



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



Date: 10/18/17

Time Convened: 6:10 PM

Time Terminated: 8:06 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Sheila Frazier, Chair, called the meeting to order at 6:10 p.m. • Veronica Gutierrez, Vice Chair reviewed the desired outcomes and reviewed ground meeting rules.
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"> • Harinder Kaur, Teacher at George Miller III Children Center • Imelda Prieto Martinez, Policy Council Clerk <p>Both were presented with a certificate and a book to acknowledge their dedication to the children and their families.</p> <p>Special thank you was given to CSB staff providing support during October 18, 2017, Policy Council meeting.</p>
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<p>Camilla Rand, CSB Director, welcomed new and returning Policy Council representatives and provided a brief overview of the information they will receive on a monthly basis during Policy Council meetings. She encouraged representatives to engage and feel comfortable asking questions. CSB staff is always available to provide assistance.</p> <p>Program updates:</p> <ul style="list-style-type: none"> • October is Head Start awareness month; to celebrate this event, photos of our program in action and children’s artwork will be on exhibit throughout the month at the Board of Supervisors Chambers for all to see and be aware of the many positive ways Head Start impacts our communities. • CSB, in partnership with YMCA of the East Bay and Contra Costa College launched a Teacher Apprenticeship Program. Participants will earn 12 transferable units in Early Childhood Education in 18 weeks and become eligible to apply for a Child Development Associate Teacher permit upon completion. Classes are held every afternoon Monday thru Thursday with tutoring available on Fridays in the morning at our Balboa Children Center in Richmond

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	<p>Katharine Mason, Division Manager, introduced herself and presented enrollment and attendance statistics for the month of September:</p> <ul style="list-style-type: none"> • Enrollment: 98% for Head Start and for Early Head Start and Early Head Start Child Care Program Partnership combined is 100.32%. • Attendance: 87.9% for Head Start and for Early Head Start and Early Head Start Child Care Program Partnership combined is 87.1%. <p>Katharine explained that our program is required by the Office of Head Start (OHS) to have at least 85% attendance across all program models. In the event, that attendance falls below 85%, the ERSEA Coordinator will conduct an analysis and develop a corrective action plan for improving attendance. Research shows that in order for children to succeed in school and life at least 95% attendance is needed.</p> <p>Program highlights:</p> <ul style="list-style-type: none"> • CSB held an all-teaching Staff Development Day on August 30, 2017. Workshops focused on: Building the Classroom Community; Positive Discipline; Building and Growing Relationships for Joyful Learning and Understanding Children’s Behavior. • CSB Early Head Start children participated in the Itsy Bitsy Read Me a Story literacy program provided by REadingADvantage, Inc. • Bayo Vista Children’s Center is the proud recipient of the 2017 Head Start Garden Grant Project! This grant was awarded by NHSA Garden Grant. • Diablo Valley College Mentor Teacher Committee selected two teachers from George Miller Children Center to participant in their mentoring program. • CSB launched the Teaching Pyramid Pilot Program: teaching staff from five classrooms will attend a series of Saturday classes to learn about the Teaching Pyramid which is a comprehensive approach to help educators promote social-emotional competence; address challenging behaviors; and develop safe and nurturing group environments for all children. • CSB’s Annual Joint Training with the Board of Supervisors & Policy Council will be held on November 1, 2017 at the Clarion Hotel. This year we asked each board member to speak about: what is important for them in their community and what is happening for children 0-5 years old. All Policy Council representatives are encouraged to attend this opportunity to network with other governing body members. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2017-2018 Head Start Program: August 2017 year to date cash expenditures were \$7,131,210 YTD, which represents 44% of the program budget. ○ 2017-2018 Early Head Start Program: August 2017 year to date cash expenditures were \$1,542,473 YTD, which represents 44% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership: August 2017 year to date cash expenditures were \$169,902 YTD, which represents 16% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership #2: August 2017 year to date cash expenditures were \$145,154 YTD, which represents 3% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of August 2017 were \$7,638.30. ○ Child and Adult Care Food Program: August 2017 total meal served including breakfast, lunch, and supplements were 26,439.

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- Continuation Grant Cycle:**
- Head Start/Early Head Start Continuation Grant Components: Parents are involved year-round throughout the grant process. The process consists of: *Planning Calendar, Community Assessment, Goals and Objectives, Budget, and Grant Approval.*
 - Continuation Grant Timeline:

Mar/Apr	May/Jun	Jul/Aug	Sep/Oct
Grant Process Begins	PC Presentation	PC Presentation	PC Approval(s) Grant Submission

Submittal process is completed through the Office of Head Start Enterprise System.

Summary for 2018 budget:

Program Type	Funded Enrollment	Federal			Non-Federal Share	Non-Federal Percentage	Total Budget
		Program Operations	TTA	Total			
Head Start	1,351	\$16,010,029	\$118,498	\$16,128,527	\$4,032,132	20%	\$20,160,659
Early Head Start	311	\$3,455,600	\$82,944	\$3,538,544	\$884,636	20%	\$4,423,180
Total	1,662	\$19,465,629	\$201,442	\$19,667,071	\$4,916,768	20%	\$24,583,839

Required documentation:

- Results of Self-Assessment and Improvement Plan
- Training and Technical Assistance Plan
- Governing Body and Policy Council Decisions
- Indirect Cost Rate Agreement
- Other Supporting Documents
- Sample Delegate and/or Partnership Contracts
- Delegate Documents

Action:

- Consider Approval of the September 30, 2017 Policy Council Minutes

The minutes of the September 30, 2017, Policy Council minutes were reviewed and no corrections were noted.

A motion to approve the September 30, 2017, Policy Council minutes was made by Cheryl Barrett and seconded by Karandeep S. Sandhu. The motion was approved.

Ayes		Nays	Abstentions	Not Present	
Cynthia Moran	Matthew Noorzad			Francisco Sanchez	Shante Garner
Karandeep Singh Sandhu	Rosmary Guevara			Nelly Velazquez	Dawn Dailey
Leticia Prado	Steve Snaith			Monica Avila	Tanya Brown

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	Mayra Nieto Demetria Trim Elisha Jefferson Mayra Rodriguez Sheila Frazier Teodora Soto	Paige Chatman Katie Cisco Cheryl Barrett Veronica Gutierrez Emma Duran			Kenyetta Harris Erica Gutierrez Luz Benigno Ana Moreno Diana Bierer Ja'Vecia Horton	Lee Ross Guadalupe De La Cruz																																																												
<p>Action:</p> <ul style="list-style-type: none"> Consider approval of 2017-2018 Executive Committee Officers 	<p>Katharine Mason, Division Manager, Pamela Arrington, Assistant Director, and Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement, assisted with conducting the Executive Committee Officer Elections. Each nominee read their nomination form to be considered for election of officers. All nominations for each position were seconded before voting took place. The 2017-2018 PC Executive officers are as follows:</p> <ol style="list-style-type: none"> Chair: Veronica Gutierrez Vice-Chair: Elisha Jefferson Secretary: Emma Duran Parliamentarian: Rosmery Guevara <p>A motion to approve the 2017-2018 Executive Committee Officers was made by Mayra Nieto and seconded by Katie Cisco. The motion was approved.</p> <table border="1" data-bbox="317 821 1604 1226"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Cynthia Moran</td> <td>Matthew Noorzad</td> <td></td> <td></td> <td>Francisco Sanchez</td> <td>Shante Garner</td> </tr> <tr> <td>Karandeep Singh Sandhu</td> <td>Rosmery Guevara</td> <td></td> <td></td> <td>Nelly Velazquez</td> <td>Dawn Dailey</td> </tr> <tr> <td>Leticia Prado</td> <td>Steve Snaith</td> <td></td> <td></td> <td>Monica Avila</td> <td>Tanya Brown</td> </tr> <tr> <td>Mayra Nieto</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Kenyetta Harris</td> <td>Lee Ross</td> </tr> <tr> <td>Demetria Trim</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Erica Gutierrez</td> <td>Guadalupe De La Cruz</td> </tr> <tr> <td>Elisha Jefferson</td> <td>Cheryl Barrett</td> <td></td> <td></td> <td>Luz Benigno</td> <td></td> </tr> <tr> <td>Mayra Rodriguez</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Ana Moreno</td> <td></td> </tr> <tr> <td>Sheila Frazier</td> <td>Emma Duran</td> <td></td> <td></td> <td>Diana Bierer</td> <td></td> </tr> <tr> <td>Teodora Soto</td> <td></td> <td></td> <td></td> <td>Ja'Vecia Horton</td> <td></td> </tr> </tbody> </table>						Ayes		Nays	Abstentions	Not Present		Cynthia Moran	Matthew Noorzad			Francisco Sanchez	Shante Garner	Karandeep Singh Sandhu	Rosmery Guevara			Nelly Velazquez	Dawn Dailey	Leticia Prado	Steve Snaith			Monica Avila	Tanya Brown	Mayra Nieto	Paige Chatman			Kenyetta Harris	Lee Ross	Demetria Trim	Katie Cisco			Erica Gutierrez	Guadalupe De La Cruz	Elisha Jefferson	Cheryl Barrett			Luz Benigno		Mayra Rodriguez	Veronica Gutierrez			Ana Moreno		Sheila Frazier	Emma Duran			Diana Bierer		Teodora Soto				Ja'Vecia Horton	
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<p>Report:</p> <ul style="list-style-type: none"> Head Start Eligibility 	<p>Due to time constrains this training was tabled for November 15, 2017 Policy Council Meeting.</p>																																																																	
<p>Subcommittee Recruitment</p>	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, reviewed the purpose of subcommittees and members roles and responsibilities. Subcommittee program staff provided a brief overview of individual subcommittees and addressed questions.</p>																																																																	

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	<p>Subcommittees and names of members who volunteered to serve are as follows:</p> <ol style="list-style-type: none"> 1. Program Services/Ongoing Monitoring <ul style="list-style-type: none"> • Emma Duran • Matthew Noorzad • Katie Cisco • Leticia Prado • Mayra Nieto • Teodora Soto 2. Self-Assessment/Policies & Procedures <ul style="list-style-type: none"> • Veronica Gutierrez • Steve Snaith • Paige Chatman • Leticia Prado 3. Fiscal <ul style="list-style-type: none"> • Veronica Gutierrez • Cynthia Moran • Elisha Jefferson • Emma Duran • Mayra Nieto 4. Nutrition Advisory <ul style="list-style-type: none"> • Elisha Jefferson • Matthew Noorzad • Leticia Prado • Mayra Nieto • Demetria Trim • Teodora Soto • Emma Duran • Mayra Rodriguez 5. Health and Services Advisory <ul style="list-style-type: none"> • Rosmery Guevara • Emma Duran • Leticia Prado • Teodora Soto • Mayra Rodriguez

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	<p>6. Interview/Personnel</p> <ul style="list-style-type: none"> • Emma Duran • Katie Cisco • Leticia Prado • Mayra Rodriguez • Teodora Soto • Rosmery Guevara • Paige Chatman <p>7. Bylaws</p> <ul style="list-style-type: none"> • Rosmery Guevara • Mayra Nieto • Cheryl Barrett • Emma Duran <p>Subcommittee leads will be appointed by chair and approved at November 15th meeting.</p>
<p>Site Reports</p>	<p>Crescent Park:</p> <ul style="list-style-type: none"> • On October 11, 2017, Corrinne Williams-Lindsey, Site Supervisor II received a certificate and recognized for her good work as part of the Peer Recognition Program. • The Center created a Wonder Woman & Super Guy wall to appreciate Crescent Park mommies & daddies. • City of Richmond provided our site with brand new recycle compartments. • Upcoming celebrations will include: Super Guy Appreciation day on October 30th and Harvest Festival on October 31st. • Resources shared with families: Tandem Reading Program <p>Brookside:</p> <ul style="list-style-type: none"> • During the September Parent Committee Meeting, parent elections were held for Chairperson, Vice-chairperson, Secretary, and Policy Council Representatives. • A staff/teacher biography board was added to the lobby. Parents & visitors will be able to get to know the teacher in a more personal manner. • Due to security concerns an iron green fence has been attached to the fence behind the modular building towards the railroad tracks. • Community work day scheduled on October 17th was cancelled due to poor air quality. • Site will participate in the 2017 Great Shake Out – Earthquake Emergency Preparedness event on Thursday, October 19th. • Annual Harvest Festival will be held on Thursday, October 19th. • On October 4, 2017 Zoe Peters from Bay Area Discovery Museum visited the Center to meet with the children; read a story during circle time, and talk about the upcoming field trips to the museum. • Resources shared with parents include: First 5, ESL classes, Immigration, Health Fair, Family Fun and Career/Workshop opportunities.

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	<p>Los Arboles:</p> <ul style="list-style-type: none"> • Site is fully enrolled. • Site welcomed new associate teacher for toddler room. • Parent work day and Back to School night are planned for next month. • Representative from La Clinica will come to the next parent meeting to help parents with Covered California applications. 	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family Community Engagement, provided the following announcements:</p> <ul style="list-style-type: none"> • Policy Council Representative Folders were prepared and distributed to assist representatives compile documents to share at Policy Council and Center Parent Committee meetings. • Invitations for the Joint Training will be sent out next week. • Reviewed completion of forms: <ul style="list-style-type: none"> ▪ CSB325 “Demand on Policy Council Child Care Fund” for reimbursement of mileage and child care. Areas in grey are for office use only. ▪ CSB342 “Parent Recognition of Staff Nomination” to nominate site staff. Nominations are reviewed by the Executive Committee on a monthly basis and nominees are invited to attend Policy Council meeting to receive their recognition. ▪ CSB336 “Site Report” to share accomplishments and activities happening at site. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • New faces • Staff guiding and helping with questions • Diversity of representatives and more males this year 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None