



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



Date: 3/21/2018

Time Convened: 6:20PM

Time Terminated: 7:58 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Emma Duran, Secretary, called the meeting to order at 6:20p.m. • Dawn Dailey, Nurse Family Representative, 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"> • Blanca Sanchez, Teacher at GMIII Children Center was presented with a certificate and a book to acknowledge her dedication to the children and their families. Desiree Garland, Site Supervisor II at Ambrose Children Center was unable to attend her certificate and book will be sent to her center. • Policy Council recognized Janissa Rowley, Assistant Director, who is retiring on March 29, 2018 after 38 years of service in Contra Costa County. She has actively participated at Policy Council Meetings and been a true leader in the field of early care and education for over 50 years. We will miss Janissa and wish her a happy and healthy retirement. • Special thank you to CSB staff providing support during March 21, 2018, Policy Council meeting.
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<p>Camilla Rand, Director, welcomed Policy Council representatives and presented administrative updates to include:</p> <ul style="list-style-type: none"> • CSB’s Facilitative Leadership training will be held on April 7, 2018 at CSB’s Administrative office, located at 1470 Civic Court Ste. 200, Concord, CA 94520. This training will provide participants with tools that will support their ability to lead meetings; engage participants in meaningful discussions and shared decision-making; and facilitate difficult conversations. • On March 1, 2018, CSB launched the Centralized Eligibility Unit; which will start processing enrollment applications. <p>Katharine Mason, Division Manager, introduced herself and presented enrollment and attendance statistics for the month of February:</p> <ul style="list-style-type: none"> • Enrollment: 100.15% for Head Start, 100% for Early Head Start, 100% for Early Head Start Child Care Program Partnership #1 and 62.09% for Early Head Start Child Care Program Partnership #2. • Attendance: 82.61% for Head Start, 80.61% for Early Head Start, 90.91% for Early Head Start Child Care Program Partnership #1 and 84% for Early Head Start Child Care Program Partnership #2. Early Head Start combined attendance is 83.73%. Many of these absences were due to illnesses.

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	<p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2017-2018 Head Start Program: January 2018 year to date cash expenditures were \$547,747 YTD, which represents 3% of the program budget. ○ 2017-2018 Early Head Start Program: January 2018 year to date cash expenditures were \$43,214 YTD, which represents 1% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership: January 2018 year to date cash expenditures were \$542,943 YTD, which represents 50% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership #2: January 2018 year to date cash expenditures were \$774,641 YTD, which represents 17% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of January 2018 were \$22,559.80. ○ Child and Adult Care Food Program: January 2018 total meal served including breakfast, lunch, and supplements were 38,146.

Closed Session – No minutes taken during closed session

Action:

- Consider Approval of the 2018-2019 Early Head Start Child Care Partnership #1 Year 3 of Continuation Grant

Haydee Ilan, Accountant III, reviewed the Executive Summary Incoming Funds Narrative Statement for the 2018-2019 Early Head Start Child Care Partnership #1 Year 3 of Continuation Grant.

BUDGET SUMMARY

Budget Categories:	FY 2018-19 OPERATION EHS Child Care Partnership #1
Personnel	\$ 286,133
Fringe Benefits	\$ 206,574
T & TA	\$ 25,907
Travel	\$ - 0 -
Supplies	\$ 6,900
Contractual	\$ 467,260
Other	\$ 30,243
Sub-Total of Direct Charges	\$1,022,997
Indirect Costs	\$ 68,381
Total Federal Amount Being Requested	\$1,091,378
Non-Federal Share	\$ 272,845
Total Federal and Non-Federal	\$1,351,036

A motion to approve the 2018-2019 Early Head Start Child Care Partnership #1 Year 3 Continuation Grant was made by Lee Ross and

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	<p>seconded by Teodora Soto. The motion was approved.</p> <table border="1" data-bbox="317 212 1604 659"> <thead> <tr> <th data-bbox="317 212 800 259">Ayes</th> <th data-bbox="800 212 980 259">Nays</th> <th data-bbox="980 212 1131 259">Abstentions</th> <th colspan="2" data-bbox="1131 212 1604 259">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="317 259 800 306">Cynthia Moran</td> <td data-bbox="800 259 980 306"></td> <td data-bbox="980 259 1131 306"></td> <td data-bbox="1131 259 1312 306">Leticia Prado</td> <td data-bbox="1312 259 1604 306">Steve Snaith</td> </tr> <tr> <td data-bbox="317 306 800 354">Cindy Chiem</td> <td data-bbox="800 306 980 354"></td> <td data-bbox="980 306 1131 354"></td> <td data-bbox="1131 306 1312 354">Mayra Nieto</td> <td data-bbox="1312 306 1604 354">Melanie Martinez</td> </tr> <tr> <td data-bbox="317 354 800 401">Teodora Soto</td> <td data-bbox="800 354 980 401"></td> <td data-bbox="980 354 1131 401"></td> <td data-bbox="1131 354 1312 401">Demetria Trim</td> <td data-bbox="1312 354 1604 401">Tiffany Posey</td> </tr> <tr> <td data-bbox="317 401 800 448">Susana Sotelo</td> <td data-bbox="800 401 980 448"></td> <td data-bbox="980 401 1131 448"></td> <td data-bbox="1131 401 1312 448">Elisha Jefferson</td> <td data-bbox="1312 401 1604 448">Cheryl Barrett</td> </tr> <tr> <td data-bbox="317 448 800 495">Ana Moreno</td> <td data-bbox="800 448 980 495"></td> <td data-bbox="980 448 1131 495"></td> <td data-bbox="1131 448 1312 495">Nelly Velazquez</td> <td data-bbox="1312 448 1604 495">Veronica Gutierrez</td> </tr> <tr> <td data-bbox="317 495 800 542">Paige Chatman</td> <td data-bbox="800 495 980 542"></td> <td data-bbox="980 495 1131 542"></td> <td data-bbox="1131 495 1312 542">Mayra Rodriguez</td> <td data-bbox="1312 495 1604 542"></td> </tr> <tr> <td data-bbox="317 542 800 589">Dawn Dailey</td> <td data-bbox="800 542 980 589"></td> <td data-bbox="980 542 1131 589"></td> <td data-bbox="1131 542 1312 589">Kenyetta Harris</td> <td data-bbox="1312 542 1604 589"></td> </tr> <tr> <td data-bbox="317 589 800 636">Lee Ross</td> <td data-bbox="800 589 980 636"></td> <td data-bbox="980 589 1131 636"></td> <td data-bbox="1131 589 1312 636">Norma Chayrez</td> <td data-bbox="1312 589 1604 636"></td> </tr> <tr> <td data-bbox="317 636 800 659">Emma Duran</td> <td data-bbox="800 636 980 659"></td> <td data-bbox="980 636 1131 659"></td> <td data-bbox="1131 636 1312 659">Rosmery Guevara</td> <td data-bbox="1312 636 1604 659"></td> </tr> </tbody> </table>					Ayes	Nays	Abstentions	Not Present		Cynthia Moran			Leticia Prado	Steve Snaith	Cindy Chiem			Mayra Nieto	Melanie Martinez	Teodora Soto			Demetria Trim	Tiffany Posey	Susana Sotelo			Elisha Jefferson	Cheryl Barrett	Ana Moreno			Nelly Velazquez	Veronica Gutierrez	Paige Chatman			Mayra Rodriguez		Dawn Dailey			Kenyetta Harris		Lee Ross			Norma Chayrez		Emma Duran			Rosmery Guevara	
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the Program Improvement Grants 	<p>Haydee Ilan, Accountant III, reviewed the narrative for Program Improvement Grants for Early Head Start Child Care Partnership program. Community Services Bureau submitted a request for supplemental funding under the Early Head Start Child Care Partnership program in the amount of \$85,800 an in additional \$140,000.</p> <p>A motion to approve the Program Improvement Grant for Early Head Start Child Care Partnership for the amount of \$85,800 was made by Ana Moreno and seconded by Susana Sotelo. The motion was approved.</p> <table border="1" data-bbox="317 899 1604 1305"> <thead> <tr> <th data-bbox="317 899 800 946">Ayes</th> <th data-bbox="800 899 980 946">Nays</th> <th data-bbox="980 899 1131 946">Abstentions</th> <th colspan="2" data-bbox="1131 899 1604 946">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="317 946 800 993">Cynthia Moran</td> <td data-bbox="800 946 980 993"></td> <td data-bbox="980 946 1131 993"></td> <td data-bbox="1131 946 1312 993">Leticia Prado</td> <td data-bbox="1312 946 1604 993">Steve Snaith</td> </tr> <tr> <td data-bbox="317 993 800 1040">Cindy Chiem</td> <td data-bbox="800 993 980 1040"></td> <td data-bbox="980 993 1131 1040"></td> <td data-bbox="1131 993 1312 1040">Mayra Nieto</td> <td data-bbox="1312 993 1604 1040">Melanie Martinez</td> </tr> <tr> <td data-bbox="317 1040 800 1088">Teodora Soto</td> <td data-bbox="800 1040 980 1088"></td> <td data-bbox="980 1040 1131 1088"></td> <td data-bbox="1131 1040 1312 1088">Demetria Trim</td> <td data-bbox="1312 1040 1604 1088">Tiffany Posey</td> </tr> <tr> <td data-bbox="317 1088 800 1135">Susana Sotelo</td> <td data-bbox="800 1088 980 1135"></td> <td data-bbox="980 1088 1131 1135"></td> <td data-bbox="1131 1088 1312 1135">Elisha Jefferson</td> <td data-bbox="1312 1088 1604 1135">Cheryl Barrett</td> </tr> <tr> <td data-bbox="317 1135 800 1182">Ana Moreno</td> <td data-bbox="800 1135 980 1182"></td> <td data-bbox="980 1135 1131 1182"></td> <td data-bbox="1131 1135 1312 1182">Nelly Velazquez</td> <td data-bbox="1312 1135 1604 1182">Veronica Gutierrez</td> </tr> <tr> <td data-bbox="317 1182 800 1229">Paige Chatman</td> <td data-bbox="800 1182 980 1229"></td> <td data-bbox="980 1182 1131 1229"></td> <td data-bbox="1131 1182 1312 1229">Mayra Rodriguez</td> <td data-bbox="1312 1182 1604 1229"></td> </tr> <tr> <td data-bbox="317 1229 800 1276">Dawn Dailey</td> <td data-bbox="800 1229 980 1276"></td> <td data-bbox="980 1229 1131 1276"></td> <td data-bbox="1131 1229 1312 1276">Kenyetta Harris</td> <td data-bbox="1312 1229 1604 1276"></td> </tr> <tr> <td data-bbox="317 1276 800 1323">Lee Ross</td> <td data-bbox="800 1276 980 1323"></td> <td data-bbox="980 1276 1131 1323"></td> <td data-bbox="1131 1276 1312 1323">Norma Chayrez</td> <td data-bbox="1312 1276 1604 1323"></td> </tr> <tr> <td data-bbox="317 1323 800 1305">Emma Duran</td> <td data-bbox="800 1323 980 1305"></td> <td data-bbox="980 1323 1131 1305"></td> <td data-bbox="1131 1323 1312 1305">Rosmery Guevara</td> <td data-bbox="1312 1323 1604 1305"></td> </tr> </tbody> </table> <p>A motion to approve the Program Improvement Grant for Early Head Start Child Care Partnership for the amount of \$140,000 was made by</p>					Ayes	Nays	Abstentions	Not Present		Cynthia Moran			Leticia Prado	Steve Snaith	Cindy Chiem			Mayra Nieto	Melanie Martinez	Teodora Soto			Demetria Trim	Tiffany Posey	Susana Sotelo			Elisha Jefferson	Cheryl Barrett	Ana Moreno			Nelly Velazquez	Veronica Gutierrez	Paige Chatman			Mayra Rodriguez		Dawn Dailey			Kenyetta Harris		Lee Ross			Norma Chayrez		Emma Duran			Rosmery Guevara	
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Training: <ul style="list-style-type: none"> Transition to Kindergarten 	<p>Ron Pipa, Education Manager and Jessie Black, Education Manager, provided training on School Readiness and Transition to Kindergarten.</p> <p>Ron started the training by asking participants to think about what activities they could do at home to prepare their children for school, and what activities they could do at home to support what their children are learning in school. He encouraged parents to share their ideas with the group.</p> <p>Participants received the following handout: <i>Getting School Ready, a guide for parents and family members of children birth to age five</i> containing information about: Social and Emotional Skills; How children learn; Using Words and Numbers, Supporting Family Culture and Language; Keeping Children Safe and Healthy; Having a Healthy Body to Learn and Grow; Families & Schools are Partners; and How to Enroll and What to Expect.</p> <ul style="list-style-type: none"> Preparing for the transition to kindergarten will help your children by: <ul style="list-style-type: none"> Increasing their self-confidence Supporting relation building with other children and adults Increasing their motivation and openness to new experiences Social skills are the most important skills that your children need when entering kindergarten and will help them with: <ul style="list-style-type: none"> Making friends Following directions and rules Listening to the teacher <p>Preparing for the first day of school suggestions:</p> <ul style="list-style-type: none"> Have your child go to bed early and get a good night's sleep Talk to your child about how much fun he/she will have, meeting a new teacher, making new friends and learning new information 				

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	<ul style="list-style-type: none"> • Take a photo of your child in the morning in front of his/her class to remember the special day • Remember to say goodbye to your child and remind him/her that you will return soon • After school, celebrate your child's first day. You may want to ask your child: <ul style="list-style-type: none"> ▪ What are the names of some of the children you met today? ▪ Who did you eat snack or lunch with? ▪ What books did you and/or your teacher read today? ▪ What activities did your teacher have you do today? ▪ What was your favorite part of the day? <p>Involvement in your child's education is important:</p> <ul style="list-style-type: none"> • When parents emphasize the value of education, children are listening • Research has shown that children who have parents, who read to them, help with homework and regularly check on their performance in school by asking questions their teacher questions achieve success in school. • Children benefit from positive parent-teacher-school partnership. • When teachers and parents have good relationships, they seek to make both school and home places where children feel secure and enjoy success. • Teachers recognize that parents have valuable information to share about their children when parents are involved in their children's school life. • Parents, who are actively involved in the Policy Council, School Site Councils, Parent Clubs, or Parent Teacher Associations, make a difference. Through their participation they are able to assist with making decisions about the school, classroom and program. <p>100 Ways to Praise your Child:</p> <ul style="list-style-type: none"> • Praise is a wonderful way to let your children know they are: doing a great job and a way to encourage them to strive. It is important for your children to know you recognize their efforts and hard work. <p><i>Your home is a Learning Center</i> handout was distributed. Parents were reminded that they are their child's first and that there are many learning opportunities within the home to engage in with children.</p> <p><i>From Kindergartener to Kindergartener</i> video with kindergarten children walking through what a typical day in kindergarten looks like to include: taking turns; raising hands; listening to others; sitting on the carpet and at the table; and playing outside on the playground.</p>				
Subcommittee Updates	No updates were given or submitted.				
Action: <ul style="list-style-type: none"> • Consider Approval of the February 21, 2018 	<p>The minutes of the February 21, 2018, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the February 21, 2018, Policy Council minutes was made by Lee Ross and seconded by Cindy Chiem. The motion was approved.</p> <table border="1" data-bbox="317 1453 1604 1497"> <tr> <td style="text-align: center;">Ayes</td> <td style="text-align: center;">Nays</td> <td style="text-align: center;">Abstentions</td> <td style="text-align: center;">Not Present</td> </tr> </table>	Ayes	Nays	Abstentions	Not Present
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Site Reports	<p>Los Arboles:</p> <ul style="list-style-type: none"> • Children are working on a Car Project; they are making cars out of cardboard boxes and inventing their own carwash station. • Family Engagement activities were sent home for parents to do with their children at home. • Surveillance cameras are in the process of being installed. • A Police Officer from Contra Costa County Sheriff's Dept. will be visiting the center on Friday, March 23, 2018. • Roadmap to Kindergarten spring tip sheet was shared with parents along with Second Step curriculum weekly letters. <p>Ambrose:</p> <ul style="list-style-type: none"> • Ms. Valerie started the Mentor program and is doing an awesome job. • Many of our parents are continuing their education and have let us know how much they appreciate the services that we provide so they can go to school and complete their educations. • Site received new supplies; teachers are able to rotate all types of materials that are age appropriate for both infant and toddlers. • Ms. Lynda's older toddler classroom is doing a science project called water marbles. The water marbles expand when put in the water and feel nice and smooth. The children studied the texture of the marbles and they classified colors and counted the marbles. <p>Balboa:</p> <ul style="list-style-type: none"> • A Health and Safety Checklist was completed as part of Balboa's Self-Assessment in Room 5 and A-3. All areas were found compliant and in good order. • We have welcomed two new teachers in Room 3, Ms. Maria Dominquez and Ms. Pushpa Dias. They are joining Ms. Geysel, and are a great team that is working together to make the children's school experiences successful and fun. • With the new playground asphalt, our next project is to have bike path "directional arrows" painted. • We have two, new sand boxes for the play yards that will be put together soon. • The Itsy Bitsy Reading Program was introduced to the parents, and supplies were given out to the EHS families. Children are also enjoying the extending activities supplies sent home for parents to enjoy with their children. • The local Librarian, dressed as "The Cat in the Hat" came to visit A and B Buildings, and read to the children. She also did a couple of songs and movement activities with them. The children, and adults, all very much enjoyed the experience. • Based on the Parent Surveys this year, the large majority of parents are Satisfied or Highly Satisfied with our Program. Areas that were appreciated include information given to the parents on Positive Discipline and Resources in the Community. • Trainings are being provided to staff that will encourage and help foster effective communication with parents. 			

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	<p>Riverview:</p> <ul style="list-style-type: none"> • Parent's Desired Results surveys completed and tallied. A few parent comments: <ul style="list-style-type: none"> ▪ "I am thankful that my child can receive such high quality care while I am working; at no cost. The staff her are wonderful". ▪ It has helped my daughter to socialize and learn a lot. She is happy and able to do activities. ▪ The staff is wonderful with my son. He loves how much each and every one helps him learn so much. • Teachers are continuing their participation in the Teaching Pyramid training on site and off site. • We welcomed back Melissa Molina (Senior Clerk) and said goodbye to Tisa Johnson (Temp Clerk). • Room 2 projects, Community Workers, Parent (Crossing Guard), and PG&E working in neighborhood. The children enjoy watching them work during "outside time". • Room 1 projects: Music, visiting experts included Ms. Lorena's husband coming to sing and Ms. Cathy's husband who came to play the harmonica. • Ms. Janissa visited to say "goodbye" to staff and children. We welcomed her with signs and presented her with a special book (keepsake) • CSU East Bay Nursing Students are presenting a lesson on "Healthy Bodies". • Parent (father) brought his motorcycle to share with the afternoon classes. Children put on helmet and sat on bike to take pictures. • Site Supervisor connected with Riverview Middle School to collaborate with art class during "Week of the Young Child" <p>Brookside:</p> <ul style="list-style-type: none"> • The program is maintaining and trying to improve the facility for our employee's children and families. • Judy Ventling provided CRP/First Aid Training during the Parent Committee Meeting. • Resources shared with parents: Monthly Parent calendar, CSB Parent Training Opportunities, Free Taxes, Career & Financial workshops, Immigration, Beginning Reading program, and Recreation. • Early Closure is scheduled for March 14th & 28th for Teacher Staff Development training. <p>Crescent Park:</p> <ul style="list-style-type: none"> • Five of Crescent Park's Teachers maintained "Perfect Attendance" in the Month of February. Congratulations to Blanca, Claudia, Nang, Paulette and Yolanda! • Thirteen children earned "Perfect Attendance" in the month • You've Got Mail! Crescent Park Policy Council Representatives Mayra Nieto and Alternate Representative Carmen Harris created colorful and vibrant "Check your mail" posters that are displayed on each classroom door as well as the front lobby highlighting current events for the staff that are often overlooked in the parents mailboxes. Field Trips, Early Closures, Guest Speakers and Parent Meetings are a few announcements that will be displayed under these posters. • Spring is here! Crescent Park will be planning their center work day in efforts to enhance both of the play yards with planters, seeds and flowers. • On February 27, 2018, Crescent Park received a visit from Ms. Celicia from Tandem. She read aloud to all five of the classrooms including EHS! • On March 7, 2018, Region IX representatives visited and toured the Center. They were especially wowed by our kiddos in the EHS classroom room #4. • Site Supervisor contacted Nelly Ige, ASAI, regarding Stage 2 Flyers. Stage 2 flyers were provided to parents who expressed the need for childcare support.

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	<p>George Miller III:</p> <ul style="list-style-type: none"> • Children and families are looking forward to experience the Bay Walk science program at Bay Area Discovery Museum • All classrooms celebrated Dr.Seuss birthday by planning and offering a week full of literacy rich activities to honor Dr. Seuss' contributions towards children's literacy. Children participated in rhyming, sing along, and read along activities. They enjoyed reading Dr. Seuss books and created rhyming words boards, collages and cooked their own green eggs and ham. Children created their own hats and signs. • Ms. Blanca Sanchez, Room 7 Teacher was selected to be recognized for her very meaningful work with the children and families at the March 2018 Policy Council Meeting. • Three classroom teaching teams are working with Daniel Mier (Dean of SF State University) to highlight their learning journeys with the children and create learning stories. • Two Teaching teams are continuing their participation in the Teaching Pyramid program.They are enhancing their teaching skills by using positive descriptive acknowledgement in their interactions with the children. • The center welcomed two new Associate Teachers. • Our classrooms are exploring in depth projects on Balls, Aeroplanes, Trains and Dinosaurs. Teachers are offering innovative learning experiences, inviting visiting experts, planning field trips and offering hands on activities on the topics of children's interests. • Region IX visted Representatives visted the center and were very happy with the quality of care and learning environments that they observed • Make Parenting a Pleasure trainings are very successful. Parents are excited to enhance their parenting skills and learn new ways to help and guide their children.Two recent training topics of interest that were well received by families include: "Managing Anger" and "Stress Management". These trainings were held on March 13th and February 27th. • Financial literacy trainings have concluded. Feedback received was that the trainings were very productive in enhancing staff's understanding of financial fitness.They are looking forward to sharing what they learned with our families. 	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement shared the in-kind video for the month of March and encouraged Policy Council representatives to take an active role in helping to build in-kind, and to remind families at their sites to also be involved.</p> <ul style="list-style-type: none"> • Sign-up sheet for representative to RSVP for the Facilitative Leadership to be held on April 7, 2018 was shared. • Financial Fitness training for West County parents will start at Brookside Children Center on March 28, 2018. Parents were encouraged to sign up. • 700 forms were made available for representatives that were not present in February's meeting to complete. <p>Introduced new translator Eleni Stephanides and thanked Fabiola Ribeiro for helping with translation during our meeting.</p>	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Good Facilitation • Food was good 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Representatives Missing