



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



Date: 1/18/17

Time Convened: 6:10 PM

Time Terminated: 7:55 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 ground meeting rules.
Public Comment	None
Correspondence	None
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<p>Camilla Rand, CSB Director, welcomed Policy Council representatives and CSB Staff.</p> <p>Program updates:</p> <ul style="list-style-type: none"> • The Annual Board of Supervisor’s Reorganization Luncheon was held on January 10, 2017. Sheila Frazier, Policy Council Chair, Ajit Kaushal, Economic Opportunity Council Chair, and Janissa Rowley, Lead Assistant Director attended the event. Newly-elected Supervisor Diana Burgis was sworn in to represent District III. CSB plans to extend her an invitation to visit our sites and introduce her to our program. • Fifteen CSB staff attended the California Head Start Association (CHSA) 2017 Annual Conference in Sacramento January 8 – 13, 2017. Six of our staff presented workshops on topics that included: Reaching In: Serving Parents who are Incarcerated or in Residential Recovery; Math Make and Take Games; Peer Coaching Circle – Problem Solving Strategy for all; and Managing Change with Data Driven Decision Making. Being able to present at the conference provide CSB with the opportunity to reach out and share our knowledge with others. • On January 10, 2017, Governor Jerry Brown presented the proposed budget for fiscal year 2017-2018. Although the Governor is not proposing to make cuts in the budget for Child Care and Early Education programs he is not providing for needed increases either. Child Care advocates are leading efforts to come together and go to Sacramento to request additional funding for child care. • Ann Linehan, Deputy Director, Office of Head Start in Washington; spoke about federal funding for Head Start during the California Head Start Association (CHSA) 2017 Annual Conference. She stated that there may be a 1.9% decreased in federal funding. Ann also provided research data demonstrating that Head Start works to make a positive difference in the lives of children and families. This data will be shared in full with CSB families at a later date. • The federal budget is operating under a “continuing resolution” which provides funding until April, thereafter, federal funds could shift however CSB is expected to receive regular share of funding for the foreseeable future. <p>Katharine Mason, Division Manager, presented program updates:</p>

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	<ul style="list-style-type: none"> • CSB will pilot the Make Parenting a Pleasure Curriculum this year to begin at the end of this month. The curriculum promotes child and family well-being while focusing on parent strengths. We will have the opportunity to hear more about the curriculum later tonight when presented by two of our site supervisors / trained facilitators – Shawn Powers and Ellen de Senna. • We will also receive information tonight on the 1st DRDP Outcomes Report and School Readiness Goals - Three assessments are conducted each program year to assess the development of infants and toddlers enrolled in the program. • Progress on five (5) year program Goals & Objectives we are in year five (5) of our five (5) year grant will also be shared. This report is presented to PC twice a year. • Division Manager’s areas of focus in 2017 include: <ul style="list-style-type: none"> ▪ Recruitment of highly qualified teaching staff. Innovative efforts are underway as we become more creative and enhance our current recruitment strategies and interview process. We are also taking steps to build our Teacher Assistant Program and Substitute pool - improvements to the hiring process for both classifications has begun. ▪ Succession Planning and providing teaching staff assistance in growing into higher level teaching positions. ▪ Increased professional development opportunities so more staff are able to participate in leadership training ▪ New initiatives: developing and supporting families through trainings such as Make Parenting a Pleasure and Family Financial Fitness <p>CSB enrollment and attendance statistics for the month of November and December:</p> <ul style="list-style-type: none"> ➤ November Enrollment: 100.55% for Head Start, 101.81% for Early Head Start and 100% for Early Head Start Child Care Program Partnership. ➤ December Enrollment: 100.18% for Head Start, 103.82% for Early Head Start and 100% for Early Head Start Child Care Program Partnership. ➤ November Attendance: 83.2% for Head Start and 81.6% for Early Head Start and Early Head Start Child Care Program Partnership combined. ➤ December Attendance: 68.2% for Head Start and 70.6% for Early Head Start and Early Head Start Child Care Program Partnership combined. ➤ Attendance for November and December is typically low with the holidays and older siblings on breaks. CSB encourages parents to maintain as consistent as possible attendance for their children by bringing them to school daily so that they are able to benefit from the program. Many illnesses could be avoided by practicing universal precaution such as hand washing. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2016 Head Start Program: November 2016 year to date cash expenditures were \$12,344,951 YTD, which represents 77% of the program budget. ○ 2016 Early Head Start Program: November 2016 year to date cash expenditures were \$3,266,699 YTD, which represents 93% of the program budget. ○ 2016 Early Head Start – CC Partnership: November 2016 year to date cash expenditures were \$379,390 YTD, which represents 27% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of November 2016 were

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	<p>\$11,507.65.</p> <ul style="list-style-type: none"> ○ Child and Adult Care Food Program: November 2016 total meal served including breakfast, lunch, and supplements were 40,457. 				
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"> • Rima Goode, Verde Children Center Teacher. • Entesar Ebeid, Los Arboles Site Supervisor • Ms. Goode and Ms. Ebeid were not able to be present; their certificate and book will be sent to their center. <p>The Executive Committee thanked and gave special recognition to Rita Loza, Comprehensive Services Manager for the valuable service and leadership she provided while overseeing Policy Council. Rita was presented with a plaque in honor of her work and dedication.</p>				
Training: Make Parenting a Pleasure Curriculum	<p>Ellen de Senna, Site Supervisor I, and Shawn Powers, Site Supervisor I, provided training on Make Parenting a Pleasure Curriculum. The curriculum promotes child and family well-being and focuses parents strengths and includes the following thirteen modules:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Module 1: Get started meeting ▪ Module 2: Nurturing – Taking Care of Ourselves ▪ Module 3: Understanding Stress ▪ Module 4: Stress and Anger Management Techniques ▪ Module 5: Managing Anger; Modeling Alternatives ▪ Module 6: The Dance of Communication ▪ Module 7: Communication- Listening Skills </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Module 8: Verbal Communication ▪ Module 9: Child Development ▪ Module 10: Discipline – Laying the Foundation ▪ Module 11: Discipline – Parent’s Toolbox ▪ Module 12: Discipline – Challenging Behaviors ▪ Module 13: Closure – Saying Good-by </td> </tr> </table> <ul style="list-style-type: none"> • The full curriculum will be piloted and offered in both East and West County at Marsh Creek and GMIII. The workshops will begin January 31, 2017. The interactive sessions are 45-60 minutes in length and include take home activities. • Components of the curriculum tailored to the interests of families from individual centers will be included during monthly parent meetings led by the Site Supervisor or Designee. <p>Visualization Exercise - My Child’s suitcase: Participants were asked to imagine their child grown up and it is time for them to leave home. While looking at your suitcase, ask yourself “what values I want my child to have when he/she grows up”.</p> <p>Participants shared the following characteristic traits, values, memories, etc. that they would like their child take with him/her:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Confidence ▪ Fearless ▪ Standing up for other </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Respect other’s emotions ▪ Love for education ▪ Open minded ▪ Graciousness </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Module 1: Get started meeting ▪ Module 2: Nurturing – Taking Care of Ourselves ▪ Module 3: Understanding Stress ▪ Module 4: Stress and Anger Management Techniques ▪ Module 5: Managing Anger; Modeling Alternatives ▪ Module 6: The Dance of Communication ▪ Module 7: Communication- Listening Skills 	<ul style="list-style-type: none"> ▪ Module 8: Verbal Communication ▪ Module 9: Child Development ▪ Module 10: Discipline – Laying the Foundation ▪ Module 11: Discipline – Parent’s Toolbox ▪ Module 12: Discipline – Challenging Behaviors ▪ Module 13: Closure – Saying Good-by 	<ul style="list-style-type: none"> ▪ Confidence ▪ Fearless ▪ Standing up for other 	<ul style="list-style-type: none"> ▪ Respect other’s emotions ▪ Love for education ▪ Open minded ▪ Graciousness
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	<ul style="list-style-type: none"> ▪ Team work ▪ Determination ▪ Flexibility ▪ Respect ▪ Calling your mother ▪ Always remember home ▪ Courage to stand for the right thing ▪ Knowledge of self-integrity ▪ Understanding in all areas ▪ Self-discipline ▪ Values ▪ Morals ▪ Money management 																																																																											
Subcommittee Updates	<p><u>Nutrition Subcommittee</u>: Veronica Gutierrez, Vice Chair, Healthy Snack ideas for children were discussed. The group reviewed a sugar chart with the amount of sugar in snacks; English & Spanish handout was provided. Emma Duran, Parliamentarian, shared that during their Marsh Creek Parent Meeting families received training on healthy eating including portion size for preschool children.</p> <p><u>Fiscal Subcommittee</u>: Sheila Frazier, Chair, The following was reviewed: November financials, recorded salaries, projected budget for EHS CCP with a deficit of \$33,000, and the surplus of \$533,000 for Head Start is expected to be used by year end.</p>																																																																											
Action: Consider approval of New Hires	<p>Swashant'e Dillon, PSA II, presented the following recommended new hires for intermediate clerk:</p> <ul style="list-style-type: none"> ➤ Nathaniel Kim for Civic Ct. Admin Office ➤ Sayonara Miranda for George Miller III <p>A motion to approve the recommended new hires was made by Kathleen Barr and seconded by Yesenia Alvarez. The motion was approved.</p> <table border="1" data-bbox="317 748 1604 1230"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Kathleen Barr</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Amber Beshears</td> <td>Katie Melara</td> </tr> <tr> <td>Madhulika Shah</td> <td></td> <td></td> <td></td> <td>Karla Banks</td> <td>Roxanne Ross Flowers</td> </tr> <tr> <td>Dikla Gutierrez</td> <td></td> <td></td> <td></td> <td>Esmeralda Cisneros</td> <td></td> </tr> <tr> <td>Guadalupe Amigon De La Cruz</td> <td></td> <td></td> <td></td> <td>Anna Saefong</td> <td></td> </tr> <tr> <td>Veronica Gutierrez</td> <td></td> <td></td> <td></td> <td>Jorge H. Gonzalez</td> <td></td> </tr> <tr> <td>Emma Duran</td> <td></td> <td></td> <td></td> <td>Andrea Romero</td> <td></td> </tr> <tr> <td>Yesenia Alvarez</td> <td></td> <td></td> <td></td> <td>Monica Avila</td> <td></td> </tr> <tr> <td>Gerardo Aguiniga</td> <td></td> <td></td> <td></td> <td>Teri Pedersen</td> <td></td> </tr> <tr> <td>Diana Bierer</td> <td></td> <td></td> <td></td> <td>Jaime Haro</td> <td></td> </tr> <tr> <td>Sheila Frazier</td> <td></td> <td></td> <td></td> <td>Berenice Romero</td> <td></td> </tr> <tr> <td>Paige Chatman</td> <td></td> <td></td> <td></td> <td>Dawn Dailey</td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present		Kathleen Barr	Devlyn Sewell			Amber Beshears	Katie Melara	Madhulika Shah				Karla Banks	Roxanne Ross Flowers	Dikla Gutierrez				Esmeralda Cisneros		Guadalupe Amigon De La Cruz				Anna Saefong		Veronica Gutierrez				Jorge H. Gonzalez		Emma Duran				Andrea Romero		Yesenia Alvarez				Monica Avila		Gerardo Aguiniga				Teri Pedersen		Diana Bierer				Jaime Haro		Sheila Frazier				Berenice Romero		Paige Chatman				Dawn Dailey	
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Action: <ul style="list-style-type: none"> • Consider Approval of the November 16, 2016 Policy Council Minutes 	<p>November 16, 2016 Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the November 16, 2016 Policy Council minutes was made by Kathleen Barr and seconded by Guadalupe Amigon de la Cruz. The motion was approved.</p> <table border="1" data-bbox="317 1370 1604 1497"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Kathleen Barr</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Amber Beshears</td> <td>Katie Melara</td> </tr> <tr> <td>Madhulika Shah</td> <td></td> <td></td> <td></td> <td>Karla Banks</td> <td>Roxanne Ross Flowers</td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present		Kathleen Barr	Devlyn Sewell			Amber Beshears	Katie Melara	Madhulika Shah				Karla Banks	Roxanne Ross Flowers																																																						
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Report: 1st DRDP Assessment Results and School Readiness Goals	<p>Magda Bedros, Education Manager and Jessie Black, Education Manager, presented the 1st Child Outcome Baseline Assessment results & School Readiness Goals:</p> <p>Community Services Bureau (CSB) utilizes DRDP-2015 © to assess the development of infants and toddlers and preschoolers enrolled in the program.</p> <ul style="list-style-type: none"> ▪ The tool rates children based on different domains, measures, and developmental levels. ▪ Three assessments are conducted each program year using this instrument to monitor children's development. <ul style="list-style-type: none"> ▪ 1st Assessment: Within 60 days from the date of enrollment ▪ 2nd Assessment: Within 150 from the date of enrollment ▪ 3rd Assessment: In June ▪ First assessment, also called the baseline. <p>Development Domains</p> <table border="1" data-bbox="317 922 1493 1201"> <thead> <tr> <th data-bbox="317 922 894 976">Infants & Toddlers</th> <th data-bbox="894 922 1493 976">Preschoolers</th> </tr> </thead> <tbody> <tr> <td data-bbox="317 976 894 1201"> 1. Approaches to Learning Self-Regulation (ATL-REG) 2. Social and Emotional Development (SED) 3. Language and Literacy Development (LLD) 4. Cognition Including Math and Science (COG) 5. Physical Development-Health (PD-HLTH) </td> <td data-bbox="894 976 1493 1201"> 6. Approaches to Learning Self-Regulation (ATL-REG) 7. Social and Emotional Development (SED) 8. Language Development (LANG) 9. Literacy Development (LIT) 10. Mathematics (MATH) 11. Physical Development (PD) 12. Health (HLTH) </td> </tr> </tbody> </table>				Infants & Toddlers	Preschoolers	1. Approaches to Learning Self-Regulation (ATL-REG) 2. Social and Emotional Development (SED) 3. Language and Literacy Development (LLD) 4. Cognition Including Math and Science (COG) 5. Physical Development-Health (PD-HLTH)	6. Approaches to Learning Self-Regulation (ATL-REG) 7. Social and Emotional Development (SED) 8. Language Development (LANG) 9. Literacy Development (LIT) 10. Mathematics (MATH) 11. Physical Development (PD) 12. Health (HLTH)
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	<p>Developmental Levels:</p> <ul style="list-style-type: none"> ▪ Responding Earlier ▪ Responding Later ▪ Exploring Earlier ▪ Exploring Middle ▪ Exploring Later ▪ Building Middle ▪ Building Later ▪ Integrated Earlier <p>Age Groups</p> <table border="1" data-bbox="317 500 1050 781"> <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>Preschool: Non-Kinders</td> <td>Birthdate range: 09/03/2012 to 09/02/2013</td> </tr> <tr> <td>Preschool: Kinders</td> <td>Birthdate range: 06/01/2011 to 09/02/2012</td> </tr> </tbody> </table> <p>Key Findings:</p> <table border="1" data-bbox="317 854 1837 1291"> <thead> <tr> <th>Group</th> <th># of Children Assessed</th> <th>Largest % Scored the Highest</th> <th>Largest % that Scored the Lowest</th> <th>Majority of the Group (Average)</th> </tr> </thead> <tbody> <tr> <td>Infant</td> <td>48</td> <td>23% scored “Exploring Earlier” in Physical Development & Health</td> <td>21% scored “Responding Later” in Cognition, including Math and Science</td> <td>“Exploring Earlier” for all domains</td> </tr> <tr> <td>Toddler</td> <td>163</td> <td>81% scored “Exploring Middle” in Physical Development & Health</td> <td>55% of children scored “Exploring Earlier” in Language and Literacy</td> <td>“Exploring Earlier” for all domains</td> </tr> <tr> <td>Preschool – Non Kinders</td> <td>515</td> <td>43% scored “Building Earlier” in Literacy and Physical Development</td> <td>41% scored “Exploring Later” in Approaches to Learning & Self-Regulation</td> <td>“Building Earlier” for all domains</td> </tr> <tr> <td>Preschool - Kinders</td> <td>726</td> <td>40% scored “Building Middle” in Health</td> <td>40% scored “Building Earlier” Literacy</td> <td>“Building Middle” for all domains</td> </tr> </tbody> </table>					Groups	Factor	Infants	Birth – 18 months	Toddlers	19 – 35 months	Preschool: Non-Kinders	Birthdate range: 09/03/2012 to 09/02/2013	Preschool: Kinders	Birthdate range: 06/01/2011 to 09/02/2012	Group	# of Children Assessed	Largest % Scored the Highest	Largest % that Scored the Lowest	Majority of the Group (Average)	Infant	48	23% scored “Exploring Earlier” in Physical Development & Health	21% scored “Responding Later” in Cognition, including Math and Science	“Exploring Earlier” for all domains	Toddler	163	81% scored “Exploring Middle” in Physical Development & Health	55% of children scored “Exploring Earlier” in Language and Literacy	“Exploring Earlier” for all domains	Preschool – Non Kinders	515	43% scored “Building Earlier” in Literacy and Physical Development	41% scored “Exploring Later” in Approaches to Learning & Self-Regulation	“Building Earlier” for all domains	Preschool - Kinders	726	40% scored “Building Middle” in Health	40% scored “Building Earlier” Literacy	“Building Middle” for all domains
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	Goals – By the third Assessment Infants & Toddlers:															
	Domain:	Approaches to Learning Self-Regulation			Social and Emotional Development			Language and Literacy Development			Cognition Including Math and Science			Physical Development Health		
	Measures:	<i>Self-Control of Feelings & Behavior</i>			<i>Symbolic and Sociodramatic Play</i>			<i>Interest in Literacy</i>			<i>Number Sense of Quantity</i>			<i>Gross Motor Manipulative Skills</i>		
	Levels:	<i>Infants: Responding Later Toddlers: Exploring Later</i>			<i>Infants: Responding Later Toddlers: Exploring Later</i>			<i>Infants: Responding Later Toddlers: Exploring Later</i>			<i>Infants: Responding Later Toddlers: Exploring Later</i>			<i>Infants: Exploring or Above Toddlers: Exploring Later</i>		
	Group	Current	Expect	Increase	Current	Expect	Increase	Current	Expect	Increase	Current	Expect	Increase	Current	Expect	Increase
	Infants	35%	65%	30%	60%	75%	15%	35%	75%	40%	50%	70%	20%	52%	75%	23%
	Toddlers	38%	80%	42%	31%	85%	54%	35%	85%	50%	21%	85%	64%	30%	80%	50%
	Goals – by the Third Assessment Preschoolers:															
	Domain:	Approaches to Learning Self-Regulation			Social and Emotional Development			Language and Literacy Development			Cognition Including Math and Science			Physical Development Health		
	Measures:	<i>Self-Control of Feelings & Behavior</i>			<i>Social and Emotional Understanding</i>			<i>Letter and Word Knowledge</i>			<i>Measurements</i>			<i>Perceptual-Motor Skills and Movement Concepts</i>		
Levels:	<i>Non-Kinders: Building or Above Kinders: Building Later</i>			<i>Non-Kinders: Building or Above Kinders: Building Later</i>			<i>Non-Kinders: Building or Above Kinders: Building Later</i>			<i>Non-Kinders: Building or Above Kinders: Building Later</i>			<i>Non-Kinders: Building or Above Kinders: Building Later</i>			
Group	Current	Expect	Increase	Current	Expect	Increase	Current	Expect	Increase	Current	Expect	Increase	Current	Expect	Increase	
Non-Kinders	17%	60%	43%	16%	60%	44%	36%	60%	24%	45%	60%	15%	64%	85%	21%	
Kinders	32%	70%	38%	37%	75%	38%	38%	70%	32%	32%	70%	38%	25%	80%	55%	
Report: 2016-2017 Goals & Objectives Mid- Year Report	<p>Sarah Reich, ASAIII (TU), presented the 2016-2017 Goals & Objectives Mid-Year updates:</p> <p>Trends in Community Assessment - The EHS & HS goals and objectives were developed as a result of the needs, trends, issues, and priorities identified in the Community Assessment.</p> <p>The top four results were:</p> <ul style="list-style-type: none"> • Concerns in children’s health and nutrition • Accurate documentation, identification and treatment for disabilities • Increasing parent education skills • Child and family safety <p>Sarah presented the January 2017 update to CSB’s Top Goals & Objectives:</p> <p>Goal 1: CSB will address the needs to improve indicators of nutritional health through increased education and physical activity.</p>															

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	<p>Objective 1: By July 2017, CSB will further engage in obesity prevention education focusing on physical activity and healthy eating habits. <u>Update:</u> CSB has been conducting ongoing parent education in the form of written materials and trainings, including supporting teachers with physical activity ideas for lesson plans, publishing Nutrition News on monthly menus, and facilitating nutrition or physical activity workshops presented by Contra Costa Health Services and Fresh Approach.</p> <p>Goal 2: Comprehensive Services staff is required to maintain up to date accurate data in order to provide quality comprehensive services to children and families, and to maintain agency compliance. CSB will provide ongoing training opportunities to assist staff in enhancing their record keeping skills.</p> <p>Objective 1: By January 2017, CSB will develop a “Comprehensive Services Desktop Guide” for staff in order to standardize the program’s record keeping practices. <u>Update:</u> The Desk Guide will be completed by January 31, 2017 and presented at the All Cluster Meeting in February, 2017.</p> <p>Objective 2: 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. <u>Update:</u> Trainings in record keeping continue to be conducted and will be completed by June 2017, including:</p> <ul style="list-style-type: none"> • August 22-25, 16 – Training for Site Supervisors, Comprehensive Services Staff, and Teachers • September 15, 16 – CLOUDS Assessment Training for Assistant Directors • November 2, 16 – Head Start Program Performance Standards training for CSAM’s at CSAM’s meeting • December 13-14/16 – CLOUDS training for data entry • February 13 – 16, 17 – PIR data entry training • February 21 & 24, 17 – DRDP Training – Analyzing Outcomes • February 27 – 28, 17 PIR data entry training <p>Goal 3: Exposure to violence has a lasting impact on children’s development including their emotional, mental and physical health. 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>Objective 1: By December 31. 2017, CSB will evaluate its first year of implementation of the in-reach program at the Contra Costa County Detention Facilities and Ujima Family Recovery Center in partnership with Contra Costa County Probation and the County Office of Education. <u>Update:</u> Evaluation data for 2016 is being entered and analyzed as per the established schedule and new referral forms have been created to identify which facility the referral is coming from and new media consent was developed. The program has expanded the provide in-reach to parenting teens at Juvenile Hall and the Orin Allen Boys Ranch.</p> <p>Objective 2: By July 2017, CSB will enhance its violence prevention and safety program for children, families, and staff. <u>Update:</u> CSB employees working directly with children and families have received the Trauma Informed Training facilitated by Zero Tolerance.</p> <p>Goal 4: CSB will support parents in their ability to maintain family well-being and promote positive parent-child relationships. Families will become more competent and experience increased joy as they gain confidence in their parenting.</p>

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	<p>Objective 1: By June 2017, CSB will pilot Make Parenting a Pleasure curriculum through regularly scheduled parenting classes in two regional locations. <u>Update:</u> Make Parenting a Pleasure curriculum will be implemented at Marsh Creek center in Brentwood and George Miller III center, Richmond beginning February, 2017.</p> <p>Objective 2: 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 to align with the center’s top ten parent interest survey results. <u>Update:</u> Make Parenting a Pleasure will be implemented at three different parent meetings beginning February 2017-June 2017.</p> <p>Goal 5: CSB will achieve and maintain an expanded and stable funding base of diverse sources. Objective 1: By June 2017 CSB will increase corporate giving and in-kind collectively by 200% of 2012-2013 level. <u>Update:</u> Proper recognition and recording of in-kind will continuously be done in the various Centers and sites to increase non-federal match through the volunteer time from parents and from community partners. Center site supervisors and staff will continuously be reminded to diligently collect and record the volunteer hours from parents and community partners, and to record them in the CLOUD system regularly for updated in-kind reports.</p> <p>Objective 2: By June 2017, CSB will refine the grant seeking system to enhance grant research and streamline grant development process. <u>Update:</u> CSB will continue to follow-up on the pending application for the non-Partnership Early Head Start Expansion Program of \$3,750,000 as well as the pending application for Start-up fund budget of \$1,060,000 from ACF. CSB will continue to be proactive in applying for new grants and continue to work with First 5 Contra Costa for the monitoring of the QRIS grant.</p> <p>Objective 3: By June 2017 CSB will intensify monitoring of expenses by all managers to raise awareness and stay within budgeted allocations. <u>Update:</u> Program managers will continue determine each centers’ requirements for materials and supplies for proper monitoring and recording of expenses by organization number Program staff will continue monitor sub recipients’ requirements, i. e, updated contracts, W-9, Insurance policy renewal, and other required documentation to avoid delay in processing of payment by Auditor-Controller.</p>
<p>Report: NHSA Parent Conference</p>	<p>The Executive Committee attended the 2016 Parent and Family Engagement Conference in San Juan, Puerto Rico. Feedback from their experience attending this conference included the following:</p> <ul style="list-style-type: none"> • Sheila Frazier, Chair, shared that most of the workshops focused on leadership and how one could be a more effective leader as an Executive Committee member. Two male parents attended from our delegate agency First Baptist. It was a great experience that brought our team together. • Emma Duran, Parliamentarian, and Veronica Gutierrez, Vice-Chair, shared that attending and participating in workshops was a great experience that brought our team together.
<p>Site Reports</p>	<p>George Miller III: A wonderful workshop by Bay Area Discovery museum staff was presented to our families. The purpose of the workshop was to embrace science and creativity through everyday play. Parents and children participated in creative activities and made some valuable learning discoveries. Our families were overjoyed to see how simple activities and ordinary materials can be a wonderful learning tool. Intentional adult child interactions probe quality learning experiences and cultivate inquiry and investigation. Financial literacy training was provided for staff to offer training and resources to the families enrolled in our programs. STEAM conducted training for teachers to plan and probe more hands on learning inquiries. GMIII staff initiated the TANDEM books project to offer literacy rich activities to our children and</p>

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	<p>families. Children are taking a book bag home with a variety of multicultural and multi-lingual books to support the home language and promote family reading habits. We received new tricycles and scooters to offer active learning and promote our children’s physical development. Site/classrooms deep cleaning and enhancements to ensure compliance in health and safety areas were completed. Parent work day to engage parents in site improvement/enhancement plans was very productive. Many children at our center are interested in investigating about cars and houses. Our classrooms are focused on building cardboard houses, drawing layouts and blue prints of their dream homes; children are making lists of building materials and are learning about tools used in building houses. Car tools and mechanism of cars are also one of the favorite inquiry topics at our center. Our Bureau Director Camilla Rand visited the site and provided us with valuable feedback. We purchased new learning materials and educational activities for the classrooms to offer multiple learning modalities.</p> <p>Verde: Site is celebrating that all children can recognize their names. STEAM conducted training for teachers to plan and probe more hands on learning inquiries. We have a new basketball hoop and water table. The children collected leaves and planted beans; they are looking forward to seeing them grow in the spring. On December 12, 2016 the office of Supervisor John Gioia, gave out books to the children. Teachers met with the Verde Kindergarten Teacher to plan for our children to visit the Kindergarten classroom. Verde Staff initiated the TANDEM books project to offer literacy rich activities to our children and families.</p> <p>Riverview: New doorbell system was installed. Parent will come up with activities and give input into the curriculum. Nutritionist provided a presentation during our January parent meeting and shared resources on Healthy Eating. Site shared resources on Kindergarten enrollment.</p> <p>Marsh Creek: Ms. Maria shared information about the Care Bear group; they brought presents for our children on Monday, December 19, 2016. Magda Bedros from CSB provided training on “Using the Home as a Learning Environment”. Ms. Maria will talk about the new Water project the class will start on January 30, 2017. Dental van provided cleaning exams to all children. Wendy Escamilla from CSB provided training on “Health Eating” and “Low cost places to shop for food”. Emma Duran shared her experience and feedback from the Parent and Family Engagement Conference.</p> <p>Kids Castle: Classroom 3 has a field trip next Friday to Chucky Cheese. HS Nutritionist came to parent meeting and shared information on preparing healthy meals, they also handed out books. Site is planning fundraisers for new year.</p> <p>East Leland Court: Our site is having Picture Day on February 21st. Classroom three was split into two classrooms and after setup is fully functional. We had a Nutritionist provide a presentation during our parent meeting.</p> <p>Crescent Park: Ms. Nangkeo accepted the position as Lead Teacher in Room 3. Ms. Nang is also being recognized January 31, 2017 for completing 15 years of service at CSB. Yolanda Williams represented Cluster A and attended the CHSA conference in Sacramento January 9-13, 2017. She was selected to attend in appreciation of her excellent education monitoring scoring at 100%. Tandem Books arrived and will be disbursed after our February Parent Meeting. Guest Speakers from the Tandem Literacy Program will introduce the curriculum to our families and equip them with the necessary skills/tools for this parent engagement activity to be a success. The rain is here and informing us of where our building needs some TLC. Repairs to the roof are being addressed. A large touch screen Wall Pad has been added to room 1 replacing the small surface pad. Over the winter break, a large shipment of classroom supplies was delivered to the center. Families have been supporting with sorting the material and disbursing them into the appropriate classrooms. On January 19, 2017- Reading Advantage will present at the</p>

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	<p>Parent Meeting. The children created Thank You Cards for the local Food Bank in appreciation of all of their donated goods over the holidays. Projects are booming at Crescent Park! The laundromat, Construction Zone and Pizzeria are up and running and the children are having a blast!</p> <p>Balboa: Education Monitoring was completed for all 10 classrooms. Daily Attendance for Balboa was above 85% for November. QRIS Binders were completed. New supplies and equipment for Preschool classrooms were distributed. New supplies and equipment orders for Infant/Toddler classroom are in progress. Approval for playground resurfacing is in process. Lawrence Hall of Science Workshop: Gravity in Motion was presented for Preschool Classrooms. Tandem Book Project was introduced to Preschool.</p> <p>Bayo Vista: We have a new teacher for our AM classroom - Ms. Marta Rocha began on December 15th, 2017. A Bayo Vista parent donated 3 tires. He is going to paint them to use as planters for the playground. Reading Advantage returned to Bayo Vista for their second visit to talk to parents about the importance of reading to their children daily, after the meeting children picked out a book to take home. Andie from Fresh Approach share nutritional information with parents as well as demonstrated how to make a salad using: kale, persimmons, pomegranate, and walnuts with vinaigrette dressing that was healthy and delicious. Fresh Approach/Cal Fresh handed out flyers for parent to receive \$10.00 to buy local fruits and vegetables at local Farmers Markets with EBT. Parent really enjoyed the information.</p>	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements information:</p> <ul style="list-style-type: none"> ▪ Self-Assessment will be conducted during the week of March 6th - 10th. Policy Council representatives are encouraged to sign up. Katharine added that schedules are very flexible and some of the work could be conducted over the phone. ▪ Policy Council representatives were asked to complete the training evaluation for the Make Parenting a Pleasure Curriculum training. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Entesar Ebeid recognition from a grandparent from Los Arboles 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None