

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: 1470 Civic Court, Concord Ca 94520

Date: 10/7/2019

Time Convened: 6:05 p.m.

Time Terminated 6:30 p.m.

Recorder: Zully Acosta

Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, Delphine Smith, Pamela Arrington, Ana Araujo

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Veronica Gutierrez, Chair called the meeting to order at 6:00 p.m. Emma Duran, Vice-Chair, reviewed the desired outcomes. Delphine Smith, Parliamentarian, reviewed the meeting ground rules.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve September 4, 2019, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve September 4, 2019, Executive Meeting Minutes was made by Katie Cisco and seconded by Emma Duran. The motion passed.</p>
<p>Parent Recognition of Staff Excellence</p>	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Divina Tiamzon, Teacher at Bayo Vista and Carolyn Mwamba, on call Associate Teacher at Los Arboles, to receive recognition at October 16, 2019, Policy Council Meeting for their excellent work with the children and families. <p>Zully Acosta, Clerk Experience Level will invite both to attend the October 16, 2019, Policy Council meeting to receive their recognition.</p>
<p>Staff Report</p>	<p>Pamela Arrington, Assistant Director, provided updates on the following items:</p> <ul style="list-style-type: none"> On September 25, the Office of Head Start hosted a live webinar on the Focus Area Two (FA2) Federal monitoring review. The FA2 is an onsite review that focuses on classroom observations, the use of data management systems and the eligibility and enrollment process as they relate the to the Head Start Program Standards. Senior Management staff members participated in the webinar, and will share the information with center staff and content area experts to prepare for the upcoming review. CSB anticipates the FA2 review will occur mid-year 2020. Our PC Executive Team, Secretary, Katie Cisco and CSB Division Manager, Christina Reich and ASA III, Monica DeVera attended NHTSA's Fall Leadership Institute, <i>Preparing Head Start for the Next Year – and Beyond</i> in Washington DC 09/22 – 09/26. They were part of a four-day deep dive into the policy and advocacy issues that will impact Head Start.

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	<ul style="list-style-type: none"> • Policy Council Orientation for our newly elected parent and community representatives was held on Saturday, September 28, 2019, at the Hilton Concord. The day included many opportunities for learning and networking as our new reps received a thorough orientation as their important roles and responsibilities. Representatives and staff attending agreed the day was an overall success. Survey results and comments from attendees were all positive. They enjoyed the and commented about the informative presentations, energizing icebreakers, location of event, and delicious catered breakfast and lunch. • CSB will be conducting an on-site self-assessment this year utilizing Head Start and Early Head Start experts. The group of four consultants will pair with content area staff to conduct the assessment using the FA2 monitoring tool. The review will be held the week of December 9, 2019. • In Preparation for the CLASS (Classroom Assessment and Scoring System) review beginning October 21, 2019, CSB had the pleasure to host Head Start Regional Office Technical Assistant (TA) managers on a tour of Head Start directly operated and partner sites in East County. CSB shared program highlights and concluded the visits with in-depth discussions to further prepare for the upcoming review. • The Balboa Children’s center had a successful National Association for the Education of Young Children (NAEYC) review, and achieved a new five-year term of accreditation. Additionally, staff members at Balboa participated in a Strengths-Finder training with Robert Huffman. The training focused on understanding and utilizing strengths in the workplace. The training was well received. • Staffing: <ul style="list-style-type: none"> ○ During the month of September, CSB hired an Infant Toddler Teacher, Teacher, Intermediate Clerk, five (5) temporary Teacher Assistant Trainees (TAT), and promoted three (3) TATs to Associate Teacher Subs in an effort to maintain the number of substitutes needed to support the classrooms in the absence of permanent staff. Additionally, CSB hired a temporary Children Services Manager, and a permanent and temporary Child Nutrition Food Transporter. ○ Interviews are scheduled for the following positions; Accountant II, Infant Toddler Master Teachers and Associate Teachers. ○ CSB is in the process of hiring 11 new Master Teachers throughout the county. CSB’s goal is for each center to have at least one Master Teacher at every center and two at the larger centers. • Health and Nutrition Advisory Committee Meeting will take place on Tuesday, October 29, 2019 at Civic from 12:00 – 1:00pm. This advisory group is comprised of community health care providers and partners, parents and staff. The group meets twice a year, once in the fall and once in the spring to review the current health and nutrition needs and trends in our communities and to identify available resources, services and programs that meet these needs. Attendees/community partners have the opportunity to share information and updates pertaining to the agencies they represent; and to collaborate and plan together as to how to best meet our community’s health and nutrition needs.

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	<ul style="list-style-type: none"> • English as a Second Language fall 2019 Classes in collaboration with Martinez Unified School District Adult Education are currently being offered to all families. The classes are held at our George Miller Center in Concord. Sixteen families have registered and additional interested families are encouraged to register. • Make Parenting A Pleasure Parenting (full) Curriculum 2019-20, will begin October 18, 2019 at our Marsh Creek Center for all interested east and central county families. The same curriculum will also be offered in west county to begin early December. • CSB Director’s Report at our next PC Meeting (10/16/2019) will include a report relating to a safety incident that occurred at one of our community partner centers in Richmond where a child was signed out of a classroom by an adult who was not authorized on the emergency card to do so. The child was safely returned within 5 minutes of departing the center. The incident was reported to our regional office and further reported to Office of Head Start in Washington DC. Camilla Rand, CSB Director will provide additional information, updates, pending action, etc. regarding this incident during 10/16/2019 meeting. 	
<ul style="list-style-type: none"> • Review September 28, 2019, Policy Council Minutes 	<ul style="list-style-type: none"> • The group reviewed the September 28, 2019 Policy Council Minutes. 	
<ul style="list-style-type: none"> • Set Agenda for October 16, 2019 Policy Council Meeting 	<ul style="list-style-type: none"> • The group reviewed and set the agenda for October 16, 2019. Policy Council Meeting. 	
Meeting Evaluation	<p><u>Pluses / +</u></p> <ul style="list-style-type: none"> • All PC Exec team present • Great PC Exec team • PC Exec team formed a great bond 	<p><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Last PC Exec meeting as a team