

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

Date: 1/6/2020

Time Convened: 6:15 p.m.

Time Terminated 7:05 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Katie Cisco, Daisy Templeton, Andres Torres, Pamela Arrington, and Ana Araujo

Conference Call: Jasmine Cisneros

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Katie Cisco, Chair called the meeting to order at 6:00 p.m. Daisy Templeton, Vice-Chair, reviewed the desired outcomes. Katie Cisco, Chair, reviewed the meeting ground rules.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve November 6, 2019, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve November 6, 2019, Executive Meeting Minutes was made by Daisy Templeton and seconded by Andres Torres. 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 Bangone Somboonsab (Ohn), Teacher at George Miller Concord and Tatanisha Hives & Jazmine Carvajal, Family Advocates at Richmond CDC, to receive recognition at January 15, 2020, Policy Council Meeting for their excellent work with the children and families. <p>Imelda Prieto Martinez, Senior Clerk will invite them to attend the January 15, 2020, 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 December 6, 2019, the Community Services Bureau (CSB) received official notice from the Office of Head Start (OHS) that the federal Focus Area 2 (FA2) monitoring review will be held February 10-14, 2020. This review is designed to broaden OHS's understanding of each grantee's performance and to determine if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and the Head Start Act. During the review, a team of federal reviewers will be onsite to conduct ERSEA Child File Review, Data Tours, Center and Classroom Visits, Management Team Discussions, Teacher Discussions, Governing Body and Policy Council Discussions, Parent Discussions, and Fiscal Explorations. CSB completed its annual Self-Assessment on December 13, 2019. Consultant, Jerry Gomez and three reviewers with experience in Federal monitoring joined parents, board members and CSB staff to conduct the review. Mr.

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Staff Report	<p>Gomez was impressed with the overall results and noted many strengths. CSB received a total of 77 overall strengths and positive observations, and only three non-compliances, which are: record keeping and data entry inaccuracies in enrollment and eligibility, 9 out of 28 contracts were signed after the date the contract began, and the delegate agency, First Baptist, is under-enrolled at 91.8%. Corrective action plans have been implemented to address these issues.</p> <ul style="list-style-type: none"> • Site Supervisors and Education Managers participated in the first series of leadership trainings through Lead, Learn, Excel on December 3 and 4. The training program will focus on developing the knowledge and skills of instructional leaders to enhance everyday learning. • Marsh Creek successfully passed the National Association for the Education of Young Children (NAEYC) reaccreditation process, and Los Arboles was invited to be featured in California Association for the Education of Young Children (CAAEYC) e-connection journal to be highlighted as an NAEYC accredited site. <p>Staffing:</p> <ul style="list-style-type: none"> ○ During the month of December, CSB conducted interviews to fill permanent Site Supervisor III vacancies, and a Site Supervisor II vacancy. Interviews were also conducted to fill a Master Teacher vacancy and two Infant/Toddler Associate Teacher vacancies. Qualified candidates were identified and the Bureau is working with the County’s HR Department on the hiring process. ○ Interviews to fill clerical and various teaching vacancies are scheduled in the coming weeks, and recruitment will open to fill a vacant Comprehensive Services Manager-Project position. 	
<ul style="list-style-type: none"> • Review November 20, 2019, Policy Council Minutes 	<ul style="list-style-type: none"> • The group reviewed the November 20, 2019, Policy Council Minutes. 	
<ul style="list-style-type: none"> • Set Agenda for January 15, 2020, Policy Council Meeting 	<ul style="list-style-type: none"> • The group reviewed and set the agenda for January 15, 2020, Policy Council Meeting. Revised agenda to add approval of the Quality Improvement Plan. 	
<ul style="list-style-type: none"> • Review of the Early Childhood Learning Knowledge (ECLK) lesson on Leadership and Governance 	<ul style="list-style-type: none"> • Ana Araujo, Comprehensive Services Manager, provided and overview of the Early Childhood Learning Knowledge ECLKC lesson on Leadership and Governance. Power Point presentation will be emailed by Imelda. 	
Meeting Evaluation	<u>Pluses / +</u>	<u>Deltas / Δ</u>
	<ul style="list-style-type: none"> • Good information 	<ul style="list-style-type: none"> • None