



**Policy Council Meeting Minutes**  
Virtual Meeting



**Date:** 10/20/2021

**Time Convened:** 6:03 PM

**Time Terminated:** 8:06 PM

**Recorder:** Angie Guzman

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:03 pm. Juan Batiz, Vice-Chair, reviewed the desired outcomes. Myriah Herrington, Parliamentarian, reviewed the desired outcomes and meeting ground rules.
Public Comment	None
Correspondence	None
Parent Recognition	The following staff was recognized for going above and beyond in their work with the children and the families: <ul style="list-style-type: none"> <li>• Ms. Zermira Zadrán, Teacher, at Los Nogales and Ms. Bertha Lopez, Teacher at YMCA, were presented with a certificate and a book to acknowledge her dedication to the children and families.</li> </ul>
Ice Breaker	Policy Council Representatives participated in an icebreaker activity- "What are your favorite fall activities?"- to open communication and build connection among members.
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Executive Director</li> <li>• Interim Division Manager</li> <li>• Fiscal</li> </ul>	<b>Aaron Alarcon-Bowen, CSB Executive Director</b> , welcomed Policy Council representatives and thanked them for attending. Administrative updates: <ul style="list-style-type: none"> <li>• <b>INSPIRATIONAL STORY: Les Brown</b></li> <li>• <b>Recruitment of Teaching Staff:</b> <ul style="list-style-type: none"> <li>- Digital Marketing Campaign: McClatchy Recruitment Solutions.</li> </ul> </li> <li>• <b>National Head Start Awareness Month</b> <ul style="list-style-type: none"> <li>- Contra Costa's Board of Supervisors dedicated October as Head Start Awareness Month!</li> </ul> </li> <li>• <b>First Five Collaboration:</b> <ul style="list-style-type: none"> <li>- CSB Director is Kathy Gallagher's alternate.</li> <li>- CSB Director is part of the Early Learning Leadership Group (ELLG)</li> </ul> </li> <li>• <b>Head Start Fiscal Training:</b> <ul style="list-style-type: none"> <li>- CSB Director, Nancy Benavidez and Haydee Ilan</li> </ul> </li> <li>• <b>Monitoring of our Delegate Agency, First Baptist Head Start</b> <ul style="list-style-type: none"> <li>- CSB contracted with renown Head Start consultants</li> </ul> </li> <li>• <b>Update on Central Kitchen:</b> <ul style="list-style-type: none"> <li>- Delay</li> </ul> </li> </ul> <b>Amy Wells, Interim Division Manager</b> , reported:

- The month's enrollment was 54.11% for Head Start, 84.57% for Early Head Start, and 66.79% for Early Head Start Child Care Partnership #2.
- The month's attendance was 80.20% for Head Start, 74.78% for Early Head Start, and 81.09% for Early Head Start Child Care Partnership #2.

Program updates:

- **Classroom Operations**-Increases to in-class capacity to serve more where staffing allows on the following dates:
  - **November 1<sup>st</sup>**-Increase to 20 preschools and continue to enroll to full capacity for IT, as needed
  - **December 1<sup>st</sup>**-Increase all waiver rooms to full capacity (22 or 24 children)
- Please be mindful in answering the daily health question thoughtfully & truthfully; not doing so could result in removal from the program. We must all work together to keep all staff, families, and children safe.
- Please also be sure your child (2 and up) are wearing a facemask while at school. Talk with your child about wearing a mask while at school to stay safe. Letter sent home in early October to all CSB families.
- Contra Costa College Early Head start received their QRIS rating from First 5 that increased from a 4 to a 5 this year. A 5-star rating is the highest possible in Quality Matters. Kudos to the teaching staff for their excellent work!
- Connecting literacy with our menu is another strategy we utilize to encourage our children to enjoy meals prepared by our Central Nutrition Unit staff. October 11-15, 2021, was "Tacos week". All of CSB's directly operated toddler and preschool classrooms participated and enjoyed a variety tacos throughout the week. Each preschool classroom read "Dragons Love Tacos" to further celebrate "Tacos Week".
- The Comprehensive Services Team welcomed Marlene Ceballo from WIC (Women, Infant & Children) to their monthly team meeting. Marlene provided training on how to apply for WIC, gave details on the services families can access, and left resources for the CSB team to promote WIC with our families. WIC has newly enhanced social media outlets, and CSB will promote this with our own social media accounts.

Professional Development

- In early October, select CSB staff attended the National Head Start Association Leadership Institute joined by other staff throughout the nation to continue to advocate for Head Start at the congressional level and ensure legislation and policy decisions reflect what is best for our most vulnerable children and families. We are proud to be represented by our Executive Director Dr. Aaron Alarcon-Bowen, Program Analysts Michelle Mankewich and Monica De Vera, and our very own Policy Council Chairwoman and parent, Jasmine Cisneros!
- All infant toddler and preschool teaching staff, and their supervisors attended a refresher training on DRDP on October 8th for Part Day/Part Year staff, and during early closure for full day staff on October 13th. The trainer was First 5 Contra Costa coach, Francisca Hernandez, with support from the CSB Education team.

**Haydee Ilan, Accountant III**, presented the following financial reports:

- **2020-2021 Head Start Program: August 2021**, year-to-date cash expenditures were \$7,855,902 YTD, representing 44% of the program budget.

	<ul style="list-style-type: none"> <li>• <b>2020-2021 Early Head Start Program: August 2021</b>, year-to-date cash expenditures were \$2,070,015 YTD, representing 53% of the program budget.</li> <li>• <b>2020-2021 Early Head Start – CC Partnership: August 2021</b> year-to-date cash expenditures were \$5,112,991 YTD, representing 82% of the program budget.</li> <li>• <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for <b>August 2021</b> were \$10,067.61.</li> </ul>
<p>Subcommittee Membership recruitment</p>	<p><b>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement</b>, introduced the purpose of the subcommittees. CSB subcommittee coordinators provided a brief overview of the roles and responsibilities of each subcommittee in efforts to recruit participants</p> <p>Parent representatives signed up for the following subcommittees:</p> <p><b>Program Services Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Maira Garcia</li> <li>• Myriah Herrington**</li> <li>• Jasmine Cisneros</li> </ul> <p><b>Fiscal Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Jasmine Cisneros **</li> <li>• Andrea Bajandas</li> <li>• Devlyn Sewell</li> <li>• Ducle Cisneros</li> <li>• Vilma Gaytan</li> </ul> <p><b>Monitoring/Self-Assessment Ad-Hoc Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Deanna Carmona</li> <li>• Laura Brum**</li> <li>• Myriah Herrington</li> </ul> <p><b>Advocacy Ad-hoc Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Amy Mockoski</li> <li>• Juan Batiz**</li> <li>• Laura Brum</li> <li>• Brianna Flores</li> <li>• Myriah Herrington</li> <li>• Jamillah Monroe</li> </ul> <p><b>Bylaws Ad-hoc Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Myriah Herrington**</li> <li>• Juan Batiz</li> </ul>
<p><b>Action:</b> Consider Approval of Subcommittee Leads</p>	<p><b>Jasmine Cisneros, PC Chair</b>, appointed the following Subcommittee leads:</p> <p><b>Program Services Subcommittee:</b> Myriah Herrington</p> <p><b>Fiscal Subcommittee:</b> Jasmine Cisneros</p> <p><b>Monitoring/Self-Assessment Subcommittee:</b> Laura Brum</p> <p><b>Bylaws Subcommittee:</b> Myriah Herrington</p>

**Advocacy Subcommittee: Juan Batiz**

**A motion to approve the Subcommittee Leads was made by Myriah Herrington and seconded by Deanna Carmona. The motion was approved.**

Ayes		Nays	Abstentions	Not Present	
Amy Mockoski	Lorena Mercham			Melanie Graves	Patricia De Queiroz
Andrea Bajandas	Maira Garcia			Jessica Clendenning	Sinay Castanon
Brianna Flores	Myriah Herrington			Deniedre Henry	Maria Palestino
Deanna Carmona				Alma De La Mora	Karla Urrutia
Devlyn Sewell				Erika Farjat	
Dulce Cisneros				Ebony Hughes	
Jamillah Monroe				Joel Nickelson-Shanks	
Jasmine Cisneros				Karen Medrano	
Juan Batiz				Rafael Franco	
Laura Brum				Kimberly Nieve	
Vilma Gaytan					

**Action:**  
Consider Approval of September 29, 2021, Policy Council Minutes

The minutes of the September 29, 2021, Policy Council meeting were reviewed, and no corrections were made.

**A motion to approve the minutes from September 29, 2021, Policy Council meetings was made by Amy Mockoski and seconded by Devlyn Sewell. The motion passed.**

Ayes		Nays	Abstentions	Not Present	
Amy Mockoski	Laura Brum			Melanie Graves	Patricia De Queiroz
Andrea Bajandas	Lorena Mercham			Jessica Clendenning	Sinay Castanon
Brianna Flores	Maira Garcia			Deniedre Henry	Maria Palestino
Deanna Carmona	Myriah Herrington			Alma De La Mora	Karla Urrutia
Devlyn Sewell				Ebony Hughes	
Dulce Cisneros				Erika Farjat	
Jasmine Cisneros				Rafael Franco	
Jamillah Monroe				Joel Nickelson-Shanks	
Juan Batiz				Karen Medrano	
Vilma Gaytan				Kimberly Nieve	

**Report:**  
Bureau's  
Strategic Goals  
Update

**Dr. Aaron Alarcon-Bowen, Executive Director**, provided an update of the Community Services Bureau Strategic Goals.

**Strategic Goal #1: Technology Focus**

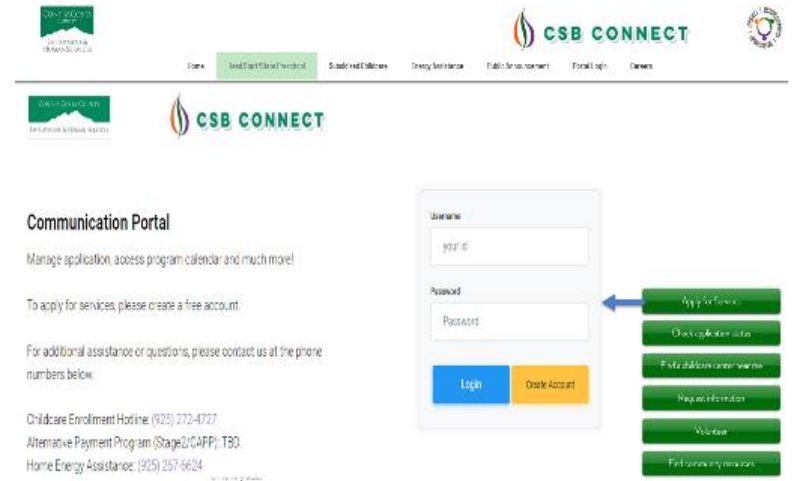
- Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.

**Goal #1-Objective 1:**

- By June 2022, CSB will apply a program-wide approach to further developing CSB's new website, CSBConnect.org, allowing families and community members to equitably access program services.
  - Digit Marketing Platform
- Digital marketing strategies will direct potential clients and new employees to CSBconnect to provide information on our agency and start the enrollment and application process.
  - Digital Display/Banner Ads for Staff Recruitment & Student Enrollment
  - Social Media Advertising (Facebook, Instagram, Pinterest)
  - Geofencing Marketing Ad to local area
  - Search Engine Marketing to direct to CSBConnect

**CSB Connect**

- Clients and the Community can get additional information on Head Start, State Child Care and Energy Assistance
- Clients can create an account to apply for services or check on their applications
- The Community can see current job openings and apply for CSB jobs
- We can post and send events and flyers to clients via Clouds with a link to direct them to our website for additional information
- Parents can schedule an appointment with Case Managers
- Parent can chat with Case Managers to get Status on their application
- Teacher and Parents can communicate with each other in their own private virtual classroom



**Goal#1-Outcome 1:**

- Enhancements will ensure the CSBConnect and corresponding portal is easily accessible on a variety of devices and available in languages representative of the community served which will result in community members more seamlessly accessing any CSB program that meets their needs.
- Customer friendly viewable in multiple browsers and devices

**Goal #1- Objective 2:**

- By June 2022, comprehensive services forms will be available in digital format on the CSBConnect Portal to improve accessibility of forms and timeliness of data collection from parents.

**Goal #1-Outcome 2:**

	<ul style="list-style-type: none"> <li>• Parent forms, such as the Parent Interest Survey, will be available online for parents to access and complete. This enhancement will improve data collection timelines and support accurate data input into CLOUDS by Comprehensive Services staff.</li> </ul> <p><b>Strategic Goal #2: Staff Retention &amp; Goals</b></p> <ul style="list-style-type: none"> <li>• CSB will develop and implement a comprehensive staff retention and wellness programs to ensure that once hired, staff are invested in the interest of the program and find CSB a healthy and positive work environment.</li> </ul> <p><b>Goal#2- Updates:</b></p> <ul style="list-style-type: none"> <li>• On November 17<sup>th</sup>, Julie Kurtz, trauma expert and author of several trauma-informed books for Early Childhood Education, will be conducting a training for all teaching and comprehensive services staff on the topic of “Culturally Responsive Self-Care Practices for Early Childhood Education” to address the diverse self-care needs of our diverse staff</li> <li>• Wellness/teambuilding activity embedded at all staff meetings</li> </ul> <p><b>Strategic Goal #3: Staffing and Professional Development</b></p> <ul style="list-style-type: none"> <li>• CSB will meet staffing and professional development needs of the bureau by enhancing the Grow-Our-Own programs, addressing compensation, and conducting innovative recruitment practices.</li> </ul> <p><b>Goal #3-Updates:</b></p> <ul style="list-style-type: none"> <li>• After years of extensive efforts and collaborating with key groups and governing bodies in increasing wages to address challenges in hiring and retention, we are proud to report that the following classifications received increases in salaries at the start of this year: <ul style="list-style-type: none"> <li>- <i>Teacher Assistant Trainee</i></li> <li>- <i>Associate Teacher (preschool and infant/toddler)</i></li> <li>- <i>Building Service Worker</i></li> <li>- <i>Child Nutrition Transporter</i></li> <li>- <i>Child Nutrition Worker I, II (who have also been re-titled to Child Nutrition Assistants and Child Nutrition Cooks)</i></li> </ul> </li> <li>• We continue to offer the Early Childhood Education -ECE Work Study Program to advance the careers of our Teacher Assistants and support them in joining the CSB team! In the past year, we had six Teacher Assistants graduate and receive their permits, and became Associate Teachers with us</li> </ul>
<p><b>Presentation: Head Start Eligibility</b></p>	<p><b>Presentation is tabled for 11-17-21 PC Meeting.</b></p>
<p><b>Presentation: Faith Campbell Learning Center</b></p>	<p><b>Isabel Renggenathen, Assistant Director, and Lesley Wagner Faith Campbell Representative,</b> provided an overview of Faith Campbell Learning Center services.</p> <ul style="list-style-type: none"> <li>• The goal of the Faith Campbell Learning Center is to bring low-income and/or single parents together in community and fellowship. This center provides scholarships for candidates who are motivated to complete their education to become more self-sustain.</li> <li>• Interested families may contact the 925-363-5784</li> </ul>

Site Reports

**Ambrose**

- Classroom A was monitored for ITERS (Infant/Toddler Environmental Scale); they did awesomely! Scoring 7 in all categories.
- Classroom B-1 is permanently closed.
- Teachers are participating in the Teaching Pyramid Training.
- Assistant Director, Linda Frazier-Stafford visited our Center on October 1.
- Parents received resources through weekly Friday Flyers.

**Balboa**

- The children enjoyed their special "taco week" and had a great time reading "Dragon's Love Tacos" book. We have also had the dental van come to complete screenings and checkups for some of the children, and they were excited to have goodie bags to take home.
- We are excited to be hosting a community outreach event and vaccination clinic here at Balboa on October 27th, with lots of great resources for the community.
- Staff have begun to participate in the Teaching Pyramid training and are looking forward to connecting with their coaches soon.
- One of the toddler rooms decorated Maracas and had a blast playing them outside and showing them off to the site supervisors.
- Amanda Cleveland came to our preschool rooms and did a read-out-loud of our new book "Dragons Love Tacos."

**Bayo Vista**

- Bayo-Vista is celebrating "Entering into the season of fall". The children have been creating expressive artwork around Fall, learning about the change in weather, and watching the leaves change colors and fall from the trees.
- Playground and entrance were power washed.
- Room #3 created a pumpkin patch inside of their classroom.
- Cecilia Valdez from Tandem will be reading Read-Aloud to the toddlers in Rm #2. We also welcomed staff Kelly Chun and Qing Xu for a tour of our site.
- Parents received Friday Flyers inviting them to community events, resources for COVID vaccinations, and information for the Food Bank that visits Bayo-Vista every 2nd Tuesday of the month.

**CC College**

- We are celebrating the success of full enrolment; all 21 are enrolled and happy!!
- Contra Costa College received new teacher cabinets and new supplies for the children.

**GMC**

- There is an increase in enrollment at GMC.
- We welcome a new Teacher Assistant in Training.
- On October 21, 2021, at 10:21 am, GMC participated in the California Shake-Out Drill.
- On October 26, 2021, we will be hosting our next GMC Parent meeting. During the meeting, we'll discuss: Child development- how children learn and develop, Stranger Awareness, and Children's Safety

**Los Arboles**

- Children had fun celebrating Taco week; they were able to make their own taco and learn about different tacos such as veggie taco, chicken taco, carne azada taco, crispy blackened tofu taco, and chicken tinga taco. Also, at the end of the month, the center will celebrate Harvest Festival, and children will decorate their own pumpkins.
- Bulletin board installed in the front of the main door for easy access information for parents.
- Our playground looks greener with fresh-cut grass.

	<ul style="list-style-type: none"> <li>• Children are working on the pumpkin project, they are learning about colors and shapes, they are painting and decorating pumpkins. Children are doing cooking projects such as pumpkin pancakes and pumpkin bread. They are also cutting open pumpkins to discover what is inside.</li> <li>• Provided many resources through Friday Flyers this past month: Free Kids Fishing Derby, Parent Network: Connections &amp; Resources, Hoop Target –Children’s Play, Fall Family Bucket list (Pick Apples, Pumpkin Patch, Gingerbread Playdough), C.O.P.E. Triple P. Family Transitions, Anger Management Class, Support Father Involvement, Triple Parenting Class (Ages 0-12), Group Teen Triple P Parenting Class and DVC Dental Programs Teaching Clinic</li> <li>• First Parent-Teacher conferences are completed for all children.</li> </ul> <p><b>Verde</b></p> <ul style="list-style-type: none"> <li>• The children are adapting and adjusting to the routines and expectations of the classroom.</li> <li>• We have re-introduced blocks, dress-up clothes, and sand tables to our daily classroom routines! Yay!, we have missed these important classroom resources.</li> <li>• The teachers worked hard to improve their working space and their bathrooms.</li> <li>• We continue to grow and see how tall the celery stalk can go!</li> <li>• We had fun during taco week reading the cool book "Dragons Love Tacos" and eating delicious tacos-5 ways!</li> </ul> <p><b>Crescent Park</b></p> <ul style="list-style-type: none"> <li>• We are continuing to enroll children at Crescent Park.</li> <li>• Children have learned how to stay safe if we have an earthquake.</li> <li>• Our toddler yard has had facility improvements.</li> <li>• We read a book this month in the preschool room called “Dragons loves Tacos” in which we had a variation of tacos for every day of the week of 10/11.</li> <li>• On 10/19, Celica from Tandem will read books aloud to the children.</li> </ul>				
Announcements	<p><b>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement</b>, provided the following reminders and announcements:</p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>• CSB Family Newsletter- expect deliver at your sites within the next few weeks.</li> <li>• Communication Survey/ Interest Survey- Surveys were completed at all CSB sites. This data will provide guidance to better reach and communicate with our families.</li> <li>• 700 Form due October 29 for New PC Representatives</li> <li>• Subcommittees: <ul style="list-style-type: none"> <li>-Program Services first meeting on Nov. 3</li> <li>-Fiscal first meeting on Nov. 17</li> </ul> </li> </ul> <p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Next Policy Council business meeting is November 17, 2021.</li> <li>• First Policy Council Executive Meeting is November 3, 2021.</li> </ul>				
Meeting Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;"><b>Pluses / +</b></td> <td style="text-align: center; width: 50%;"><b>Deltas / Δ</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Great information</li> <li>• Having subcommittee members</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Too much information to digest in one meeting</li> <li>• Not knowing where the sites are geographically</li> </ul> </td> </tr> </table>	<b>Pluses / +</b>	<b>Deltas / Δ</b>	<ul style="list-style-type: none"> <li>• Great information</li> <li>• Having subcommittee members</li> </ul>	<ul style="list-style-type: none"> <li>• Too much information to digest in one meeting</li> <li>• Not knowing where the sites are geographically</li> </ul>
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	<ul style="list-style-type: none"><li>• Good participation from members</li></ul>	<ul style="list-style-type: none"><li>• Losing parents when it comes to voting</li></ul>
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