



Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 1/16/13

Time Convened: 6:01 PM

Time Terminated: 7:55 PM

Recorder: Carolyn Nguyen

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Enrique Sanchez, Chairperson, called the meeting to order at 6:01 pm. • Armando Morales, Parliament, 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"> • Reyna Flores, Secretary, read the following correspondence: From: Responsible HHS Official – Ms. Yvette Sanchez Fuentes, Director, Office of Head Start To: Ms. Mary N. Piepho, Board Chairperson, Contra Costa County On 10/18/2012, the Administration for Children and Families (ACF) conducted an on-site monitoring follow-up review of the Contra Costa County Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Ms. Mary N. Piepho, Board Chairperson, as legal notice to your agency of the results of the on-site program review. Based on the information gathered during our review, we have closed the previously identified findings. Accordingly, no corrective action is required at this time. If you have questions about this report, please contact your ACF Regional Office.
Awarded Recognition of Staff Excellence	<ul style="list-style-type: none"> • Ms. Eleanor Salazar, a teacher from Lavonia Allen was recognized for having passion for the children in her classroom. She welcomes all parents and greets all of the children as they enter the center. Ms. Salazar is a caring and lovable person. She was presented with flowers, a certificate of appreciation, and a copy of the letter of recognition from Enrique Sanchez, the PC Chair. • Ms. Cynthia Smith, a teacher from Los Arboles, was recognized for her hard work and dedication. She loves the children in her classroom and it really shows. Ms. Smith was presented with a certificate of appreciation, flowers, and a copy of the letter of recognition from Armando Morales, the Parliamentarian.
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager 	<ul style="list-style-type: none"> • Camilla Rand, CSB Director, introduced EHSD's new department Director, Kathy Gallagher. • A word from Kathy Gallagher: Ms. Gallagher has a background in Human Services. In the last week and a half that she has been with CSB, she's been very pleased to observe how much CSB does and their level of involvement within the community. In comparison to other counties, Contra Costa is unique and the level of connection is extraordinary. The

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<ul style="list-style-type: none"> Fiscal 	<p>quality, time, and commitment the staff at CSB are willing to contribute to improve the community is evident. Previous to EHSD, Ms. Gallagher worked in Santa Barbara and Santa Clara counties. She is happy to be back to the bay area and is looking forward to working and meeting everyone. Her email is kgallagher@ehsd.cccounty.us and she is ready to correspond with anyone that may reach out to her.</p> <ul style="list-style-type: none"> Camilla stated that the correspondence that Reyna read earlier was in regards to CSB's deficiency and that it has been cleared. CSB will continue to work on its Health and Safety mission. Senior Managers are monitoring centers quarterly to ensure that the incident that occurred at Balboa's children center, does not happen again at any of the sites. In December, CSB was supposed to find out the status of its re-competition application. CSB received an unofficial word that the results have now been moved forward to spring. Program plans for rest of this year should not be impacted. The State Department of Education has approved CSB's request to process electric signatures with its CLOUDS system; however, families are still required to sign the sign-in/out sheets and sign in/out electronically until June 30th. It is vital that the person dropping off and picking up a child remembers to do this or strictly electronic signatures will not be implemented in July. CSB's central kitchen serves 40,000-50,000 meals a month. There was a CACFP review in December and CSB received a perfect evaluation. The reviewers were amazed that the children are served fresh, quality, healthy foods. They were also impressed with CSB's protocol on documenting the meals. The kitchen staff was recognized in front of PC members and a formal celebration at the central kitchen will be held next week to commemorate their achievement. Katharine Mason, CSB Division Manager, reported that the December HS & EHS enrollments are at 100 percent. Attendance for December was at 71.2% absences; 4.9% were unexcused absences. Although the numbers of unexcused are higher than what CSB wants, it is considered normal because of the holidays. Ten percent of CSB's slots must be reserved for children with an IEP or IFSP. For HS, CSB is at 12% and EHS is at 10.4%. CSB is participating in another PBS research study through WestEd. They did a pilot group in the summer with Balboa and Brookside and are doing another round for 2 months with GMIII and Lake. CSB is excited that the Department of Education has approved its request for electronic signatures. PC members, please sure with the families at your parent meetings on the importance of completing both the paper and electronic copies of the sign in/out log. If the electronic data from now through June is not complete, then CSB cannot go live. CSB is making efforts to support incarcerated parents and enroll their children in EHS and HS services by working with different agencies in the community such as the District Attorney's Office and Sheriff's Department. Some CSB's centers have been awarded mini grants for professional development through First 5 Race to the Top (RTT) funding. There are sixteen counties that are involved in California's Race to the Top and Contra Costa is one of them. In Contra Costa there are 7 RTT work groups that were developed. CSB is proud to say that its staff is represented in 5 out of 7 of these groups. CSB will be meeting with Region 9 in late January to talk about its work toward meeting CSB's School Readiness Goals. CSB is customizing its security measures to ensure facility security at each site. Keeping children and staff safe is CSB's highest priority.

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	<ul style="list-style-type: none"> • Kristin Cooke, Administrative Services Analyst III, presented the following fiscal reports: <ul style="list-style-type: none"> ○ 2012 Head Start Program: November 2012 expenditures were \$15,439,965 YTD, which represents 90% of the program budget. ○ 2012 Early Head Start Program: November 2012 expenditures were \$3,604,220 YTD, which represents 83% of the budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of November were \$3,971.88. ○ 2012-2013 Child and Adult Care Food Program: November 2012 total number of meals served including breakfast, lunch, and supplements were 47,851. • If you would like to 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"> • Teacher – Project Interview held on November 19, 2012; Panel Members – Pam Arrington & Suzanne DiLillo for Rowena Iglesias for Crescent Park Site. • Teacher – Project Interview held on November 26, 2012: Panel Members – Pam Arrington & Janissa Rowley for Tracy LaFreniere for Crescent Park Site. • A motion to ratify the committee's approval of new hires were made by Dennisha Marsh and seconded by Micaela Ramos. The motion was approved. 																																								
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of November 14, 2012 Policy Council Minutes 	<ul style="list-style-type: none"> • The minutes of the November 14, 2012 Policy Council meeting were reviewed. • No revisions needed. • A motion to approve the minutes from the November 14, 2012 Policy Council meeting was made by Irma Ruiz and seconded by Nancy Fallas. The motion was approved. • Dennisha Marsh abstained 																																								
<p>Action:</p> <ul style="list-style-type: none"> • Ratify Approval of termination of PC Representatives due to excessive absenteeism 	<ul style="list-style-type: none"> • The following persons have had excessive absenteeism <table border="1" data-bbox="543 1081 1463 1502"> <thead> <tr> <th colspan="5">2012-2013 PC Attendance Tracking</th> </tr> <tr> <th>Site</th> <th>Name</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> </tr> </thead> <tbody> <tr> <td>Brookside</td> <td>Hilda Herrera</td> <td>X</td> <td>Unex</td> <td>Unex</td> </tr> <tr> <td>Crescent Park</td> <td>Goldie Webb</td> <td>X</td> <td>Unex</td> <td>Unex</td> </tr> <tr> <td>GMIII</td> <td>Lucero Ramirez</td> <td>Unex</td> <td>Unex</td> <td>Unex</td> </tr> <tr> <td>Lake</td> <td>Yesenia Gonzalez</td> <td>X</td> <td>Unex</td> <td>Unex</td> </tr> <tr> <td>Lavonia Allen</td> <td>Shinette Thomas</td> <td>X</td> <td>Unex</td> <td>Unex</td> </tr> <tr> <td colspan="5" style="text-align: center;">Partners</td> </tr> </tbody> </table>	2012-2013 PC Attendance Tracking					Site	Name	Sept	Oct	Nov	Brookside	Hilda Herrera	X	Unex	Unex	Crescent Park	Goldie Webb	X	Unex	Unex	GMIII	Lucero Ramirez	Unex	Unex	Unex	Lake	Yesenia Gonzalez	X	Unex	Unex	Lavonia Allen	Shinette Thomas	X	Unex	Unex	Partners				
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	Crossroads	Veronica Montes	X	Unex	Unex
	First Baptist – E. Leland Ct.	Malitza Artiga	X	Unex	Unex
	YMCA Richmond	Tonisha Kelly	Unex	Unex	Unex
Reports: <ul style="list-style-type: none"> • NHSA Conference 	<ul style="list-style-type: none"> • A motion to ratify the termination of PC representatives due to excessive absenteeism was made by Micaela Ramos and seconded by Dennisha Marsh. The motion was approved. • Three of the PC Executive committee members attended the 29th Annual Head Start Parent Conference and Engagement Institutes that was held on December 1-5 in at the Gaylord Texan in Grapevine, Texas. • Edith Vinner, from George Miller Concord said, “It was a good experience.” She has information on all the workshops she attended; feel free to contact her and she will gladly share. • Armando Morales, from Los Arboles, was inspired by the story of Dalton Ridge Sherman. Dalton was an excessive talker and his parents channeled his energy into more productive activities, such as reading and presenting. At the age of 9, Dalton won first place in the 16th Annual Martin Luther King Jr. Oratory competition. He was also awarded the 2008 Scholarship Award for Extraordinary Achievement by the 21st Century Group, LLC. Due to his popularity and inspiring presentation, he was featured on the Ellen Degeneres Show and appeared on the Oprah Winfrey Show as her “Most Talented and Gifted Kids in the World.” Armando believes that if you are patient with your active children, you can transfer undesired behaviors into more desirable traits. The most important message Armando wants to give to PC members is to talk to their kids with a leveled voice. • Enrique Sanchez, from MECC, engaged the entire PC group to do an activity where each person shared a motivational common saying; i.e. “Never say never” or “An apple a day keeps the doctor away.” The message of the activity is to show that when you focus on a positive outlook, situations feel better. Enrique also learned that at the NHSA Conference, the importance for parents to talk to their children at their level. Get down on one knee to get to their eye level. 				

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Review Policy Council Training Calendar	<ul style="list-style-type: none"> Enrique Sanchez, PC Chair shared the new Parent Training Calendar which includes the trainings that will be provided during the PC meeting monthly. The trainings are scheduled according to the availability of the presenter and may be changed. <table border="1" data-bbox="548 256 1270 885"> <thead> <tr> <th colspan="2">2012-2013 Policy Council Training Calendar</th> </tr> <tr> <th>Month</th> <th>Training</th> </tr> </thead> <tbody> <tr> <td>September</td> <td>PC Orientation (Off Site)</td> </tr> <tr> <td>October</td> <td>None</td> </tr> <tr> <td>November</td> <td>Accessing Community Resources</td> </tr> <tr> <td>December</td> <td>No Meeting</td> </tr> <tr> <td>January</td> <td>Financial Literacy-Budgeting</td> </tr> <tr> <td>February</td> <td>Positive Discipline</td> </tr> <tr> <td>March</td> <td>Job Preparation</td> </tr> <tr> <td>April</td> <td>BOS/EOC/PC Joint Training (Off Site)</td> </tr> <tr> <td>May</td> <td>Foods for Young Children/Cooking Projects</td> </tr> <tr> <td>June</td> <td>Stress Management</td> </tr> <tr> <td>July</td> <td>No Meeting</td> </tr> <tr> <td>August</td> <td>Raising Self-Esteem and Self-Confidence</td> </tr> </tbody> </table>	2012-2013 Policy Council Training Calendar		Month	Training	September	PC Orientation (Off Site)	October	None	November	Accessing Community Resources	December	No Meeting	January	Financial Literacy-Budgeting	February	Positive Discipline	March	Job Preparation	April	BOS/EOC/PC Joint Training (Off Site)	May	Foods for Young Children/Cooking Projects	June	Stress Management	July	No Meeting	August	Raising Self-Esteem and Self-Confidence
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Training: <ul style="list-style-type: none"> Financial Literacy 	<ul style="list-style-type: none"> Dave Thompson from SparkPoint center shared a presentation on budgeting and financial planning to the group. SparkPoint can help you develop a plan to meet your financial goals; get a better job; gain skills; access fair financial products; access aid when needed – CalFresh; and file your taxes for free Taxes done right – SparkPoint/Bay Point Works: Call for appointment at (925) 252-2331. If your income is below \$51,000 and only have W-2's, you can prepare you own taxes using http://myfreetaxes.com/sparkpointbpw <ul style="list-style-type: none"> Call 211 or visit www.earnitkeepitsaveit.org to find other centers near you. Bring these items for each person on your tax return: photo ID, social security card or ITIN, W-2 forms for all job held in 2012, all 1099s, 1098s and any other tax forms, voided check or bank account and routing number for direct deposit, last year's tax return, childcare provider information, and landlord's name, address, and phone number for CA renter's credit. Need help finding work? SparkPoint coaches proved the guidance to land a job with a livable income. <ul style="list-style-type: none"> Understand today's job market, explore career options, create an effective resume, access job listings, improve and practice your interview techniques, and enroll in training for high-demand jobs Call to make an appointment at (925) 252-2300 All SparkPoint Services are free! www.sparkpointcenters.org will indicate their various locations 																												
Site Reports	<p>Filed but not read:</p> <ul style="list-style-type: none"> GM III – PMD/QRIS money was utilized for lobby enhancements, classroom materials and a plan is in process for 																												

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	<p>building an activity house for the children. Great parent participation in the classroom activities and in building the activity house. Room 3 staff, parents and children initiated the activity house project which is now a joint venture for the whole center. The children in Room 7 are exploring about Bay Area bridges and are creating 3D models of the Bay Bridge, San Rafael Bridge and Golden Gate Bridge. All ten classrooms are participating in building activities, children were busy making floor plans, compiling list of material and tools, and making their own rules for their play house. Parent Breakfast meeting was held on December 20, 2012 to embrace community building and to encourage parents attendance during the holiday season. There was a presentation on buying age and developmentally appropriate toys/books for the children. Raising a reader is in practice to promote language and literacy along with building a school to home connection. All GMIII staff participated in CLASS and CLOUDS training.</p>	
Announcements	<ul style="list-style-type: none"> • Cory Cruz from Marsh Creek shared that CSB's Science is Everywhere curriculum will be implemented in all the centers soon. This will give the children hands-on experience of science in the classroom. • Rita Loza, Comprehensive Services Manager shared that CSB is offering the Clerical Assistant Trainee (CAT) program for individuals to work in its offices and school sites to gain experience in the clerical and administrative field. Participants will receive on-the-job training, including customer service and general office support skills. No experience is necessary – just a willingness to learn. For more information, contact Hsarpaw Hernandez at 925-313-1539 or hhernandez@ehsd.cccounty.us. To apply, deliver or mail application to Hsarpaw at 40 Douglas Drive, Martinez, CA 94553. Applications are due Friday, January 25, 2013 by 5:00 PM. The minimum work hour requirement is 20 hours and maximum is 32 per week with a rate of pay at \$8.59/hour. Pay may subject to change based on funding. • Save the date for Facilitative Leadership training for PC and EOC members on Feb 9th from 8:30-noon. Flyers will be distributed and with more details. You must R.S.V.P.; space will be limited to a maximum of 20 participants. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Sharing experiences of conference • Translator 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None