

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

Date: 3/4/2020

Time Convened: 6:06 p.m.

Time Terminated 7:00 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Katie Cisco, Daisy Templeton, Andres Torres, Jasmine Cisneros, Magda Bedros, and 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"> Katie Cisco, Chair called the meeting to order at 6:06 p.m. Daisy Templeton, Vice-Chair, reviewed the desired outcomes. Jasmine Cisneros, Parliamentarian, reviewed the meeting ground rules.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve February 5, 2020, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve February 5, 2020, 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 Gabriela Martinez Teacher at Ambrose, and Donna Lawson, Sr. Instructional Assistant & Lori Gululzan, School Counselor at Crossroads High School, to receive recognition at March 18, 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 March 18, 2020, Policy Council meeting to receive their recognition.</p>
<p>Staff Report</p>	<p>Magda Bedros, Assistant Director, provided updates on the following items:</p> <ul style="list-style-type: none"> The Office of Head Start (OHS) held an onsite review at CSC’s Administrative office on February 24, 2020. Administration of Children and Families (ACF) Program Specialists, Chris Pflaumer and Rachel Gannon, met with the Director and several to CSB and YMCA managers to review documents and interview staff regarding the area of non-compliance as a result of a child being improperly released at CSB’s partner site, the YMCA, in August 2019. The onsite visit concluded with a visit to the YMCA 8th Street center where ACF Specialist, CSB and YMCA managers were able to observe successful child pick-up transitions. We hope to receive the report of clearance within 60 days. CSB held its annual Give Kids a Smile Day on Friday, February 21st. With the hard work of CSB Staff and Dentists within the community, 272 total children received an exam and fluoride treatment. Our goal is always to provide positive dental experiences to the children so they walk away with a smile!

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

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> Site Supervisors and Education Managers participated in the third training through the Lead, Learn, Excel program. The training focused on data and how to engage teaching staff in site data analysis. CSB was randomly selected to participate in the Early Head Start (EHS) Family and Children Experiences Survey also known as Baby Faces 2020. Mathematica Policy Research in conducting the survey under a contract with the Administration of Children and Families’ Office of Planning, Research, and Evaluation department. The survey will collect rich data to better understand how EHS programs promote the development of infant and toddlers through responsive relationships among caregivers, parents and children; comprehensive support to families; and the provision of quality child care and home visiting. Researchers will visit four EHS directly operated and partner centers, and our Home Visitors programs to interview teachers, partners. The survey will be conducted in late-March 2020. On March 2, CSB received word from Regional Office that our corrective action period for 100% enrollment in CCP2 is completed due to sustained full enrollment over last year. 	
<ul style="list-style-type: none"> Review February 19, 2020, Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed the February 19, 2020, Policy Council Minutes. 	
<ul style="list-style-type: none"> Set Agenda for March 18, 2020, Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for March 18, 2020, Policy Council Meeting. 	
<ul style="list-style-type: none"> Early Childhood Learning Knowledge Center – Leadership and Governance Part 2 	Ana Araujo, Comprehensive Services Manager, reviewed the Early Childhood Learning Knowledge Center – Leadership and Governance.	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> Ideas for staff recognition and positive reinforcement Good information 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> None