



**Policy Council Meeting Minutes**  
 Location: 500 Ellinwood Way, Pleasant Hill, CA



**Date:** 8/16/17

**Time Convened:** 6:12PM

**Time Terminated:** 8:00PM

**Recorder:** Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> <li>• Veronica Gutierrez, Vice Chair, called the meeting to order at 6:12 p.m. and reviewed the desired outcomes</li> <li>• Emma Duran, Parliamentarian, reviewed ground meeting rules.</li> </ul>
Public Comment	None
Correspondence	None
Staff Recognition	<p>The following staff were recognized for their excellent work with the children and the families:</p> <ul style="list-style-type: none"> <li>• Patricia Tyquiengco, Family Advocate from First Baptist was presented with a certificate and a book to acknowledge her dedication to the children and their families.</li> <li>• Ulda Ibarra, Associate Teacher from George Miller III Children Center was not able to be present; her certificate and book will be sent to her center.</li> </ul> <p>A special thank you was given to CSB staff providing support during August 16, 2017, Policy Council meeting.</p>
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	<p>Camilla Rand, Director, welcomed Policy Council representatives and presented the following program updates:</p> <ul style="list-style-type: none"> <li>• On August 30, 2017 CSB Center will close and all teaching staff will attend an entire day of training. Our teaching staff will participate in professional development activities designed to enhance their daily work with the children and families.</li> <li>• Isabel Renggenathen, Assistant Director, Ericka Ramirez, ASAIII, and Carolyn Nguyen, ASAIII attended the 2017 UCLA Head Start Management Fellows Program at UCLA Anderson School of Business. All participants were required to complete a Management Improvement Project (MIP) as a final project to graduate the program. The Management Improvement plans created by our staff focused on improving staff attendance as well as child attendance.</li> <li>• CSB was offered the opportunity and applied for a one-time Program Improvement Grant of \$200,000. Funds will be used for playground, roofing and camera repairs. Grant application will be presented for approval on September Policy Council Meeting.</li> <li>• CSB in partnership with YMCA of the East Bay and Contra Costa College developed an 18 weeks Teacher Apprenticeship Program. Participants will have the opportunity to earn 12 core units in Early Childhood Education, receive laptops, homework support, and on the job training while in school. CSB will host the cohort at our Balboa Children Center and classes will be taught by Contra Costa College faculty. Parents interested in knowing more about this exciting opportunity are invited to join us for the information session at</li> </ul>

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	<p>Balboa Center on September 6, 2017 at 6:00pm.</p> <p>Janissa Rowley, Assistant Director, presented the following Division Manager’s report on behalf of Katharine Mason.</p> <ul style="list-style-type: none"> <li>• On July 24, 2017, seven of CSBs Site Supervisors participated in Contra Costa County’s Local Planning and Advisory Council Early Care and Education Professional Learning Community for Center Directors/Site Supervisors. During the past 7 months, Site Supervisors met once a month to study leadership, professionalism, advocacy and team development. Each Site Supervisor developed individual professional leadership plans.</li> <li>• On July 25, 2017, 157 CSB teaching staff attended training on “Implementing your Curriculum with Fidelity” to enhance their understanding of fidelity and how to plan activities and learning experiences accordingly for the children in their care.</li> <li>• CSB is gearing up to open new Infant/toddler classrooms at the following centers: Balboa, Crescent Park, Brookside, Las Deltas, and Bayo Vista. Education Managers and Assistant Directors are working closely with Site Supervisors to order supplies and setup classrooms.</li> <li>• Parents are encouraged to apply for the Teacher Apprenticeship Program.</li> </ul> <p>CSB enrollment and attendance statistics for the month of July:</p> <ul style="list-style-type: none"> <li>• Enrollment: 100% for Head Start and for Early Head Start and Early Head Start Child Care Program Partnership combined is 115.3%.</li> <li>• Attendance: 78.3% for Head Start and for Early Head Start and Early Head Start Child Care Program Partnership combined is 81.6%.</li> </ul> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> <li>○ <b>2016 – 2017 Head Start Program: June 2017</b> year to date cash expenditures were \$5,842,741 YTD, which represents 37% of the program budget.</li> <li>○ <b>2016 – 2017 Early Head Start Program: June 2017</b> year to date cash expenditures were \$1,848,958 YTD, which represents 53% of the program budget.</li> <li>○ <b>2016 – 2017 Early Head Start – CC Partnership: June 2017</b> year to date cash expenditures were \$1,398,527 YTD, which represents 100% of the program budget.</li> <li>○ <b>2016 – 2017 Early Head Start – CC Partnership #2: June 2017</b> year to date cash expenditures were \$70,769 YTD, which represents 2% of the program budget.</li> <li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>June 2017</b> were \$19,549.90.</li> <li>○ <b>Child and Adult Care Food Program: June 2017</b> total meal served including breakfast, lunch, and supplements were \$33,916.</li> </ul>
<b>Subcommittee Reports</b>	<u>Nutrition Subcommittee:</u> Veronica Gutierrez, Vice-Chair, shared that during the meeting participants learned about the top food allergies and intolerance: Peanuts, Tree Nuts, Dairy, Soy, Fish, Shellfish, Eggs, Wheat and Sesame seed.
<b>Action:</b> Consider approval of New Hires	<p>Janissa Rowley, Assistant Director, presented the recommended new hires and asked the Policy Council to ratify the decision of the Executive Committee to hire:</p> <p><b>Child Nutrition Worker I:</b></p> <ul style="list-style-type: none"> <li>➤ Rosa Santoyo – Brookside Children Center</li> </ul>

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	<p>➤ Ebonie Young – Brookside Children</p> <p><b>Associate Teacher:</b></p> <p>➤ Magda Tawadros – East County Floater</p> <p>➤ Mervat Issa – East County Floater</p> <p><b>Master Teacher:</b></p> <p>➤ Jose Chavez – George Miller III Children Center</p> <p><b>A motion to Ratify the approval of the Executive Committee of the recommended new hires was made by Paige Chatman and seconded by Dikla Gutierrez. The motion was approved.</b></p> <table border="1" data-bbox="317 464 1604 868"> <thead> <tr> <th data-bbox="317 464 800 511">Ayes</th> <th data-bbox="800 464 982 511">Nays</th> <th data-bbox="982 464 1131 511">Abstentions</th> <th colspan="2" data-bbox="1131 464 1604 511">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="317 511 800 558">Dikla Gutierrez</td> <td data-bbox="800 511 982 558"></td> <td data-bbox="982 511 1131 558"></td> <td data-bbox="1131 511 1314 558">Amber Beshears</td> <td data-bbox="1314 511 1604 558">Katie Melara</td> </tr> <tr> <td data-bbox="317 558 800 605">Guadalupe Amigon De La Cruz</td> <td data-bbox="800 558 982 605"></td> <td data-bbox="982 558 1131 605"></td> <td data-bbox="1131 558 1314 605">Karla Banks</td> <td data-bbox="1314 558 1604 605">Roxanne Ross Flowers</td> </tr> <tr> <td data-bbox="317 605 800 652">Monica Avila</td> <td data-bbox="800 605 982 652"></td> <td data-bbox="982 605 1131 652"></td> <td data-bbox="1131 605 1314 652">Kathleen Barr</td> <td data-bbox="1314 605 1604 652">Susana Ponce</td> </tr> <tr> <td data-bbox="317 652 800 699">Veronica Gutierrez</td> <td data-bbox="800 652 982 699"></td> <td data-bbox="982 652 1131 699"></td> <td data-bbox="1131 652 1314 699">Esmeralda Cisneros</td> <td data-bbox="1314 652 1604 699">Teri Pedersen</td> </tr> <tr> <td data-bbox="317 699 800 747">Emma Duran</td> <td data-bbox="800 699 982 747"></td> <td data-bbox="982 699 1131 747"></td> <td data-bbox="1131 699 1314 747">Martin Ponce</td> <td data-bbox="1314 699 1604 747">Sheila Frazier</td> </tr> <tr> <td data-bbox="317 747 800 794">Rosmery Guevara</td> <td data-bbox="800 747 982 794"></td> <td data-bbox="982 747 1131 794"></td> <td data-bbox="1131 747 1314 794">Anna Saefong</td> <td data-bbox="1314 747 1604 794"></td> </tr> <tr> <td data-bbox="317 794 800 841">Paige Chatman</td> <td data-bbox="800 794 982 841"></td> <td data-bbox="982 794 1131 841"></td> <td data-bbox="1131 794 1314 841">Laura Angel</td> <td data-bbox="1314 794 1604 841"></td> </tr> <tr> <td data-bbox="317 841 800 888">Dawn Dailey</td> <td data-bbox="800 841 982 888"></td> <td data-bbox="982 841 1131 888"></td> <td data-bbox="1131 841 1314 888">Gerardo Aguiniga</td> <td data-bbox="1314 841 1604 888"></td> </tr> <tr> <td data-bbox="317 888 800 935">Devlyn Sewell</td> <td data-bbox="800 888 982 935"></td> <td data-bbox="982 888 1131 935"></td> <td data-bbox="1131 888 1314 935">Diana Bierer</td> <td data-bbox="1314 888 1604 935"></td> </tr> </tbody> </table> <p>In addition, Janissa Rowley presented the following additional staff recommended for hire:</p> <p><b>Clerk Experience Level:</b></p> <p>➤ Leticia Mariscal - George Miller III Children’s Center</p> <p>➤ Abigail Infante - Balboa Children’s Center</p> <p>➤</p> <p><b>Intermediate Clerk-Project:</b></p> <p>➤ Aracely Gonzalez - Balboa Children’s Center</p> <p>➤ Cruzita Rodriguez – Crescent Park Children’s Center</p> <p>➤ Kimberly Vega - George Miller III Children’s Center</p> <p>➤ Raquel Santana-Parana - George Miller III Children Center</p> <p>➤ Vanessa Vega – Comprehensive Services Unit</p> <p>➤ Miguelangel Torres – Partner Unit</p> <p><b>A motion to approve the recommended new hires was made by Guadalupe Amigon De La Cruz and seconded by Rosmery Guevara. The motion was approved.</b></p> <table border="1" data-bbox="317 1438 1604 1481"> <thead> <tr> <th data-bbox="317 1438 800 1481">Ayes</th> <th data-bbox="800 1438 982 1481">Nays</th> <th data-bbox="982 1438 1131 1481">Abstentions</th> <th colspan="2" data-bbox="1131 1438 1604 1481">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="317 1481 800 1481"></td> <td data-bbox="800 1481 982 1481"></td> <td data-bbox="982 1481 1131 1481"></td> <td data-bbox="1131 1481 1314 1481"></td> <td data-bbox="1314 1481 1604 1481"></td> </tr> </tbody> </table>				Ayes	Nays	Abstentions	Not Present		Dikla Gutierrez			Amber Beshears	Katie Melara	Guadalupe Amigon De La Cruz			Karla Banks	Roxanne Ross Flowers	Monica Avila			Kathleen Barr	Susana Ponce	Veronica Gutierrez			Esmeralda Cisneros	Teri Pedersen	Emma Duran			Martin Ponce	Sheila Frazier	Rosmery Guevara			Anna Saefong		Paige Chatman			Laura Angel		Dawn Dailey			Gerardo Aguiniga		Devlyn Sewell			Diana Bierer		Ayes	Nays	Abstentions	Not Present						
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<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Approval of the June 21, 2017 Policy Council Minutes</li> </ul>	<p>The minutes of the June 21, 2017, Policy Council minutes were reviewed and no corrections were noted.</p> <p><b>A motion to approve the June 21, 2017, Policy Council minutes was made by Dawn Dailey and seconded by Guadalupe Amigon De La Cruz. The motion was approved.</b></p> <table border="1" data-bbox="317 673 1604 1078"> <thead> <tr> <th data-bbox="317 673 800 717">Ayes</th> <th data-bbox="800 673 980 717">Nays</th> <th data-bbox="980 673 1136 717">Abstentions</th> <th colspan="2" data-bbox="1136 673 1604 717">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="317 717 800 763">Dikla Gutierrez</td> <td data-bbox="800 717 980 763"></td> <td data-bbox="980 717 1136 763"></td> <td data-bbox="1136 717 1316 763">Amber Beshears</td> <td data-bbox="1316 717 1604 763">Katie Melara</td> </tr> <tr> <td data-bbox="317 763 800 808">Guadalupe Amigon De La Cruz</td> <td data-bbox="800 763 980 808"></td> <td data-bbox="980 763 1136 808"></td> <td data-bbox="1136 763 1316 808">Karla Banks</td> <td data-bbox="1316 763 1604 808">Roxanne Ross Flowers</td> </tr> <tr> <td data-bbox="317 808 800 854">Monica Avila</td> <td data-bbox="800 808 980 854"></td> <td data-bbox="980 808 1136 854"></td> <td data-bbox="1136 808 1316 854">Kathleen Barr</td> <td data-bbox="1316 808 1604 854">Susana Ponce</td> </tr> <tr> <td data-bbox="317 854 800 899">Veronica Gutierrez</td> <td data-bbox="800 854 980 899"></td> <td data-bbox="980 854 1136 899"></td> <td data-bbox="1136 854 1316 899">Esmeralda Cisneros</td> <td data-bbox="1316 854 1604 899">Teri Pedersen</td> </tr> <tr> <td data-bbox="317 899 800 945">Emma Duran</td> <td data-bbox="800 899 980 945"></td> <td data-bbox="980 899 1136 945"></td> <td data-bbox="1136 899 1316 945">Martin Ponce</td> <td data-bbox="1316 899 1604 945">Sheila Frazier</td> </tr> <tr> <td data-bbox="317 945 800 990">Rosmery Guevara</td> <td data-bbox="800 945 980 990"></td> <td data-bbox="980 945 1136 990"></td> <td data-bbox="1136 945 1316 990">Anna Saefong</td> <td data-bbox="1316 945 1604 990"></td> </tr> <tr> <td data-bbox="317 990 800 1036">Paige Chatman</td> <td data-bbox="800 990 980 1036"></td> <td data-bbox="980 990 1136 1036"></td> <td data-bbox="1136 990 1316 1036">Laura Angel</td> <td data-bbox="1316 990 1604 1036"></td> </tr> <tr> <td data-bbox="317 1036 800 1078">Dawn Dailey</td> <td data-bbox="800 1036 980 1078"></td> <td data-bbox="980 1036 1136 1078"></td> <td data-bbox="1136 1036 1316 1078">Gerardo Aguiniga</td> <td data-bbox="1316 1036 1604 1078"></td> </tr> <tr> <td data-bbox="317 1078 800 1078">Devlyn Sewell</td> <td data-bbox="800 1078 980 1078"></td> <td data-bbox="980 1078 1136 1078"></td> <td data-bbox="1136 1078 1316 1078">Diana Bierer</td> <td data-bbox="1316 1078 1604 1078"></td> </tr> </tbody> </table>					Ayes	Nays	Abstentions	Not Present		Dikla Gutierrez			Amber Beshears	Katie Melara	Guadalupe Amigon De La Cruz			Karla Banks	Roxanne Ross Flowers	Monica Avila			Kathleen Barr	Susana Ponce	Veronica Gutierrez			Esmeralda Cisneros	Teri Pedersen	Emma Duran			Martin Ponce	Sheila Frazier	Rosmery Guevara			Anna Saefong		Paige Chatman			Laura Angel		Dawn Dailey			Gerardo Aguiniga		Devlyn Sewell			Diana Bierer	
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<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of 2018 Early Head Start/Head Start Program Continuation Grant Funding Application: Including</li> </ul>	<p>Christina Reich, Division Manager provided an overview of the 2018 Early Head Start/Head Start Program Continuation Grant Funding Application and reviewed the new Five (5) year Program Goals &amp; Objectives.</p> <p>Early Head Start proposed budget: \$4,423,180            Head Start proposed budget: \$2,109,965</p> <p>Five (5) year Program Goals &amp; Objectives:  <b>Goal 1:</b> Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.</p> <ul style="list-style-type: none"> <li>By June 30, 2018, CSB will have interactive self-service kiosk stations at large centers and the administrative building.</li> <li>By June 30, 2018, CSB will have an interactive web-portal and mobile application to improve communication between client and staff.</li> </ul>																																																						

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Budgets, T & TA Plan and Program Goals & Objectives	<ul style="list-style-type: none"> <li>• By June 30, 2018, CSB will implement an Interactive Voice Response (IVR) and Short Message System (SMS) that allows a computer to interact with clients through the use of voice and/or text and to input via keypad on their land line or mobile device.</li> <li>• By June 30, 2018, CSB will have computer stations set up for parents at 4 designated centers.</li> </ul> <p><b>Goal 2:</b> Due to an 84% increase in Early Head Start slots (from 311 to 573) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.</p> <ul style="list-style-type: none"> <li>• By June, 2018, CSB will implement its Early Head Start Program for Infant Toddler Caregiving (PITC) Training Matrix 2017-18 for all Early Head Start teachers.</li> <li>• By December 31, 2018, CSB will implement a comprehensive material and equipment purchasing plan to optimize the quality of the Early Head Start environment.</li> <li>• By December 31, 2018, CSB will provide families with education on safe sleep practices to reduce the risk of Sudden Infant Death Syndrome and other sleep-related causes of infant death.</li> <li>• By December 31, 2018, CSB will ensure curriculum implementation fidelity through its enhanced education monitoring tool.</li> <li>• By December 30, 2018, CSB will enhance its Bright Futures Early Periodic Screening Diagnosis and Treatment (EPSDT) Implementation through adaptations to systems, services and community partnerships.</li> </ul> <p><b>Goal 3:</b> CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.</p> <ul style="list-style-type: none"> <li>• By December 31, 2018, CSB will collaborate with the YMCA of the Bay Area Contra Costa College in the California Apprenticeship Initiative to engage participants in the early care and education field.</li> <li>• By December 31, 2018, CSB will partner with California Head Start Association and local educational institutions to provide training and education to meet the credentialing/certification requirements for “Family Services staff” in the Head Start Performance Standards.”</li> <li>• By June 30, 2018, CSB will provide four training sessions on classroom management and self-care and ongoing coaching for teaching staff.</li> <li>• By December 31, 2018, CSB, in collaboration with First 5 and the Alliance to End Abuse, will implement a Trauma 2.0 Curriculum for Early Educators in a train-the-trainer model that includes extensive coaching and support by a consultant.</li> <li>• By June 30, 2018, all CSB staff will implement Reflective Supervision practices in their work to build stronger relationship with their team, provide a safe space for their personal and professional development, as well as provide children and families guidance in strengthening their own relationship.</li> </ul> <p><b>Goal 4:</b> CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.</p> <ul style="list-style-type: none"> <li>• By December 31, 2018 will re-design its Family Partnership Agreement to include measureable family outcomes that demonstrate the effectiveness of program services and supports.</li> <li>• By December 31, 2018 CSB implement the Make Parenting a Pleasure curriculum at all of its centers.</li> <li>• By June 30, 2018, CSB will implement a Financial Fitness program for Head Start staff and parents in collaboration with Community Financial Resources and the Annie E. Casey Foundation.</li> <li>• By June 30, 2018, CSB, in collaboration with REadingADvantage will implement two family literacy programs: Parent Power! for parents of preschoolers and Itsy Bitsy (Read Me a Story) for parents of infants and toddlers.</li> </ul>

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	<p><b>A motion to approve the 2018 Early Head Start/Head Start Program Continuation Grant Funding Application: Including Budgets, T &amp; TA Plan and Program Goals &amp; Objectives was made by Devlyn Sewell and seconded by Rosmery Guevara. The motion was approved.</b></p>			
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<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>2013-2017 Final Goals &amp; Objectives updates</li> </ul>	<p>Christina Reich, Division Manager provided an overview of the 2013-2017 Final Goals &amp; Objectives updates.</p> <p><u>Goal 1:</u> CSB will address the need to improve indicators of nutritional health through increased education and physical activity.  <u>Objective 1:</u> By July 2017, CSB will further engage in obesity prevention education focusing on physical activity and healthy eating habits.</p> <p><b>June 2017 Updates:</b></p> <ul style="list-style-type: none"> <li>13 nutrition or physical activity workshops were presented at parent meetings.</li> <li>Parents from Verde Children’s Center took a tour of the kitchen facility to learn where their children’s meals come from and why we serve the food that we do.</li> <li>The winter parent newsletter included an article on Healthy Tips for 2017.</li> <li>A survey for CSB parents was conducted in regards to our food menus and family style dining, and if their children enjoyed the food. The 350 responses were very positive.</li> </ul> <p><u>Goal 2:</u> CSB will provide ongoing training opportunities to assist staff in enhancing their record keeping skills.  <u>Objective 1:</u> By January 2017, CSB will develop a “Comprehensive Services Desktop Guide” for staff in order to standardize the program’s record keeping practices.</p> <p><b>June 2017 Updates:</b></p> <ul style="list-style-type: none"> <li>The Desk Top Guide was presented by all Content Area Managers the All Cluster Meeting.</li> <li>The Desk Top Guide was posted on the Intranet for all staff to access.</li> </ul> <p><u>Objective 2:</u> By June 2017, CSB’s Comprehensive Service Staff will complete training in record keeping practices in order to maintain compliant, accurate records for children and families in our program.</p> <p><b>June 2017 Updates:</b></p> <ul style="list-style-type: none"> <li>A total of 17 CLOUDS Trainings for eligibility data entry were conducted</li> </ul> <p><u>Goal 3:</u> CSB will promote positive and enduring adult-child relationships that increase a child’s level of secure attachments by providing services to promote the safety and well-being of children and families.</p> <p><u>Objective 1:</u> By December 31. 2017, CSB will evaluate its first year of implementation of the in-reach program</p>			


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	<p><b>June 2017 Updates:</b></p> <ul style="list-style-type: none"> <li>• The program was evaluated and the outcomes are: <ul style="list-style-type: none"> <li>▪ 180 Incarcerated parents and 183 parents in recovery participated in the Workshops.</li> <li>▪ 99 recordable books were created by incarcerated parents and 69 by parents in recovery and hand delivered to their children “on the outside.”</li> </ul> </li> <li>• 30 Participants responded to the post survey, revealing that the children liked receiving the recorded books.</li> </ul> <p><u>Objective 2:</u> By July 2017, CSB will enhance its violence prevention and safety program for children, families, and staff.</p> <p><b>June 2017 Updates:</b></p> <ul style="list-style-type: none"> <li>• Trainings in Trauma-Informed Practice were conducted for CSB staff and completed</li> <li>• Trainings in Child Abuse Prevention and Domestic Violence were conducted for CSB Staff</li> <li>• Seminar in Vicarious Traumatization was conducted for CSB staff</li> </ul> <p><u>Goal 4:</u> CSB will support parents in their ability to maintain family well-being and promote positive parent-child relationships.</p> <p><u>Objective 1:</u> By June 2017, CSB will pilot Make Parenting a Pleasure curriculum through regularly scheduled parenting classes in two regional locations.</p> <p><b>June 2017 Updates:</b></p> <ul style="list-style-type: none"> <li>• The pilots at GMIII and Marsh Creek were led by a team of Site Supervisors and lead teachers.</li> <li>• The team completed a full curriculum training in order to learn about resources and information to train parents.</li> <li>• Evaluations revealed that parents welcomed the trainings and requested additional trainings for the next program year.</li> </ul> <p><u>Objective 2:</u> By June 2017, Site Supervisors will utilize Make Parenting a Pleasure curriculum as a resource to train families during a minimum of three site based parent meetings.</p> <p><b>June 2017 Updates:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 3 trainings sessions were regularly scheduled during parent meetings.</li> <li>• Parent evaluation feedback was collected after each training. Positive comments about the training included request for more training to enhance parent-child relationships. Some samples are included below: <ul style="list-style-type: none"> <li>▪ “The training is helping me view things differently, and will help me in positive way to have a better communicative relationship with my children.”</li> <li>▪ “Very helpful information, similar stuff that I get from counseling and behavior therapy. These are tools parents should have.”</li> </ul> </li> </ul> <p><u>Goal 5:</u> CSB will achieve and maintain an expanded and stable funding base of diverse sources.</p> <p><u>Objective 1:</u> By June 2017 CSB will increase corporate giving and in-kind collectively by 200% of 2012-2013 level</p> <p><b>June 2017 Updates:</b></p> <ul style="list-style-type: none"> <li>• The non-federal match from volunteer time generated did not reach the 200% level. However, the increase in CSB’s child development contract with the State of California Department of Education was more than enough to reach the required in-kind contribution.</li> </ul> <p><u>Objective 2:</u> By June 2017, CSB will refine the grant seeking system to enhance grant research and streamline grant development processes.</p> <p><b>June 2017 Updates:</b></p> <ul style="list-style-type: none"> <li>• CSB received a second round of funding for the Early Head Start Child Care Partnership program from ACF to provide services for 190 children.</li> <li>• CSB received the Quality Matters grant from First 5 Contra Costa.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY							
	<p><b>Objective 3:</b> By June 2017 CSB will intensify monitoring of expenses by all managers to raise awareness and stay within budgeted allocations.</p> <p><b>June 2017 Updates:</b></p> <ul style="list-style-type: none"> <li>As a result of strict monitoring of program budget, the program was able to fully maximize the grant amounts.</li> <li>Processes for the sub-recipient monitoring were streamlined and CSB is in compliance with all the requirements in monitoring its sub-recipients on an ongoing basis.</li> </ul>							
<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>2nd Period Semi-Annual Monitoring Report</li> </ul>	<p>Sarah Reich, ASAll, provided an overview of the 2nd Period Semi-Annual Monitoring Report. Community Services Bureau implements a process of ongoing monitoring of its operations and services that includes: (1) using measures, tools, or procedures to implement the system of ongoing monitoring; (2) assigning staff and consultants to the ongoing monitoring of each service; (3) collecting, analyzing and reporting on the program’s progress towards its own goals for quality; and (4) following-up on and correcting any weaknesses identified through ongoing monitoring.</p> <p>The following summary report reflects the compiled results of the monitoring conducted for the period of <u>January 2017 through June 2017</u>: Monitoring was conducted for directly operated CSB centers, partner agency centers and family child care homes, and the Delegate Agency, First Baptist Head Start. This report highlights the monitoring results in the areas of Health and Safety, Comprehensive Services, Eligibility, Education, and Classroom Assessment Scoring System (CLASS) for preschool classrooms.</p> <p>Data sources utilized by the team included: child and family files, classroom observations, CLOUDS database reports, and parent and staff interviews.</p> <ul style="list-style-type: none"> <li><b>533</b> Child and family files reviewed</li> <li><b>21</b> classrooms sampled for Health and Safety</li> <li><b>49</b> directly operated, partner and delegate agency infant, toddler, and preschool classroom and family child care environments observed</li> <li><b>34</b> classrooms received CLASS Observations</li> </ul> <table border="1" data-bbox="394 865 1995 1481"> <thead> <tr> <th data-bbox="394 865 1995 901">HEALTH AND SAFETY</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 901 1995 1063"> <p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>Food allergies are accommodated.</li> <li>All staff and children in attendance are signed into CLOUDS.</li> <li>Staff location provides coverage to clearly view and account for all children indoors and outdoors.</li> </ul> </td> </tr> <tr> <td data-bbox="394 1063 1995 1193"> <p><b>Concerns:</b></p> <ul style="list-style-type: none"> <li>Toothbrushes are not stored in covered holders, are touching each other and/or handled in an unsanitary manner.</li> <li>Current emergency cards are not readily available in one place.</li> <li>Parent committee does not meet monthly or minutes and agendas are not available or posted.</li> </ul> </td> </tr> <tr> <td data-bbox="394 1193 1995 1266"> <p><b>Corrective Actions:</b></p> <p>Corrective actions were taken and validated.</p> </td> </tr> <tr> <th data-bbox="394 1266 1995 1302">NEED AND ELIGIBILITY</th> </tr> <tr> <td data-bbox="394 1302 1995 1448"> <p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>Children meet eligibility criteria established by funding source(s).</li> <li>Child and family files are locked to ensure confidentiality.</li> <li>Verification of age is present and matches CLOUDS.</li> </ul> </td> </tr> <tr> <td data-bbox="394 1448 1995 1481"> <p><b>Concerns:</b></p> </td> </tr> </tbody> </table>	HEALTH AND SAFETY	<p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>Food allergies are accommodated.</li> <li>All staff and children in attendance are signed into CLOUDS.</li> <li>Staff location provides coverage to clearly view and account for all children indoors and outdoors.</li> </ul>	<p><b>Concerns:</b></p> <ul style="list-style-type: none"> <li>Toothbrushes are not stored in covered holders, are touching each other and/or handled in an unsanitary manner.</li> <li>Current emergency cards are not readily available in one place.</li> <li>Parent committee does not meet monthly or minutes and agendas are not available or posted.</li> </ul>	<p><b>Corrective Actions:</b></p> <p>Corrective actions were taken and validated.</p>	NEED AND ELIGIBILITY	<p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>Children meet eligibility criteria established by funding source(s).</li> <li>Child and family files are locked to ensure confidentiality.</li> <li>Verification of age is present and matches CLOUDS.</li> </ul>	<p><b>Concerns:</b></p>
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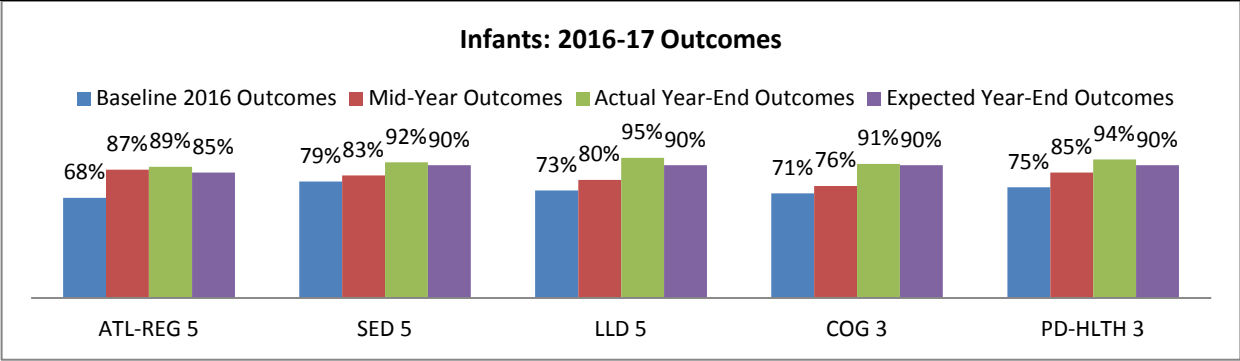


TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>➤ Income eligibility is not current, correct or verified and does not match CLOUDS.</li> <li>➤ Eligible income snapshot in CLOUDS does not reflect correct income or family size.</li> <li>➤ CD-9600 (application): Need/work/training is not current and does not match documentation on CLOUDS.</li> </ul> <p><b>Corrective Actions:</b> Corrective actions were taken and validated.</p> <p style="text-align: center;"><b>COMPREHENSIVE SERVICES</b></p> <p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ Discipline policy and positive guidance plan are followed and in the file.</li> <li>➤ Copy of goals and objectives of IEP/IFSP is provided to the teacher.</li> <li>➤ Child and family files are locked to ensure confidentiality.</li> </ul> <p><b>Concerns:</b></p> <ul style="list-style-type: none"> <li>➤ Physical exam form is not current, completed, signed, date stamped with the date received and/or not entered in CLOUDS.</li> <li>➤ CLOUDS Health History with consents section is incomplete.</li> <li>➤ Family Referrals &amp; Services are not entered on CLOUDS or follow-up is not indicated.</li> </ul> <p><b>Corrective Actions:</b> Corrective actions were taken and validated.</p> <p style="text-align: center;"><b>EDUCATION FILE</b></p> <p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ Education referrals, case managements, and re-screenings are documented in the file and CLOUDS.</li> <li>➤ Toddler Transition Plans are updated at 33 months.</li> <li>➤ ASQ-SE re-screening by teacher is done within 30 days of completion of the first screening.</li> </ul> <p><b>Concerns:</b></p> <ul style="list-style-type: none"> <li>➤ Parent Conferences: First conference is not conducted within 90 days and/or does not include individualized goals for child and parent/child home activities.</li> <li>➤ Initial Home Visit is not completed within 45 days and/or not in the file.</li> <li>➤ ASQ-3 Screening is not conducted for newly enrolled children within 45 days and/or the form is not completed, scored, signed, or in the file or CLOUDS.</li> </ul> <p><b>Corrective Actions:</b> Corrective actions were taken and validated.</p> <p style="text-align: center;"><b>FCC ENVIRONMENT &amp; EDUCATION</b></p> <p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ Evidence of multicultural and disability materials are found within the classroom.</li> <li>➤ Daily schedule is posted for parents and a picture schedule is posted for children.</li> <li>➤ Provider interacts with the children in positive ways and appropriate language is used.</li> </ul> <p><b>Concerns:</b></p> <ul style="list-style-type: none"> <li>➤ Child individualization is not evident on lesson plans.</li> <li>➤ Fence is not in good shape with securable gate and/or the environment is unpresentable and contains debris.</li> <li>➤ Lesson plan does not demonstrate an integrated curriculum over a month, does not have a variety of activities and/or is not posted or</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY																			
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	<b>PRESCHOOL EDUCATION ENVIRONMENT</b>																			
	<b>Top 3 Strengths:</b> <ul style="list-style-type: none"> <li>➤ Space and Furnishings- Furniture for care, play &amp; learning: Routine care furniture is convenient to use.</li> <li>➤ Language Reasoning- Informal use of language: Staff have individual conversations with most of the children and staff encourage communication among children.</li> <li>➤ Interaction- Staff-child interactions: Staff responds sympathetically to help upset children and seem to enjoy being with the children.</li> </ul>																			
	<b>Concerns:</b> <ul style="list-style-type: none"> <li>➤ Activities- Blocks: Special block areas were not consistently set aside and/or there are not enough blocks for at least three or more children to build at the same time.</li> <li>➤ Personal Care Routines- Health Practices: Staff did not take action to prevent spread of germs.</li> </ul>																			
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	<b>INFANT/TODDLER EDUCATION</b>																			
	<b>Top 3 Strengths:</b> <ul style="list-style-type: none"> <li>➤ Listening &amp; Talking- Helping children use language: Staff uses a wide range of simple, exact words in communicating with children.</li> <li>➤ Activities- Promoting acceptance of diversity: Dolls, books and images in classroom show people of different races, cultures, ages, abilities and gender.</li> <li>➤ Interaction- Peer interaction: Staff explains children’s actions, intentions, and feelings to other children and model positive social interaction.</li> </ul>																			
	<b>Concerns:</b> <ul style="list-style-type: none"> <li>➤ Personal Care Routines- Diapering/toileting: Sinks used for handwashing after diapering not consistently being sanitized before being used for other purposes.</li> <li>➤ Program Structure- Provisions for children with disabilities: Parents not frequently involved in sharing information with staff.</li> </ul>																			
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<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>Final DRDP Outcomes Report and School Readiness Goals Final Report</li> </ul>	<p>Amy Wells, Education Manager and Ron Pipa, Education Manager provided an overview of the Final DRDP Child Outcomes 2016-2017 Year-End Report and School Readiness Goals Final Report.</p> <p>Overview of Methods</p> <ul style="list-style-type: none"> <li>Community Services Bureau (CSB) utilizes DRDP-2015 © to assess the development of infants, toddlers, and preschool children enrolled in the program.</li> <li>The tool rates children based on different domains, measures, and developmental levels.</li> <li>Three assessments are conducted each program year using this instrument to monitor children's development.             <ul style="list-style-type: none"> <li>1st Assessment: Within 60 days from the date of enrollment</li> <li>2nd Assessment: Within 150 from the date of enrollment</li> <li>3rd Assessment: In May/June</li> </ul> </li> </ul> <p><b>Third assessment</b>, also called the <b>Year-End assessment</b> results:</p> <p><b>Developmental domains</b></p> <ol style="list-style-type: none"> <li>Approaches to Learning Self-Regulation (ATL-REG)</li> <li>Social and Emotional Development (SED)</li> <li>Language and Literacy Development (LLD)</li> <li>Cognition Including Math and Science (COG)</li> <li>Physical Development-Health (PD-HLTH)</li> </ol> <p><b>Age Groups</b></p> <table border="1" data-bbox="317 820 1203 1097"> <thead> <tr> <th>Groups</th> <th>Factor</th> </tr> </thead> <tbody> <tr> <td>Infants</td> <td>Birth – 18 months</td> </tr> <tr> <td>Toddlers</td> <td>19 – 35 months</td> </tr> <tr> <td>Preschoolers</td> <td>Birthdate range: 09/03/2012 to 09/02/2013</td> </tr> <tr> <td>Pre-Kindergarteners</td> <td>Birthdate range: 06/01/2011 to 09/02/2012</td> </tr> </tbody> </table> <p><b>Key findings – infants</b></p>  <p>Early infancy ----- Kindergarten Entry</p>	Groups	Factor	Infants	Birth – 18 months	Toddlers	19 – 35 months	Preschoolers	Birthdate range: 09/03/2012 to 09/02/2013	Pre-Kindergarteners	Birthdate range: 06/01/2011 to 09/02/2012
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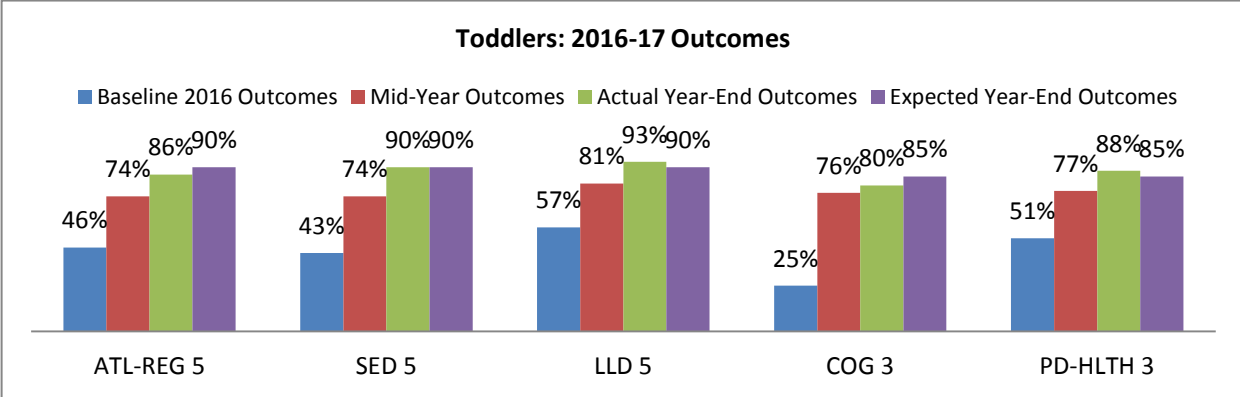
**TOPIC** **RECOMMENDATION / SUMMARY**



**Domain with the greatest improvement:** Language and Literacy Development; *Interest in Literacy LLD 5-22% increase from baseline to year-end assessment.*

**Domain with the least improvement:** Social and Emotional Development; *Symbolic and Sociodramatic Play SED 5-13% increase from baseline to year-end assessment.*

**Key findings - Toddlers**



**Domain with the greatest improvement:** Cognition; *Number Sense of Quantity COG 3-55% increase from baseline to year-end assessment.*

**Domain with the least improvement:** Language and Literacy Development; *Interest in Literacy LLD 5-36% increase from baseline to year-end assessment.*

**Parent Family Community Engagement Goal:**



*Families as lifelong educators* focusing on large and small motor development

**Large and small motor development sent home**

- In April 2017, textured balls sent home for each child with large motor guidance.
- In June 2017, colored streamers sent home for each child with small motor guidance.
- In July 2017, body movement music CD sent home for each child with music and movement guidance.

**Survey Results**

- Goal: 45% of infant and toddler families will indicate that they are very confident about helping their child’s large and small motor development.

TOPIC	RECOMMENDATION / SUMMARY																														
	<ul style="list-style-type: none"> <li>Results: 96% of infant and toddler families indicated that they were very confident about helping their child’s large and small motor development.</li> </ul> <p><b>Key findings – Preschoolers</b></p>  <p><b>Preschoolers: 2016-17 Outcomes</b></p> <table border="1"> <thead> <tr> <th>Domain</th> <th>Baseline 2016 Outcomes</th> <th>Mid-Year Outcomes</th> <th>Actual Year-End Outcomes</th> <th>Expected Year-End Outcomes</th> </tr> </thead> <tbody> <tr> <td>ATL-REG 5</td> <td>16%</td> <td>40%</td> <td>63%</td> <td>60%</td> </tr> <tr> <td>SED 2</td> <td>16%</td> <td>42%</td> <td>66%</td> <td>60%</td> </tr> <tr> <td>LLD 9</td> <td>37%</td> <td>64%</td> <td>86%</td> <td>80%</td> </tr> <tr> <td>COG 5</td> <td>13%</td> <td>35%</td> <td>60%</td> <td>60%</td> </tr> <tr> <td>PD-HLTH 1</td> <td>65%</td> <td>84%</td> <td>92%</td> <td>90%</td> </tr> </tbody> </table> <p><b>Domain with the greatest improvement:</b> Social and Emotional Development; <i>Social and Emotional Understanding SED 2-50% increase from baseline to year-end assessment.</i></p> <p><b>Domain with the least improvement:</b> Physical Development and Health; <i>Perceptual-Motor Skills and Movement Concepts PD-HLTH 1-27% increase from baseline to year-end assessment.</i></p> <p><b>Key findings – Pre-kindergarteners</b></p> 	Domain	Baseline 2016 Outcomes	Mid-Year Outcomes	Actual Year-End Outcomes	Expected Year-End Outcomes	ATL-REG 5	16%	40%	63%	60%	SED 2	16%	42%	66%	60%	LLD 9	37%	64%	86%	80%	COG 5	13%	35%	60%	60%	PD-HLTH 1	65%	84%	92%	90%
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	<p style="text-align: center;"><b>Pre-Kindergarteners: 2016-17 Outcomes</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <caption>Pre-Kindergarteners: 2016-17 Outcomes Data</caption> <thead> <tr> <th>Domain</th> <th>Baseline 2016 Outcomes</th> <th>Mid-Year Outcomes</th> <th>Actual Year-End Outcomes</th> <th>Expected Year-End Outcomes</th> </tr> </thead> <tbody> <tr> <td>ATL-REG 5</td> <td>19%</td> <td>38%</td> <td>74%</td> <td>70%</td> </tr> <tr> <td>SED 2</td> <td>21%</td> <td>43%</td> <td>77%</td> <td>75%</td> </tr> <tr> <td>LLD 9</td> <td>16%</td> <td>37%</td> <td>73%</td> <td>70%</td> </tr> <tr> <td>COG 5</td> <td>16%</td> <td>37%</td> <td>74%</td> <td>70%</td> </tr> <tr> <td>PD-HLTH 1</td> <td>37%</td> <td>62%</td> <td>88%</td> <td>80%</td> </tr> </tbody> </table> <p><b>Parent Family Community Engagement Goal:</b>  <i>Positive Parent-Child Relationships</i> focusing on social and emotional development</p> <p><b>Family Identified Areas of Need</b></p> <ul style="list-style-type: none"> <li>▪ Listening</li> <li>▪ Focused attention</li> <li>▪ Identifying Feelings</li> <li>▪ Showing care and concern for others</li> <li>▪ Understanding strong feelings</li> <li>▪ Making friends</li> <li>▪ Problem solving</li> </ul> <p><b>Survey Results</b></p> <p><b>Areas of Increased Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Listening-77%</li> <li>▪ Focused attention-74%</li> <li>▪ Identifying feelings-84%</li> <li>▪ Showing care and concern for others-86%</li> <li>▪ Understanding feelings-76%</li> <li>▪ Making friends-87%</li> <li>▪ Problem solving-66%</li> </ul>	Domain	Baseline 2016 Outcomes	Mid-Year Outcomes	Actual Year-End Outcomes	Expected Year-End Outcomes	ATL-REG 5	19%	38%	74%	70%	SED 2	21%	43%	77%	75%	LLD 9	16%	37%	73%	70%	COG 5	16%	37%	74%	70%	PD-HLTH 1	37%	62%	88%	80%	<p><b>Domain with the greatest improvement:</b> Cognition; <i>Measurement COG 5</i>; 58% increase from baseline to year-end assessment.</p> <p><b>Domain with the least improvement:</b> Physical Development and Health; <i>Perceptual-Motor Skills and Movement Concepts PD-HLTH 1</i>-51% increase from baseline to year-end assessment.</p>
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<p><b>Site Reports</b></p>	<p><b>EHS-CCP Family Child Care:</b></p> <ul style="list-style-type: none"> <li>• Working to enroll children in EHS-CCP Family Child Care homes.</li> <li>• Family Child Care programs are welcoming new families into the EHS-CCP program. Enrollment is an ongoing process at this time.</li> <li>• Shared training resources, additional information is found at <a href="https://www.cocokids.org/cocokids-events/">https://www.cocokids.org/cocokids-events/</a>: <ul style="list-style-type: none"> <li>▪ Saturday, August 19, 2017 Building Better Meals</li> <li>▪ Tuesday, August 29, 2017 Road to Success (Central County)</li> </ul> </li> </ul>																															

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> <li>▪ Wednesday, August 30, 2017 Road to Success (East County)</li> <li>▪ Thursday, August 31, 2017 Road to Success (West County)</li> </ul>	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family Community Engagement, shared in-kind video for the month of August and encouraged Policy Council representatives to become actively involved to help increase in-kind, and to remember to remind other parents during site parent meetings and special events to also get involved.</p> <ul style="list-style-type: none"> <li>• Next Policy Council meeting will be on Saturday September 30<sup>th</sup>, same day as Policy Council Orientation. Formal invitations will be mailed out.</li> <li>• Parents interested in returning as Past Parents are encouraged to submit their interest letter by September's meeting. Sample of a letter of interest letter was shared with interested representatives.</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> <li>• Good food</li> <li>• Recognitions</li> </ul>	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul>