff and they do the best they can to keep the children’s safe. Suzanna feels that parents should communicate with the children on the transitions from staying home to coming to school. Parents should help the child understand that they are to stay at school and they will be back for them at a certain time of the day. • Katharine Mason, Division Manager, discussed that CSB took immediate action upon receiving news of this incident – reassignment of staff, unannounced spot checks, county wide alarm checks to ensure everything was in good working order, and created a five-page corrective action plan. CSB also put out a reminder to all staff in regards to CSB’s Safety

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	<p>Systems.</p> <ul style="list-style-type: none"> • Enrollment for July is 100% for Head Start and Early Head Start centers. In-kind board has been updated and displayed for PC members to view. Family newsletters for the summer have been sent out. CSB recently received its final contract and is able to finalized center slots; Brighter Beginnings had 3 home base case loads but had to return 2 of these back to CSB. The caseloads have been assigned to CSB educators and services have not been disrupted. • Katharine would like to thank you all at Policy Council for their participation, support, and leadership to guide the program in the past year. She looks forward to seeing old faces for the ones returning, and also to meeting new people. • Dawn Miguel, Chairperson, presented the following fiscal reports: <ul style="list-style-type: none"> ○ 2012 Head Start Program: June30, 2012 expenditures were \$9,202,830 YTD, which represents 53% of the program budget. ○ 2012 Early Head Start Program: June 30, 2012 expenditures were \$2,091,557 YTD, which represents 48% of the budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of June were \$11,089.05. ○ 2011-2012 Child and Adult Care Food Program: June 2012 total number of meals served including breakfast, lunch, and supplements were 39,327. • 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 June 20, 2012 Policy Council Minutes 	<ul style="list-style-type: none"> • The minutes for June 20, 2012 Policy Council meeting were reviewed: • No revisions needed. • A motion to approve the minutes from the June 20, 2012 Policy Council meeting was made by Edith Vinner and seconded by Aracely Navarro. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of New Hires 	<ul style="list-style-type: none"> • No new hires
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of CSB's Food and Beverage Policy 	<ul style="list-style-type: none"> • Sophie Talbot, Nutritionist, received a \$500 mini-grant for the Healthy Food and Beverage Policy. • Position Statement – The Community Services Bureau recognizes frequent consumption of non-nutritious foods and beverages as a significant risk to the health of the children being served, and is taking preventive approach. The role of CSB in serving families includes consistently modeling the behavior it wishes to encourage; therefore, at all CSB meetings, events, activities, or celebrations that include children: <ul style="list-style-type: none"> ○ Sugar (or corn syrup) sweetened beverage or 100% fruit juice will not be served ○ Foods containing large amounts of sugar and/or solid fats (candy, donuts, cakes, cookies, chips, etc) will not be served

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	<ul style="list-style-type: none"> ○ Instead, CSB will provide or require healthy alternatives such as: <ul style="list-style-type: none"> ▪ Unsweetened carbonated water (flavored or unflavored) ▪ Water, perhaps flavored with a slice of lemon or other fresh fruit (preferably served with non-plastic containers) ▪ Non-fat or 1% milk (plain) ▪ Coffee and/or tea (for adults) ▪ Fresh fruit ▪ Whole-grain snacks (crackers, etc) ▪ Raw vegetables and dipping sauce ● A motion to ratify the CSB’s Food and Beverage Policy was made by Dennisha Marsh and seconded by Arcely Navarro. The motion was approved.
<p>Reports:</p> <ul style="list-style-type: none"> ● Final 2011-2012 Child Outcomes 	<ul style="list-style-type: none"> ● Doris Blumenfeld, CSM, reported the 2011-12 Contra Costa County Community Services Bureau Child Outcomes Year-End Report ● The pre-school aged children of Contra Costa County Community Services Bureau were assessed within 60 days of their enrollment in the Head Start and California Department of Education Child Development programs, again at 150 days of enrollment, and finally in May using the DRDP-PS-2010. <ul style="list-style-type: none"> ○ Mean Scores by theme for all children going to Kindergarten Child Assessments 1, 2, and 3 <ul style="list-style-type: none"> ▪ Percent Improvement from 1st – 3rd assessment <ul style="list-style-type: none"> ● Cognitive development: 30.32% ● English language development: 28.77% ● Health: 24.32% ● Language and Literacy: 32.83% ● Mathematical Development: 33.63% ● Physical Development: 19.95% ● Self and Social Development: 28.21% ○ Mean Scores by theme for all Preschool children for Assessments 1, 2, and 3 <ul style="list-style-type: none"> ▪ Percent Improvement from 1st – 3rd assessment <ul style="list-style-type: none"> ● Cognitive development: 32.18% ● English language development: 31.29% ● Health: 27.85% ● Language and Literacy: 35.08% ● Mathematical Development: 36.18%

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	<ul style="list-style-type: none"> • Physical Development: 23.71% • Self and Social Development: 30.37%
<p>Reports:</p> <ul style="list-style-type: none"> • Ongoing Monitoring Report 	<ul style="list-style-type: none"> • Kristin Cooke, Administrative Services Assistant III, presented on CSB’s semi-annual ongoing monitoring report for August 2012. CSB implements a process of ongoing monitoring of its operations and services. The summary report reflected the complied results of CSB monitoring conducted for the period of January through May 2012. Child and Family Files Reviewed were 273. Classrooms observed were 92. <ul style="list-style-type: none"> ○ Strengths <ul style="list-style-type: none"> ▪ Teacher-Child interactions are warm and supportive. Children are supported in engaging and staying focused on tasks, teachers respond to cues and engage children in conversation. Teachers are engaged with children during work time and outside time, using information talk, asking children exploration and open-ended questions. ▪ CLASS domain scores remain well above baseline averages. ▪ Health and Safety measures are in place and checked regularly. ○ Opportunities for Improvement <ul style="list-style-type: none"> ▪ Continue to monitor learning environments for adequate supplies in the areas of computer, music and science. ▪ Continue to process for improving procedures for storage and restock of contents of disaster/earthquake barrels. This is a long term project to update barrels and supplies at all CSB sites. ▪ Continue to provide staff training on proper completion of physical exams and medical records to ensure they are all submitted accurately and timely. ○ Corrective Action Plan <ul style="list-style-type: none"> ▪ Education monitors continue to work with Site Supervisors to identify areas of learning environment that need additional 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 date entry protocols. Training will include review of timelines on conducting screenings so that they are completed by due dates. ▪ CSB is currently in the process of taking inventory and replenishing disaster/earthquake barrels and developing staff protocol for tracking expiration date of disaster supplies. ○ Current System Improvement Tasks <ul style="list-style-type: none"> ▪ Monitoring tools are in the process of review and updating so that they can be entered into CLOUDS web-based record-keeping system. ▪ The CLASS instrument for preschool has been entered into CLOUDS web-based record-keeping system and is now integrated as an ongoing monitoring tool.
<p>2011-2012 Policy Council</p>	<ul style="list-style-type: none"> • This is the last PC meeting for the year. CSB wanted to recognize everyone for their engagement and hard work.

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Recognition	Awards were given to the following for: <ul style="list-style-type: none"> ○ Perfect attendance: Susana, Dena, Dawn, Reina, Edith, Cecilia ○ Participating in one or more subcommittee: Dena, Edith, Deenisha, Armando, Irma, Dawn, ○ PC Participation: Aracely, Erika, Modessa, Cecilia, Susana, Claudia ○ Executive Committee: Armando, Irma, and Dawn ○ Translating: Constanza ○ Serving as a PC Liaison: Kristin Cooke 	
Volunteer Registration	<ul style="list-style-type: none"> ● September 25th is national voting day. CSB would like parents to get involved in voting and having parents asking other parents to get engaged. Flyers were set on the back table for PC members to share them with their site(s). 	
Site Reports	<ul style="list-style-type: none"> ● Edith Vinner from GMC – Bettina Engelman is the new Site Supervisor at George Miller Concord. The site is undergoing enhancements to beautify the school. Open House will be held shortly after. ● Please file your site reports at the front table. <p><u>Filed but not read:</u></p> <ul style="list-style-type: none"> ● Los Nogales – The site had a small graduation celebration for the children that were going to kindergarten. There is a new house area and touch screen computer to sign-in and out the children. A nutritionist talked to the parents about eating right. ● Brookside – PBS and Math Project finished the week of August 6th. Jennifer Kirby is the new Site Supervisor III. The sandboxes were refilled. Room 1 is scheduled to visit a local Farmers Market. A special guest will be speaking on “Be Sugar Savvy”. After room 4 closed the classrooms items were shared with other classrooms and sites. Fieldtrips to the Discovery Museum will start in October. 	
Announcements	<ul style="list-style-type: none"> ● On September 29th, there will be an orientation at Concord Hilton for PC members who wish to be re-elected. The meeting starts at 8:45 a.m. If you have served as a PC member for 3 years, you can write a letter expressing your interests in getting re-elected. ● Head Start has been collecting “Windows of Opportunity” where Head Start parents can share their stories at National events. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> ● All got awards ● Started 25 minutes late, finished 15 minutes early 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> ● None