



## Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA



**Date:** 02/20/13

**Time Convened:** 6:04 PM

**Time Terminated:** 7:59 PM

**Recorder:** Carolyn Nguyen

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> <li>Enrique Sanchez, Chairperson, called the meeting to order at 6:04 pm.</li> <li>PC Executive committee members, Enrique Sanchez, Armando Morales, Reyna Flores, and Edith Vinner, reviewed the desired outcomes. Armando reviewed the meeting rules.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>No public comment</li> </ul>
Correspondence	<ul style="list-style-type: none"> <li>No correspondence</li> </ul>
Awarded Recognition of Staff Excellence	<ul style="list-style-type: none"> <li>Antoinette Sterling, Teacher at Balboa Children’s Center from Room 4, and Azar Azarnoosh, Teacher at GMC Children’s Center from Room 7, were awarded the parent recognition for the month.. They were presented with a certificate of appreciation, flowers, a book, and a copy of their nomination letter.</li> </ul>
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>CSB Director</li> <li>Division Manager</li> <li>Fiscal</li> </ul>	<ul style="list-style-type: none"> <li>Camilla Rand, CSB Director, was not able to attend the meeting tonight; Katharine Mason, CSB Division Manager, presented on her behalf. Katharine announced that Debi Marsee, CSB Health Manager, was selected as the winner of the California Head Start Association’s 2012 Program Services Staff of the Year Award. CSB and the PC Chair wanted to recognize her tonight, but she is out with the flu and will be recognized at the March meeting. At the CHSA conference, CSB’s safety systems within CLOUDS were presented. As other presenters talked about their systems (which CSB has had in place for many years) it was evident that CSB is at the cutting edge for technology and children’s safety.</li> <li>Sequestration is a situation where the government has planned for more programs than their budget has allowed and it will affect all domestic programs including Head Start. The impact may be from 5.1% - 5.4% reductions in the Head Start grant. That’s an additional \$1M reduction on top of State cuts the past several years. If this does happen, CSB will inform PC of plans and options.</li> <li>Impact study begun in early 2000’s. Children from HS showed significant advancement than their peers in kindergarten through second grade; however, by third grade, it plateau. It has been argued that Head Start does not have a long term affect on children by its critics. But it is important to look at other factors, including primary school education and experience that may be a factor in the plateau effect. Since the study took place the HS Act was passed (in 2007) which includes improvements to the HS program such as CLASS evaluation of teacher-child interactions and requirements for Degrees for teachers. For more information, please visit the NHSA website at <a href="http://www.nhsa.org">www.nhsa.org</a></li> </ul>

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	<ul style="list-style-type: none"> <li>• In January, CSB met 85% requirement for children’s attendance. Please ensure that your children make it to school regularly. HS is at 102% and EHS is at 104% for enrollment. Give Kids a Smile Day was on February 1<sup>st</sup>. The dentists saw 698 children that day. The number of children that has dental exams for HS was 114%!</li> <li>• CSB had another unannounced licensing visit at Los Arboles Children’s Center in Oakley, CA and passed with no findings. Previously we had an unannounced successful licensing visit at Las Deltas Children’s Center in Richmond, CA.</li> <li>• CSB’s two-week Self Assessment starts next week. Trainings will be held on February 21<sup>st</sup> at 40 Douglas from 4-5pm. Policy Council and Board members will be hearing the results of the Self-Assessment in March. If there are any items to correct, a corrective action plan will be created and presented to PC for approval.</li> <li>• CSB Family newsletter will be coming out next week for the winter quarter.</li> <li>• Haydee Ilan, CSB Accountant, presented the following fiscal reports: <ul style="list-style-type: none"> <li>○ <b>2012 Head Start Program: December 2012</b> expenditures were <b>\$17,010,610</b> YTD, which represents <b>65%</b> of the program budget.</li> <li>○ <b>2012 Early Head Start Program: December 2013</b> expenditures were <b>\$3,943,875</b> YTD, which represents <b>60%</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>December 2012</b> were <b>\$15,916.55</b>.</li> <li>○ <b>2011-2012 Child and Adult Care Food Program: December 2012</b> total number of meals served including breakfast, lunch, and supplements were <b>34,958</b>.</li> </ul> </li> <li>• If you would like review the financial reports in greater detail, the Fiscal Committee meets each month prior to the Policy Council meeting.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Consider Approval of New Hires</li> <li>• Ratify Executive Committee’s approval of new hires</li> </ul>	<ul style="list-style-type: none"> <li>• Hiring is an extensive process that begins with an application period and ends with placement. CSB conducts interviews with a panel consisting of two staff persons and one parent. After passing interviews, a fingerprint clearance and reference check must be passed prior to receiving an offer. Candidates then must accept or decline the position offered. The final step is to present the candidates to the Policy Council to ask for approval. <ul style="list-style-type: none"> <li>○ Ana Garcia – Infant/Toddler Teacher for Balboa Site: She has a total of six (6) years of teaching experience working with Preschool, Kindergarten and First Grade students. Over the past five (5) years she has been working with CSB as a Substitute Associate Teacher. She has a Child Development Teacher Permit from the State of California Commission on Teacher Credentialing.</li> <li>○ Manjeet Kaur – Infant/Toddler Associate Teacher for Bayo Vista Site: Ms. Kaur has a total of three and a half (3 ½) years of teacher experience working with Preschool, Kindergarten and First Grade students. Ms. Kaur has completed two (2) years towards her BS degree in Early Childhood Education. She also has a Child Development Associate Teacher Permit from the State of California Commission on Teacher Credentialing.</li> </ul> </li> <li>• <b>A motion to ratify the committee’s approval of new hires were made by Nancy Fallas and seconded by Cory Cruz. The motion was approved.</b></li> </ul>

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<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Consider Approval of January 16, 2013 Policy Council Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The minutes of the January 16, 2013 Policy Council meeting were reviewed:</li> <li>No revisions needed.</li> <li><b>A motion to approve the minutes from the January 16, 2013 Policy Council meeting was made by Nancy Fallas and seconded by Maxwell Hayworth. The motion was approved.</b></li> </ul>
<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>CHSA Conference</li> </ul>	<ul style="list-style-type: none"> <li>Two of the PC Executive committee members, Edith Vinner and Armando Morales, attended the 2013 Annual California Head Start Association Conference that was held on February 4-5 in San Diego, CA.</li> <li>Edith Vinner – The California Child Car Seat Installation, Inspection &amp; Instruction Law is in effect as of January 1, 2013. last year, the California Booster Seat Law prohibits parents, guardians, or drivers from transporting on a highway in a motor vehicle any child under 8 years old without securing that child in a child restraint seat which meets federal motor vehicle safety standards. Older children should use a forward-facing car seat with a 5-point harness as long as possible until they reach the weight or height limit of their seat. Edith also shared that children who start off in Preschool have better Social Emotional skills than children who didn't. It is important for us to talk to our children so that they can be advanced in social/emotional and language skills. Also, reading rhymes and playing with children will better prepare them for elementary school.</li> <li>Armando Morales – He had an emotional experience and felt that the conference changed his perspective on how to raise and teach to his children. He learned how to utilize positive discipline and using simple words so that children can better understand the importance of listening. Every day he keeps a calendar to show his children a routine (time to eat, time to play, time to clean up) and allows them to be involved with household activities. For example, during laundry, children learn what a shirt is, what color it is, and how to use their hands to fold it. He puts up rules around the house such as "Listen quietly to others." He also recommends planting seeds in small containers and letting the children watch how the plant grows. This will be a fun way to let the children learn about color, nature, texture, and engaging in a parent-child activity.</li> </ul>
<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>Review Baseline DRDP Findings</li> </ul>	<ul style="list-style-type: none"> <li>Doris Blumenfeld, CSB Comprehensive Services Manager for Education, provided an overview for the Baseline DRDP findings. The DRDP-2010 is the California State mandated child assessment instrument and is used to record children's individual progress in achieving Desired Results. The DRDP-2010 is designed to be used as an observation tool. The teachers do not sit with the children to test them. Teachers observe children for their first 60 days, write their observations and review children's work. They determine a child's rating from their observations and from input from parent and other adults.</li> <li>An individual plan is developed for each child based on the results of the DRDP-2010 Assessment and parent input during parent conferences. The teacher designs their lesson plan activities to meet the educational goals of their individual students. In addition, classroom profiles can be generated from DRDP-2010 results and analyzed to assist the teacher in planning for the needs of her entire classroom.</li> <li>The four desired results: children are personally and socially competent, children are effective learners, children show physical and motor competence, and children are safe and healthy.</li> <li>Children are assessed by the child's primary teacher or caregiver 3 times a year: First 60 days of enrollment, within 150</li> </ul>

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	<p>days of enrollment, and in May. Children should be assessed in their home language.</p> <table border="1" data-bbox="548 228 1646 794"> <thead> <tr> <th colspan="3" data-bbox="548 228 1646 326"> <b>Contra Costa County Community Services Bureau 2012-2013 Child Outcomes First Assessment Report</b> </th> </tr> <tr> <th data-bbox="548 326 1024 375">DRDP Assessment Domains</th> <th data-bbox="1024 326 1335 375">Highest Average Score</th> <th data-bbox="1335 326 1646 375">Lowest Average Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 375 1024 431">• Self Help &amp; Social Development</td> <td data-bbox="1024 375 1335 431">• 3.45</td> <td data-bbox="1335 375 1646 431">• 3.11</td> </tr> <tr> <td data-bbox="548 431 1024 488">• Physical Development</td> <td data-bbox="1024 431 1335 488">• 3.84</td> <td data-bbox="1335 431 1646 488">• 3.52</td> </tr> <tr> <td data-bbox="548 488 1024 545">• Mathematical Development</td> <td data-bbox="1024 488 1335 545">• 3.28</td> <td data-bbox="1335 488 1646 545">• 2.92</td> </tr> <tr> <td data-bbox="548 545 1024 634">• Language and Literacy Development</td> <td data-bbox="1024 545 1335 634">• 3.37</td> <td data-bbox="1335 545 1646 634">• 2.86</td> </tr> <tr> <td data-bbox="548 634 1024 691">• Health</td> <td data-bbox="1024 634 1335 691">• 3.54</td> <td data-bbox="1335 634 1646 691">• 3.36</td> </tr> <tr> <td data-bbox="548 691 1024 740">• English Language Development</td> <td data-bbox="1024 691 1335 740">• 3.37</td> <td data-bbox="1335 691 1646 740">• 2.98</td> </tr> <tr> <td data-bbox="548 740 1024 794">• Cognitive Development</td> <td data-bbox="1024 740 1335 794">• 3.31</td> <td data-bbox="1335 740 1646 794">• 3.18</td> </tr> </tbody> </table>	<b>Contra Costa County Community Services Bureau 2012-2013 Child Outcomes First Assessment Report</b>			DRDP Assessment Domains	Highest Average Score	Lowest Average Score	• Self Help & Social Development	• 3.45	• 3.11	• Physical Development	• 3.84	• 3.52	• Mathematical Development	• 3.28	• 2.92	• Language and Literacy Development	• 3.37	• 2.86	• Health	• 3.54	• 3.36	• English Language Development	• 3.37	• 2.98	• Cognitive Development	• 3.31	• 3.18
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<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>• Results of the Parent Surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Information regarding the Results of the Parent Surveys is Tabled for next meeting</li> </ul>																											
<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Positive Discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Rowena (Reena) Torres, CSB Comprehensive Services Assistant Manager for Mental Health, provided an overview for positive discipline and techniques that parents may use with their children. <ul style="list-style-type: none"> <li>○ Promoting children’s healthy development and managing their behavior and emotions in positive ways</li> <li>○ Building strong relationships</li> <li>○ Focusing on Positive behavior</li> <li>○ Good and healthy communications</li> <li>○ Planning ahead to prevent problems</li> <li>○ Creating opportunities to help children learn new skills</li> <li>○ Benefits for children: <ul style="list-style-type: none"> <li>▪ Develop skills</li> <li>▪ Performing well in schools</li> <li>▪ Positive social peer relations</li> <li>▪ Positive self-esteem</li> </ul> </li> </ul> </li> </ul>																											

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	<ul style="list-style-type: none"> <li>▪ Engage in positive behaviors and emotionally resilient</li> <li>○ Benefits for parents: <ul style="list-style-type: none"> <li>▪ Increased sense of confidence and competence as a parent</li> <li>▪ Improved emotional well being; feeling more positive, relaxed and able to manage situations; better relations with your partner.</li> </ul> </li> <li>● Difference between discipline and punishment <ul style="list-style-type: none"> <li>○ Discipline is a positive teaching tool based on caring, praise and instruction for good behavior</li> <li>○ Punishment is negative; something unpleasant that happens when rules are broken. It should be only a small part of discipline.</li> </ul> </li> <li>● Positive Discipline <ul style="list-style-type: none"> <li>○ Creating a safe, interesting environment <ul style="list-style-type: none"> <li>▪ Develop predictable routine</li> <li>▪ Provide supervision</li> <li>▪ Having interesting things to do</li> </ul> </li> <li>○ Having a positive learning environment <ul style="list-style-type: none"> <li>▪ Spend time with your child</li> <li>▪ Speak nicely</li> <li>▪ Chat and listen often</li> <li>▪ Be affectionate</li> <li>▪ Use DESCRIPTIVE PRAISE</li> <li>▪ Give your child attention</li> <li>▪ Get involved in your child's school</li> </ul> </li> <li>○ Using assertive discipline <ul style="list-style-type: none"> <li>▪ Prepare in advance</li> <li>▪ Arrange activities</li> <li>▪ Set some ground rules</li> <li>▪ Praise good behavior</li> <li>▪ Watch and supervise</li> <li>▪ Use your voice effectively</li> </ul> </li> <li>○ Having realistic expectations <ul style="list-style-type: none"> <li>▪ What do you expect of your child? Can s/he understand or do this?</li> <li>▪ What other parents expect?</li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>▪ What your child’s school expects?</li> <li>▪ Your expectations of yourself. Are my expectations reasonable?</li> <li>○ Taking care of yourself as a parent <ul style="list-style-type: none"> <li>▪ Great balance between work and family</li> <li>▪ Work with your support team (e.g. other parent, family members, trusted friends, teachers)</li> <li>▪ Develop positive coping skills to manage stressful times: exercise, healthy eating habits, mediation/prayer, and laugh</li> </ul> </li> <li>● The Magic of Parenting <ul style="list-style-type: none"> <li>○ Make your family a priority</li> <li>○ Create a warm, loving, safe environment</li> <li>○ Encourage your child’s learning</li> <li>○ Use Positive Discipline strategies</li> <li>○ Have reasonable expectations</li> <li>○ Take care of yourself <ul style="list-style-type: none"> <li>▪ Look after your own needs</li> <li>▪ Balance work and family responsibilities</li> </ul> </li> </ul> </li> </ul>
<p><b>Site Reports</b></p>	<ul style="list-style-type: none"> <li>● <b>GMIII</b> – Our PMD grant proposal was drafted with the intent to enhance our outdoor environment by offering creativity and community building activities. We were able to build a children’s play house with the help of our parents was less than \$ 400.00. The parents were involved in building the house and children were able to watch their parents at work. The children contributed to painting and decorating plants. This creative project became a meaningful co-learning experience for the GMIII learning community. On February 8, 2013 we held an open house ceremony for our little house. The children planned and hosted a potluck for our dedicated dads. After a ribbon cutting ceremony, the children from all ten classrooms presented Thank you cards to the Daddy’s. The children are so proud of their new cozy little house. The joy is evident as the children happily recall memories of the building process and are now engaged in the process of exploring new learning horizons. A new play house for our children in our yard to embrace creative learning experiences. Raising the reader program to enhance child/family literacy skills. Completion of our play house. Rm # 6 exploring about trains, Rm # 3 is excited to explore about the bread around the world. Elena Elias from Mills College visited the site and left highly impressed with the creative learning environment and meaningful learning experiences that we offer at GMIII. We had a very successful “Give a Kid Smile Day.” Kindergarten registration information was delivered to the parents by Monica, Joseph Co- coordinator Local planning council. The Math study program from West Ed is offering math activities, training and a stipend for participation of families and children. Overall, there was incredible learning experiences and great parent participation.</li> <li>● <b>CC College</b> – Older toddlers at the center are working on their journals and are experiencing great language development. The site has also beautified their hallways in the lobby. Young Toddlers are learning to use their hands</li> </ul>

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	<p>to put toys away and draw.</p> <ul style="list-style-type: none"> <li> <b>Martinez ECC</b> – Enrique shared that the children’s activity were in the Contra Costa times during Martinez’s Valentine day celebration. Staff, parents and children posted hearts on windows of downtown businesses as a way to celebrate this holiday.         </li> </ul> <p><u>Filed but not read:</u></p> <ul style="list-style-type: none"> <li> <b>Concord Child Care</b> – NAEYC Renewal – Passed NAEYC Accreditation (3<sup>rd</sup> time) with scores over 95%. School pictures were taken, free dentist visit from La Clinica for all 3 &amp; 4 year olds. Parent meeting topic was held on Ages &amp; Stages. Cooking and Nutrition classes were offered at the center. All programs came together to celebrate Lunar New Year and the coming of spring.         </li> <li> <b>Lake</b> – I was elected as a new Policy council representative. The PBS math study will be implemented at the school. We celebrated the 100 Day of School and did hand prints of the children at Lake Center. To involve men in the classroom, we shared flyers for the Male Involvement meeting. We talked about early closure, Raising a Reader and parent conferences.         </li> <li> <b>Lavonia Allen</b> – Kindergarten readiness – Talked about homework so that parents can help and encourage their kids to prepare for elementary school. There’s a new Site Supervisor and a head teacher in room # 1 working together. There’s been an increase in the number of parents attending the parent meeting. Each child took a veggie to school to make a vegetable soup. They chopped vegetables and made yummy soup. Children baked cookies for their special person along with giving them a card. There was a guest speaker that informed about budgeting and food. We said good bye to Mrs. Leslie, a temporary teacher’s aide who was in the center for a few months. She was very caring and lovable to kids and will be missed.         </li> <li> <b>Balboa</b> – Balboa center is developing a mentor program for student teaching and site mentoring and modeling and coaching to empower Balboa staff to be the best that they can be. Developing a program system for parent volunteers at site for safety and classroom help. New teacher Ana Garcia. Safety monitoring including parents as partners on safety for the center. Classroom projects are starting this month. The children will explore the following topics: Trees, insects, fish, fruits and vegetables. Parent meeting: Kindergarten teacher 02/13 Liz Mc Coy - Contra Costa health services, Mey - Project access Early Childhood peer mentoring program, California Early Childhood Mentoring Program CCC, and Pipeline Mentor Teacher Program First Five. Site Supervisor sharing articles with staff on professionalism in the field of ECE; <i>Lifting as You Climb</i> is a article on mentoring and identifying mentor leaders.         </li> </ul>
<b>Announcements</b>	<ul style="list-style-type: none"> <li>           Enrique Sanchez, Chairperson, wanted to take advantage of the extra time during the meeting to recognize PC Executive Members and CSB staff that is always present and support PC. Edith Vinner, Reyna Flores, Armando Morales, Pam Arrington, Rita Loza, Sophia Talbot and Katharine Mason.         </li> <li>           Rita Loza, CSB Comprehensive Services Manager-PFCE, gave out resources for East Bay Works Concord. It is offering a variety of classes for Spanish speakers to ensure employment success. Services include: working on resumes, find out about local resources, learn about where and how to look for work, register in East Bay Works and CalJOBS, practice selling yourself to the employer, plan for what is next – getting GED, sign up for ESL classes or basic computer skills.           <ul style="list-style-type: none"> <li>               Workshops are held March 7<sup>th</sup> and 21<sup>st</sup> from 1:00-3:00 at 4071 Port Chicago Highway, Suite 250, Concord, CA             </li> </ul> </li> </ul>

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	<p>94520. (925) 671-4500</p> <ul style="list-style-type: none"> <li>Rita also gave out resources from United Way on filing your taxes. If you make under \$51,000, they can file your taxes for you for free. Visit <a href="http://www.earnitkeepitsaveit.org">www.earnitkeepitsaveit.org</a> for locations.</li> <li>Please save the date: Joint training with the County Board of Supervisors and Economic Opportunity Council will be held on April 29<sup>th</sup> from 2-4 pm.</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>Good information</li> <li>New hires</li> <li>Positive Discipline presentation</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>None</li> </ul>