



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



Date: 11/15/17

Time Convened: 6:05 PM

Time Terminated: 7:59 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Veronica Gutierrez, Chair, called the meeting to order at 6:05 PM. • Elisha Jefferson, Vice Chair reviewed the desired outcomes. • Rosmery Guevara, Parliamentarian reviewed ground meeting rules.
Public Comment	None
Correspondence	None
Staff Recognition	<p>The following staff was recognized for their excellent work with the children and the families:</p> <ul style="list-style-type: none"> • Ms. Balsam Nimir, George Miller Children’s Center Teacher was presented with a certificate and a book to acknowledge her dedication to the children and their families. • Ms. Maria Echavarria, GMIII Associate Teacher was not able to be present; her certificate and book will be sent to her center. <p>Special thank you was given to CSB staff providing support during November 15, 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>Katharine Mason, Division Manager, welcomed Policy Council representatives and shared program updates on behalf of Camilla Rand, CSB Director:</p> <ul style="list-style-type: none"> • CSB’s annual Joint Training with Board of Supervisors and Policy Council was held on November 1, 2017, at the Clarion Hotel. This well attended event was very successful and engaging and included Board of Supervisors, Policy Council and Community representatives and members of the Economic Opportunity Council. Board members spoke about the vision for their districts and the exciting projects in their communities. Participants had an opportunity to engage in table discussions with the Board of Supervisors to discuss community needs and where they’d like to see attention focused. Katharine thanked and recognized the Policy Council Representatives for their attendance and active participation. • In November, CSB launched Teachers Learning and Collaborating (TLC); 21 teaching staff will participate in 1 of 3 cohorts. Coaches and participants will work together for up to 18 months. • CSB initiated new partnerships with Baby Yale, YMCA of the East Bay and Kinder Care expanding our Early Head Start Child Care Partnership slots.

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	<p>Katharine Mason, Division Manager, presented program highlights:</p> <ul style="list-style-type: none"> • CSB sites celebrated Food Day on October 24, 2017, children and families participated in special activities and received produce donated by the Food Bank of Contra Costa and Solano. • During the fall, sites have been and continuing to hold various family engagement events such as “Back to School Nights”, “Community Work Days” and “Fall Harvest Festivals”. Everyone is encouraged to participate. • CSB, in collaboration with Tech Exchange, conducted 2-hour training at George Miller III. 60 families received a free computer and training to include computer set-up, internet safety, educational resources, and accessing affordable home internet. Tech Exchange Fairs are also planned to be conducted at our George Miller Concord, Balboa, and Brookside Centers. • October was Sudden Infant Death Syndrome (SIDS) awareness month, 66 CSB Staff received SIDS prevention training. • Management teams participated in the Self-Care and Care of Staff initiative training which focused on how to take care of ourselves and take care of staff. • In October, CSB launched the Teacher Apprenticeship Program; upon successful completion of this program participants will earn 12 core units in Early Childhood Education and will be eligible to apply to become Associate Teachers. • CSB initiated a partnership with Mills College to provide students with a field internship to receive practical experience in our sites. • Crescent Park & Bayo Vista toddler classrooms are now in operation. Balboa’s toddler classroom is planned to open soon. Las Deltas and Brookside may be a little delayed due to the statewide teacher shortage. • CSB launched the Teaching Pyramid Pilot Program: teaching staff from five classrooms are attending 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. • On October 19, 2017, CSB Partners had their annual meeting to obtain updated information as a group. <p>CSB enrollment and attendance statistics for the month of October:</p> <ul style="list-style-type: none"> • Enrollment: 100% for Head Start, 101.6% for Early Head Start, 102.78 for Early Head Start Child Care Partnership #1 and 15% for Early Head Start Child Care Partnership #2. • Attendance: Head Start and Early Head Start are at 82.7% and Early Head Start Child Care Program Partnership combined is 83.52%. Many of these absences were due to illnesses and recent wildfires. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2017-2018 Head Start Program: September 2017 year to date cash expenditures were \$9,061,950 YTD, which represents 56% of the program budget. ○ 2017-2018 Early Head Start Program: September 2017 year to date cash expenditures were \$2,105,052 YTD, which represents 59% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership #1: September 2017 year to date cash expenditures were \$237,427 YTD, which represents 22% of the program budget.

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	<ul style="list-style-type: none"> ○ 2017-2018 Early Head Start – CC Partnership #2: September 2017 year to date cash expenditures were \$195,869 YTD, which represents 4% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of September 2017 were \$6,907.98. ○ Child and Adult Care Food Program: August 2017 total meal served including breakfast, lunch, and supplements were 31,535. ○ Child and Adult Care Food Program: September 2017 total meal served including breakfast, lunch, and supplements were 35,421.
<p>Training:</p> <ul style="list-style-type: none"> ● Head Start Eligibility 	<ul style="list-style-type: none"> ● Sarah Reich, ASA III, provided training on CSB Head Start Eligibility policies to include: <ul style="list-style-type: none"> ▪ Methods of collecting complete and accurate eligibility information ▪ Strategies for treating families with dignity and respect ▪ Individuals who attempt to provide or intentionally provide false information ▪ Eligibility Documentation <p>Request and assist families with obtaining documentation to verify eligibility based on:</p> <ul style="list-style-type: none"> ▪ <u>Child age</u> <ul style="list-style-type: none"> ▪ Early Head Start: age 0-3 and pregnant mothers ▪ Head Start: age 3-5 ▪ <u>Family income</u> <ul style="list-style-type: none"> ▪ Public assistance recipients, below federal poverty guidelines ▪ <u>Homelessness</u> ▪ <u>Foster Care</u> ▪ Eligibility Process <ul style="list-style-type: none"> ▪ One-on-one interviews with families to determine eligibility ▪ Use of consent forms to contact third parties in order to assist families with obtaining eligibility documentation ▪ Confidentiality <p>Policies to ensure confidentiality of all sensitive information</p> <ul style="list-style-type: none"> ▪ Child files maintained in locked cabinets with access logs used ▪ CSB’s Confidentiality Policy ▪ Staff trained on HIPAA (Health Information Portability Accountability Act) requirements ▪ Code of Conduct <p>Staff, consultants, and volunteers sign CSB’s Code of Conduct which states:</p> <ul style="list-style-type: none"> ▪ The unique identity of each child and family will be respected and promoted. ▪ Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services. Failure to adhere to these policies may be cause for disciplinary actions up to and including termination

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	<ul style="list-style-type: none"> ▪ Caregiver’s Responsibility Application for Services <ul style="list-style-type: none"> ▪ Caregivers sign declaring under penalty of perjury that the information is true and correct to the best of their knowledge Family Handbook <ul style="list-style-type: none"> ▪ Slot for childcare services may be vacated for falsification of information on enrollment forms ▪ Family Support <ul style="list-style-type: none"> ▪ Individualized enrollment process allows for in-person interviews and need assessments ▪ Comprehensive Services such as family support begins during the eligibility process ▪ On an ongoing basis, the support provided through family partnership agreements, family meetings, Mental Health Unit services, etc. <p>CSB ensures that all families are treated with respect and dignity.</p>																																																															
<p>Report:</p> <ul style="list-style-type: none"> • Subcommittee Updates 	<p><u>Fiscal:</u> Elisha Jefferson, Vice Chair - group met for the first time and discussed the purpose of the subcommittee.</p> <p><u>Nutrition:</u> Elisha Jefferson, Vice Chair - group discussed a list of topics to address throughout the year. Topics included: meal planning using seasonal fruits & vegetables</p> <p><u>Program Services:</u> Katie Cisco, Martinez ECC representative - group reviewed the narrative for the Early Head Start Child Care Partnership Balance of Funds Grant Application.</p>																																																															
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of Subcommittee Leads 	<p>Ana Araujo, Comprehensive Services Manager, reviewed subcommittee leads appointed by the chair.</p> <p>A motion to approve the Subcommittee Leads was made by Leticia Prado and seconded by Lee Ross. The motion was approved.</p> <table border="1" data-bbox="321 1003 1608 1485"> <thead> <tr> <th colspan="2" data-bbox="321 1003 804 1047">Ayes</th> <th data-bbox="804 1003 984 1047">Nays</th> <th data-bbox="984 1003 1136 1047">Abstentions</th> <th data-bbox="1136 1003 1608 1047">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 1047 554 1091">Karandeep Singh Sandhu</td> <td data-bbox="554 1047 804 1091">Steve Snaith</td> <td data-bbox="804 1047 984 1091"></td> <td data-bbox="984 1047 1136 1091"></td> <td data-bbox="1136 1047 1608 1091">Cynthia Moran</td> </tr> <tr> <td data-bbox="321 1091 554 1135">Leticia Prado</td> <td data-bbox="554 1091 804 1135">Ana Moreno</td> <td data-bbox="804 1091 984 1135"></td> <td data-bbox="984 1091 1136 1135"></td> <td data-bbox="1136 1091 1608 1135">Francisco Sanchez</td> </tr> <tr> <td data-bbox="321 1135 554 1179">Cindy Chiem</td> <td data-bbox="554 1135 804 1179">Diana Bierer</td> <td data-bbox="804 1135 984 1179"></td> <td data-bbox="984 1135 1136 1179"></td> <td data-bbox="1136 1135 1608 1179">Kenyetta Harris</td> </tr> <tr> <td data-bbox="321 1179 554 1222">Mayra Nieto</td> <td data-bbox="554 1179 804 1222">Paige Chatman</td> <td data-bbox="804 1179 984 1222"></td> <td data-bbox="984 1179 1136 1222"></td> <td data-bbox="1136 1179 1608 1222">Erica Gutierrez</td> </tr> <tr> <td data-bbox="321 1222 554 1266">Demetria Trim</td> <td data-bbox="554 1222 804 1266">Katie Cisco</td> <td data-bbox="804 1222 984 1266"></td> <td data-bbox="984 1222 1136 1266"></td> <td data-bbox="1136 1222 1608 1266">Matthew Noorzad</td> </tr> <tr> <td data-bbox="321 1266 554 1310">Elisha Jefferson</td> <td data-bbox="554 1266 804 1310">Dawn Dailey</td> <td data-bbox="804 1266 984 1310"></td> <td data-bbox="984 1266 1136 1310"></td> <td data-bbox="1136 1266 1608 1310">Ja’Vecia Horton</td> </tr> <tr> <td data-bbox="321 1310 554 1354">Nelly Velazquez</td> <td data-bbox="554 1310 804 1354">Lee Ross</td> <td data-bbox="804 1310 984 1354"></td> <td data-bbox="984 1310 1136 1354"></td> <td data-bbox="1136 1310 1608 1354">Shante Garner</td> </tr> <tr> <td data-bbox="321 1354 554 1398">Mayra Rodriguez</td> <td data-bbox="554 1354 804 1398">Cheryl Barrett</td> <td data-bbox="804 1354 984 1398"></td> <td data-bbox="984 1354 1136 1398"></td> <td data-bbox="1136 1354 1608 1398">Tanya Brown</td> </tr> <tr> <td data-bbox="321 1398 554 1442">Monica Avila</td> <td data-bbox="554 1398 804 1442">Veronica Gutierrez</td> <td data-bbox="804 1398 984 1442"></td> <td data-bbox="984 1398 1136 1442"></td> <td data-bbox="1136 1398 1608 1442">Guadalupe De La Cruz</td> </tr> <tr> <td data-bbox="321 1442 554 1485">Teodora Soto</td> <td data-bbox="554 1442 804 1485">Emma Duran</td> <td data-bbox="804 1442 984 1485"></td> <td data-bbox="984 1442 1136 1485"></td> <td data-bbox="1136 1442 1608 1485"></td> </tr> <tr> <td data-bbox="321 1485 554 1485"></td> <td data-bbox="554 1485 804 1485">Rosmery Guevara</td> <td data-bbox="804 1485 984 1485"></td> <td data-bbox="984 1485 1136 1485"></td> <td data-bbox="1136 1485 1608 1485"></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Karandeep Singh Sandhu	Steve Snaith			Cynthia Moran	Leticia Prado	Ana Moreno			Francisco Sanchez	Cindy Chiem	Diana Bierer			Kenyetta Harris	Mayra Nieto	Paige Chatman			Erica Gutierrez	Demetria Trim	Katie Cisco			Matthew Noorzad	Elisha Jefferson	Dawn Dailey			Ja’Vecia Horton	Nelly Velazquez	Lee Ross			Shante Garner	Mayra Rodriguez	Cheryl Barrett			Tanya Brown	Monica Avila	Veronica Gutierrez			Guadalupe De La Cruz	Teodora Soto	Emma Duran					Rosmery Guevara			
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TOPIC	RECOMMENDATION / SUMMARY
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Action:

- Consider Approval of the October 18, 2017, Policy Council Minutes

The October 18, 2017, Policy Council minutes were reviewed and no corrections were noted.

A motion to approve the October 18, 2017, Policy Council minutes was made by Mayra Rodriguez and seconded by Katie Cisco. The motion was approved.

Ayes	Nays	Abstentions	Not Present
Karandeep Singh Sandhu Steve Snaith			Cynthia Moran
Leticia Prado Ana Moreno			Francisco Sanchez
Cindy Chiem Diana Bierer			Kenyetta Harris
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Monica Avila Veronica Gutierrez			Guadalupe De La Cruz
Teodora Soto Emma Duran			
Rosmery Guevara			

Action:

- Consider approval of Early Head Start Child Care Partnership Balance of Funds Grant

Nasim Eghlima, ASA III, provided an overview of the Early Head Start Child Care Partnership Balance of Funds Grant Application for the remaining 6 months of the initial 18 months from 3/1/2027 through 8/31/2018. They will maintain the *same goals and objectives for both Head Start and Early Head Start.*

Budget Summary:

Budget Categories:	FY 2017 EHS Child Care Partnership Balance of Funds
Personnel	\$ 429,850
Fringe Benefits	\$ 327,882
T & TA	\$ 86,354
Travel	\$ - 0 -
Supplies	\$ 32,250
Contractual	\$ 739,000

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Other	\$ 95,351
Sub-Total of Direct Charges	\$1,710,687
Indirect Costs	\$ 102,734
Total Federal Amount Being Requested	\$1,813,421
Non-Federal Share	\$ 453,355
Total Federal and Non-Federal	\$2,266,776

A motion to approve the Early Head Start Child Care Partnership Balance of Funds Grant was made by Emma Duran and seconded by Katie Cisco. The motion was approved.

Ayes	Nays	Abstentions	Not Present
Leticia Prado	Ana Moreno		Cynthia Moran
Cindy Chiem	Diana Bierer		Francisco Sanchez
Mayra Nieto	Paige Chatman		Karandeep S. Sandhu
Demetria Trim	Katie Cisco		Kenyetta Harris
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Teodora Soto	Emma Duran		Tanya Brown
Rosmery Guevara			Guadalupe De La Cruz
Steve Snaith			

Report:

- 2016-2017 Program Information Report

Sarah Reich, ASA III, provided an overview of 2016-2017 Program Information Report (PIR). CSB reported four Program Information reports: Head Start, Delegate Head Start, Early Head Start, and Early Head Start Child Care Partnership; which provides comprehensive data on program services, staff, children, and families enrolled in Head Start and Early Head Start. PIR is compiled for use at the federal, regional, state, and local levels. PIR data is as follows:

Enrollment

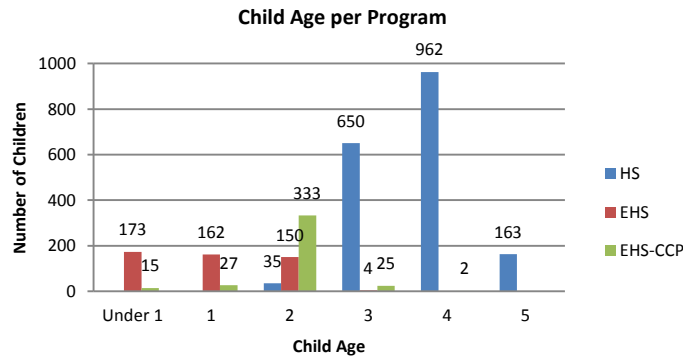
Cumulative Enrollment

- **1,810** Head Start Children
 - 48.1% of children enrolled for multiple years
- **489** Early Head Start Children
 - 51.1% of children enrolled for multiple years
- **40** Pregnant Women (EHS)

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- **102** Early Head Start-CCP Children
 - 56% of children enrolled for multiple years



Head Start

Enrollment:

- American Indian 0.1%
- Asian 5.5%
- African American/ Black 22.6%
- Pacific Islander 1.4%
- White 3.4%
- White/ Hispanic 57.9%
- Bi/Multi-Racial 9.1%

Language:

- English 51.5%
- Spanish 43.8%
- Middle Eastern/ South Asian 2.0%
- East Asian 1.1%
- European/ Slavic 0.9%
- African 0.5%
- Pacific Island 0.1%

Early Head Start

Enrollment:

- Asian 3.0%
- African American/ Black 21.0%

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	<ul style="list-style-type: none"> • White 3.6% • White/ Hispanic 62.8% • Bi/Multi-Racial 9.6% <p>Language:</p> <ul style="list-style-type: none"> • English 50.1% • Spanish 45.4% • Middle Eastern/ South Asian 1.9% • East Asian 0.6% • European/ Slavic 1.9% • African 0.2% <p>Early Head Start – CCP</p> <p>Enrollment</p> <ul style="list-style-type: none"> • Asian 2.0% • African American/ Black 52.0% • White 2.0% • White/ Hispanic 26.5% • Bi/Multi-Racial 17.6% <p>Language</p> <ul style="list-style-type: none"> • English 91.2% • Spanish 8.8% <p>Medical</p> <ul style="list-style-type: none"> • At End of Program Year, 100% of HS, EHS, and EHS-CCP Children: <ul style="list-style-type: none"> ◦ Had health insurance ◦ Had a medical home ◦ Were up-to-date on immunizations <p>CSB Exceeds State and Nation Percentages in all above areas!</p> <p>Up-to-Date per EPSDT</p> <table border="1" data-bbox="331 1304 829 1446"> <thead> <tr> <th></th> <th>Grant</th> <th>State</th> <th>National</th> </tr> </thead> <tbody> <tr> <td>HS</td> <td>90.70%</td> <td>83.30%</td> <td>85.20%</td> </tr> <tr> <td>EHS</td> <td>91.80%</td> <td>75.50%</td> <td>74.10%</td> </tr> <tr> <td>EHS-CCP</td> <td>82.40%</td> <td>75.50%</td> <td>73.90%</td> </tr> </tbody> </table>		Grant	State	National	HS	90.70%	83.30%	85.20%	EHS	91.80%	75.50%	74.10%	EHS-CCP	82.40%	75.50%	73.90%
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HS	90.70%	83.30%	85.20%														
EHS	91.80%	75.50%	74.10%														
EHS-CCP	82.40%	75.50%	73.90%														

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	<p>Medical Treatment Received</p> <ul style="list-style-type: none"> • Of the children diagnosed with a chronic condition needing medical treatment, the percentage of children who received treatment: <ul style="list-style-type: none"> ◦ 99.1% HS children <ul style="list-style-type: none"> • 57% Asthma • 19% Anemia • 19% Vision problems • 4% Hearing difficulties • 1% Diabetes ◦ 94.1% of EHS children <ul style="list-style-type: none"> • 24% Asthma • 38% Anemia • 19% Vision problems • 18 Hearing difficulties ◦ 100% of EHS-CCP children <ul style="list-style-type: none"> • 56% Asthma • 22% Anemia • 11% Vision problems • 41 Hearing difficulties <p>Dental - Preschoolers</p> <ul style="list-style-type: none"> • 95% of preschool children had dental exams <ul style="list-style-type: none"> ◦ 87.4% of children needing dental treatment received treatment • Compared to 92.3% receiving dental exams in 2015-2016 <ul style="list-style-type: none"> ◦ 82.1% of which received treatment when needed in 2015-2016 <p>Disabilities</p> <ul style="list-style-type: none"> • Children with an IFSP or IEP <ul style="list-style-type: none"> ◦ HS: 13.3% ◦ EHS: 5.5% ◦ EHS-CCP: 4% <p>Averages to 11.3% across all grants.</p> <p>Family Services</p> <p>Families who received at least one family service:</p> <table border="1" data-bbox="315 1364 903 1477"> <thead> <tr> <th></th> <th>Grant</th> <th>State</th> <th>National</th> </tr> </thead> <tbody> <tr> <td>HS</td> <td>84.90%</td> <td>79.40%</td> <td>67.30%</td> </tr> <tr> <td>EHS</td> <td>78.20%</td> <td>77.90%</td> <td>72.70%</td> </tr> </tbody> </table>		Grant	State	National	HS	84.90%	79.40%	67.30%	EHS	78.20%	77.90%	72.70%
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	<p>EHS-CCP 71.10% 77.50% 72.40%</p> <ul style="list-style-type: none"> • Most common services- All Grants <ul style="list-style-type: none"> ◦ Parenting Education- 39% ◦ Health Education- 32.4% ◦ Job Training- 6% ◦ Adult Education- 5% <p>Staffing</p> <ul style="list-style-type: none"> • 52.4% of preschool teachers have BA or higher- ECE/related • 100% infant/toddler teachers have CDA/equivalent or higher
<p>Presentation:</p> <ul style="list-style-type: none"> • Self-Assessment Process 	<p>Nasim Eghlima, ASA III provided an overview of the Self-Assessment process which is conducted annually to determine the effectiveness of the program by identifying strengths and areas for improvement and innovation.</p> <ul style="list-style-type: none"> ▪ Self-Assessment team is composed of program staff, parents, and policy council representatives, community leaders outside of the program, content area experts and others interested in participating. ▪ The five Phase Self-Assessment process include: <ul style="list-style-type: none"> ◦ Design Process ◦ Engage Team ◦ Analyze & Dialogue ◦ Recommend ◦ Prepare Report <p>Nasim encouraged Policy Council representatives to sign-up for the Self-Assessment Subcommittee.</p>
<p>Site Reports</p>	<p>Los Arboles:</p> <ul style="list-style-type: none"> • The toddler room received almost a perfect score 7 out of 7 in all areas of ITERS only one area received a 6 out of 7. • Looking to see how we can get more grass for the play yard. • Dental van is coming to the center on November 16, 2017. • On November 4, 2017, parents participated in “Parent Work Day”. • La Clinica held a Covered California workshop. <p>Brookside:</p> <ul style="list-style-type: none"> • Kim Clay, Site Supervisor III accepted a Comprehensive Services Assistant Manager position with CSB’s Centralized Enrollment Unit and will no longer be at Brookside. New Site Supervisor II Magic Hampton started on November 8th. • Katharine Mason, Division Manager, visited room 1 and Camilla Rand, CSB Director, visited and had lunch with room 2. • Resources shared with parents: Recall on Mann’s Vegetable Products, First 5, Immigration, Community Events, and Career/Workshop opportunities. • Field trip to the Bay Area Discovery Museum for room 4 will be on November 30th. Room 2 & 3 will be going in December. Parents were

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	<p>given a Monthly Parent Calendar with information of site events.</p> <p>Verde:</p> <ul style="list-style-type: none"> • The site is 100% enrolled • Parent/Child safety Reporters are working together to keep the site safe • Special projects: Community Gardening Project Outreach and National Food Day, parents received fruits and vegetables donated by Food Bank of Contra Costa & Solano • Robert Rodgers, Director Coordinator for Supervisor John Gioia, visited our site. • Principal for Verde and Site Supervisor met with County Public Works to develop safety protocol for drop off & pick-up of children. <p>George Miller:</p> <ul style="list-style-type: none"> • Infant/Toddler Teachers n are finishing up a 1 1/2 year PITC (Primary Infant Toddler Care) class. • "Back to School Night & Fall Harvest" will be celebrated on November 21, 2017. • Nursing students from CSUEB do weekly classrooms visits teaching the children about health routines. • La Clinica Dental Van will be coming on November 30, 2017. The Dental Van will provide dental services to GMC children <p>Las Deltas:</p> <ul style="list-style-type: none"> • We had an Open House in October, parents were able to visit the classrooms and speak with their child's caregiver. • Food Day was on October 24th, the parents received a bag of fruit and vegetables to take home. • Infant/Toddler classroom received new CDs and books. • Toddler classroom talked about farm animals and harvest along with talking about healthy eating. • Camilla Rand, the Director, visited and had lunch with the toddlers. <p>Crescent Park:</p> <ul style="list-style-type: none"> • On October 30th we celebrated the "Super Guys. We honored all of our outstanding males by providing them with "Super Guy" certificates and yogurt, fresh strawberries and granola parfaits (specially made for them at the center). Photos of our "Super Guys" are posted in the front lobby. • On October 31st, Mayra Nieto, Policy Council Representative, organized the Harvest Festival with full activities for the children and families to enjoy. 40 families attended! • On November 3rd, we had "Back to School" night. Celilia Valdez from Tandem Literacy Program presented a Read Aloud activity to the children and families. The staff performed a skit, conducted a universal classroom orientation, had a presentation on how children learn and had a fully staged art gallery. 24 families participated! • Center Clean up Day was rescheduled due to rain. • New photos are posted on our Community Engagement Board, highlighting our family volunteers who have helped in supporting all of the ongoing activities at the center. • A bulletin board was mounted to the outside entryway with the posting of community events, resources, and announcements. • Site Supervisor created a Stress Management display inspired by a parent meeting topic. The display was created for families and staff and has literature explaining how to help decrease and manage stress with actual props such as bubbles, bubble wrap for popping and a 500 piece multicultural puzzle. <p>George Miller III:</p>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Back to School Night was an exciting event for our children and families. Parents and families participated in the classroom activities and appeared very keen to discover the process of learning offered at GM III. During our Back to School Night, a presentation from the TANDEM book project was another learning opportunity for our families. Families participated in a hands-on workshop focusing on our literacy goals and the importance of reading daily to the children. The workshop also introduced multiple ways to engage children in reading & literacy activities so that our children can succeed in accomplishing their school readiness goals. • Annual Harvest Festival turned out to be another successful event of the school year. Our children and families participated in a variety of fun and learning activity. They enjoyed the shared learning opportunities and appeared so excited to be part of their child's education. • Yard work and deep cleaning of the classrooms were some of our Community Work Day activities. Creative projects and wall murals were also created by our parents and children. Our environments were enhanced during Community Work Day. • Room 10 parents created a Geo board for the children to embrace geometrical concepts and in-depth knowledge of Geometrical shapes for our children. • Daniel Meir, Early Childhood Educator from SF state visited the site. • Tech Exchange program distributed 60 computers and laptops to families and community member who participated in a computer training workshop. <p>Riverview</p> <ul style="list-style-type: none"> • All staff from Riverview participated in Teaching Pyramid training to support children's Social/Emotional Development. • Teacher (Ms. Karla) from Room 2 also participating in TLC (Practice Based Coaching). • New Teacher Assistant Trainee (TAT) Lidia Mendoza De Leon joined the team. • Landscaping is well established and makes the site inviting. • Parent Work Day will be on November 17, 2017. • Gardening Project ending in Room 2. • Music Project in Room 1 AM, visiting expert (Lidia's husband) came to play guitar. • CSUEB Nursing Students presented "Healthy Teeth" & "Healthy Choices". • QRIS CLASS observation was completed (Patricia Vasquez). • Gateway Continuation Students are volunteering and making plans to do activities with the children. • Riverview Middle School Art Students are scheduling story time with books they made for children. • Spark Points Career Center donated turkeys for some of our families. <p>Balboa</p> <ul style="list-style-type: none"> • Open House was combined with our October Parent Meeting. Parents were able to talk with teachers about their goals for the year, and how children learn and develop. Several classrooms also had special activities for the children and parents to participate in. • New Teachers: Tiffany and Claudia have been added to our teaching team in Rooms 2 and 3, respectively. We are pleased to welcome them to Balboa and anticipate some wonderful relationships and learning under their care. • Teacher Assistant Trainee Apprenticeship is up and running at Balboa, with a large number of students taking advantage of the opportunity to earn their ECE units and become qualified as Associate Teachers. • Asphalt will be replaced in both play yards that are parallel to the preschool classrooms.

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> • Fall Harvest was combined with Food Day, where the local Food Bank donated fruits and vegetables to our families. The children enjoyed a variety of harvest activities, received pumpkins and danced to some awesome music. Parents and children alike had a great time. • Lawrence Hall of Science will be conducting some special workshops with our preschoolers the week of December 5th. • Linda Frazier-Stafford from First 5 conducted a training for the staff at their All-Staff Meeting around sanitation and safety in the classroom. • Cecelia Valdez, from Tandem, came to the Parent Meeting to explain the program and give some information on how to read to their children and the importance of reading to support their development. • Parents received pamphlets and information about "Roadmap to Kindergarten" at the October Parent Meeting, with contact information for the District. • Because of the repairs to the asphalt in the play yards, general service is forced to chop down the beautiful trees in the yard. I am requesting that they saw them up in different sizes to place throughout the yard as a natural sitting area. We will also share with other sites interested in having them included in their environments. 	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement, shared November in-kind video and provided the following announcements:</p> <ul style="list-style-type: none"> • New resources are available on resource table that representatives are encouraged to bring back and share with site parents. • Make Parenting a Pleasure Curriculum sessions will be presented at George Miller Concord Center Starting December 1, 2017. Training dates are being set to also provide the full curriculum at George Miller III center in Richmond. Three areas of the curriculum will also be presented at each of our centers through out the program year. • There will not be a PC meeting in December, our next meeting will in January. <p>Katharine encouraged representatives to verbally share site reports during the meeting or to turn them in to be recorded in the minutes. Veronica, Chair, encouraged representatives to submit nomination forms for staff recognition.</p>	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Good questions • Participation 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Presenters to speak louder