



Policy Council Meeting Minutes
Virtual Meeting



Date: 01/19/2022

Time Convened: 6:05 PM

Time Terminated: 7:55 PM

Recorder: Angie Guzman

TOPIC	RECOMMENDATION / SUMMARY			
Review Desired Outcomes and Meeting Rules	Juan Batiz, Vice-Chair, called the meeting to order at 6:05 PM and reviewed the desired outcomes. Myriah Herrington, Parliamentarian, reviewed meeting ground rules.			
Public Comment	None			
Correspondence	Karen Medrano, Secretary, read correspondences from Administration for Children & Families, Office of Head Start. In Fall 2021, Community Services Bureau received an invitation to continue as one of the study sites in an upcoming national study, Early Head Start Family and Child Experiences Survey "Baby Faces 2022.			
Parent Recognition	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> Ms. Sima Wardak, Associate Teacher, at George Miller Concord, Ms. Krystal Robinson and Ms. Alma Bennett, Teachers at Martinez Early Childhood Center, were presented with a certificate and a book to acknowledge her dedication to the children and families. 			
Action: Consider approval of the CSB Admissions and Priorities and Selection Criteria- Recruitment and Enrollment Plan for 2022-2023	<p>Tracy Lewis, Administrative Services Assistant II, provided an overview of the 2022-2023 CSB Recruitment and Enrollment Plan and the Admissions Priorities/Selection Criteria. The Program Services Subcommittee reviewed documents, and there were no changes suggested.</p> <p>A motion to approve the 2022-2023 CSB Recruitment and Enrollment Plan and the Admission Priorities/Selection Criteria was made by Melanie Graves and seconded by Myriah Herrington. The motion was approved.</p>			
	Ayes		Nays	
	Amy Mockoski Andrea Bajandas Devlyn Sewell Dulce Cisneros Patricia De Queiroz Juan Batiz Karen Medrano Myriah Herrington Ashley Hendricks	Lorena Mercham Maria Palestino Melanie Graves Laura Brum Kimberly Nieve Deanna Carmona Deniedre Henry Hilda Valencia Erika Fajart		
	Abstentions		Not Present	
			Jessica Clendenning Sinay Castanon Joel Nickelson-Shanks Ebony Hughes Karla Urrutia Maira Garcia Rafael Franco Jamillah Monroe Jasmine Cisneros	Vilma Gaytan Brianna Flores
Action:	The minutes of the November 17, 2021 Policy Council meeting were reviewed and no corrections were made.			

Consider Approval of November 17, 2021, Policy Council Minutes

A motion to approve the minutes from November 17, 2021 Policy Council meetings was made by Myriah Herrington and seconded by Melanie Graves. The motion passed.

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

Administrative Reports

- CSB Executive Director
- Interim Division Manager

Dr. Aaron Alarcon-Bowen, CSB Executive Director, welcomed Policy Council representatives and thanked them for attending.

Administrative updates:

- **INSPIRATIONAL STORY:** Poem for New Year’s Resolutions- Stay focused, step by step.
- **Update on COVID-19.** Amy Wells and Dr. Aaron met with our state liaison to look into the possibility of closing all sites during high peak of COVID cases, but unless there is a case in each classroom this cannot be possible. Our Federal funders are more flexible with this, but State stakeholders are not. Therefore, classes will remain open to the extent possible at this time.
- **Winter Leadership Conference next week-** This conference was slated to take place Washington D.C., but due to the Omicron surge, the conference moved to a virtual platform. Dr. Aaron and Amanda Cleveland, our special projects analyst plan to attend and will have the opportunity to meet with elected officials
- **CSB’s Delegate Agency (update)** In December, CSB reported to The Office of Head Start some serious findings with First Baptist Head Start. Due to these findings. CSB along with EHSD and county administration plan to issue a request for proposal (RFP), for a Delegate Agency. CSB is hoping to receive a lot of proposals to choose the best option to serve our community and families.
- **Deputy Director start date-** Deputy Director Dr. Easter Calvit will join CSB on Feb 1st. Dr. Calvit has 30 year of experience in Head Start and early childhood education. She attended the first Head Start program as a child in 1965. She will be invited to the February Policy Council meeting for a general introduction and will also start doing site tours in February.

Christina Reich, Division Manager for Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of November and December as follows:

- The November enrollment was 61.07% for Head Start, 89.07% for Early Head Start, and 76.34% for Early Head Start Child Care Partnership #2.
- The November attendance was 75.58% for Head Start, 75.05% for Early Head Start, and 85.39% for Early Head Start Child Care Partnership #2.
- The December enrollment was 62.99% for Head Start, 90.68% for Early Head Start, and 73.66% for Early Head Start Child Care Partnership #2.
- The December attendance was 61.71% for Head Start, 65.55% for Early Head Start, and 65.07% for Early Head Start Child Care Partnership #2.

Program updates:

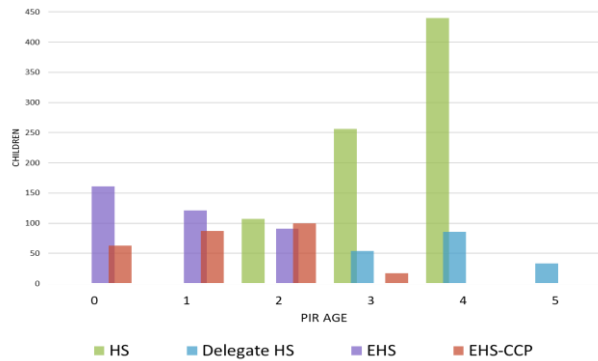
- **Classroom Operations-**
 - Classroom closures fairly significant-mid month we had 20 classrooms closed due to COVID related concerns
 - We understand the impact this has on families (and our staff, of course); we must follow guidelines for quarantine imposed by CCHS (Contra Costa Health Services).
 - Be reminded of the Daily Health Questions-Answering honestly. Not doing so could result in removal from the program. Please ensure to connect with your Site Supervisor should your child stay home due to illness, etc. We need to be alerted as soon as possible of any potential COVID illness.
 - Children 2 years of age and up must wear a mask while on site.
- We are strengthening our collaboration with the CCC Library and attending upcoming Youth and Adult Services meeting to collaborate on programming to support the community.
- At this time, we have 7 teacher assistant trainee participants who will begin classes this month through our ECE Work Study program to gain Early Childhood Education units so they can obtain a higher permit level and potentially apply for a higher classification of teacher positions. The collaborative program with Diablo Valley College (DVC) provides participants with technology, books, and academic support. We are so excited to help “Grow our Own!”
- In December, CSB partnered with Los Medanos College (LMC) in Pittsburg to potentially recruit teaching staff. All LMC Early Childhood Education students received a CSB created flyer that detailed CSB’s overall goals for education and our teaching positions available. Also collaborating with Diablo Valley College and Contra Costa College to visit classrooms to promote CSB.
- CSB’s social media platforms have grown with the expansion to Instagram! The use of social media allows us to reach a wider network of families and community members to share important information about our program and services. Follow us at [contracostacsb!](#)
- Virtual PD continues!
 - Site Supervisors and managers were offered a workshop regarding Cultivating Civility in the Workplace to ensure, as leaders, we are promoting positivity and a civil workplace.
 - Two SS will participate in a Transformational Coaching for Early Childhood Educators course.

● Fiscal

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

- **2020-2021 Head Start Program: November 2021**, year-to-date cash expenditures were \$11,916,930 YTD, representing 66% of the program budget.
- **2020-2021 Early Head Start Program: November 2021**, year-to-date cash expenditures were \$2,937,732 YTD, representing 66% of the program budget.
- **2020-2021 Early Head Start – CC Partnership: November 2021**, year-to-date cash expenditures were \$6,087,707 YTD, representing 73% of the program budget.
- **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for **November 2021**, were \$11,524.86.
- **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for **December 2021**, were \$19,526.81.
- **Child and Adult Care Food Program: October 2021**, total meals served, including breakfast, lunch, and supplements, were 16,016.

	<ul style="list-style-type: none"> • Child and Adult Care Food Program: November 2021, total meals served, including breakfast, lunch, and supplements, were 16,016.
Subcommittee Updates	Program Services: Myriah Herrington shared the information reviewed during their subcommittee meeting, including 2020-2021 Program Information report, which was reviewed in depth.
Wellness Activity	Policy Council Representatives participated in an icebreaker activity- “What word are you going to focus on this year?”- to open communication and build connection among members.
Presentation: 2020-2021 Program Information Report	<p>Sarah Reich, Administrative Services Assistant III, provided an overview of the 2020-2021 Head Start and Early Head Start Program Information Report (PIR). Office of Head Start (OHS) mandates grantees to submit the Program Information Report (PIR) for each HS/EHS program annually.</p> <ul style="list-style-type: none"> • Important source of descriptive and service data • Data drives decision making and informs of quality services provided. • Data is shared with: <ul style="list-style-type: none"> ○ Head Start Community & Partners ○ Congress ○ Public <p>Summary</p> <ul style="list-style-type: none"> • Four Program Information Reports submitted • 2- Head Start (HS) Reports • Grantee • Delegate • 1-Early Head Start (EHS) • 1- Early Head Start-Child Care Partnership (EHS-CCP) <p>Performance indicators</p> <ul style="list-style-type: none"> • Enrollment • Services to All Children • Services to Preschool Children • Family Services • Staff and Classes <p>Enrollment</p> <ul style="list-style-type: none"> • Total Enrolled Children: 1616 • 38 Pregnant Women • 86% of total funded enrollment slots (1924) • 2/3 of children served multiple years



The children we serve...

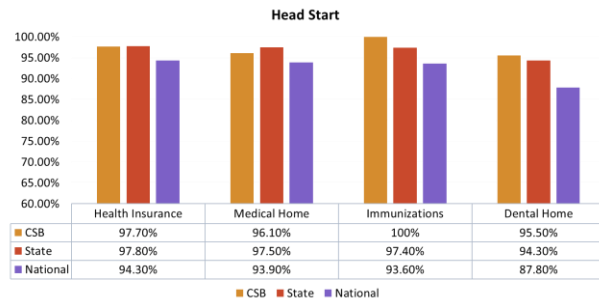
- 0.2% American Indian
- 3.0% Asian
- 26.0% Black/African American
- 0.2% White, non-Hispanic
- 5.7% Bi-Racial/Multi-Racial

Language

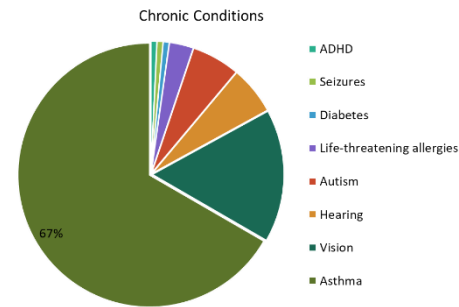
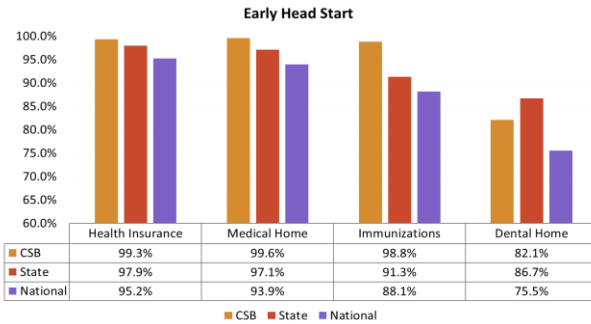
- 61.5% Hispanic (all races)
- 54% speak English as their primary language
- 40% speak Spanish
- 6% other includes Middle Eastern/South Asian, European/Slavic, East Asian, Pacific Island, African, and Native Central American languages
- Majority of families served have a home language of English or Spanish
- 3rd most common: Middle Eastern & South Asian Languages (2.2%)

Services to Children for health insurance, medical home, immunizations, and dental home at the end of enrollment:

- Head Start



- **Early Head Start**



Health

Children with chronic conditions receiving medical treatment:

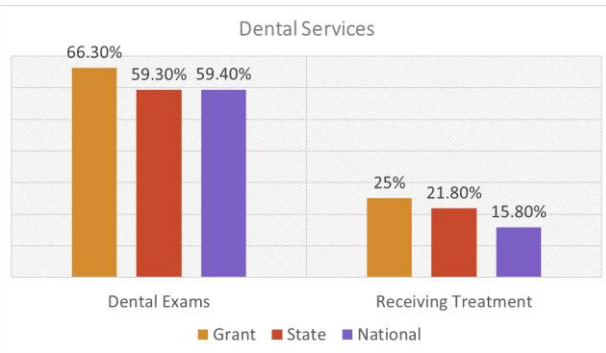
- HS – 93.3%
- EHS – 100%

Both above State and National averages (range 72%-74%).

Services to Preschoolers

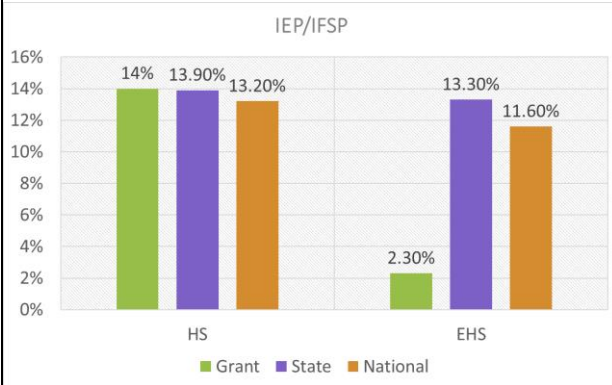
CSB exceeded State and National averages for the number of children receiving professional dental exams and dental treatment.

- 25% Receiving dental treatment
- 66.30% Completed Dental Exams



Services to Children-Disabilities

•Head Start & Early Head Start combined 10.7% served with IEP/IFSP



Family Services

- CSB exceeds state and national averages for families experiencing homelessness that acquired housing during the year at 51%
- The top four program services to promote family outcomes:
 - Emergency/Crisis Intervention
 - Research-based parenting curriculum
 - Their child’s screening and assessment results
 - Education on preventative medical and oral health

Staff and Classes

- Preschool Teachers
 - 32.9% have an Early Childhood Education or related Bachelor’s degree or higher
 - 100% of infant, toddler and preschool teachers meet Child Development Associate or equivalent requirement

Presentation:
CSB Reads

Amanda Cleveland, ASA III, provided an overview on a new reading program called CSB Reads:

- This reading program allows us to be more intentional and specific about what books are selected and sent home and helps us make even closer connections between the lesson plans in the classroom and learning at home.
- Each child in Head Start classrooms (three -five year olds) will receive a book bag for the week and will be reminded by the teachers when the book bags should be returned. Once the bag is returned, the child will be given a new bag for the week.
- There is a team of CSB staff including teachers, Site Supervisors, managers, assistant directors and analysts on the workgroup to develop the CSB Reads program. Once the team decided on the name for the program, a draft logo was designed, and then the team agreed to incorporate a picture drawn by one of the children in Head Start into the logo. The team voted on a picture drawn of the Grouchy Ladybug, which is what is on the page of the book in the logo.
- The team asked teachers at all Head Start sites for suggestions on books to include in the program. Using the existing books from the previous reading programs and the suggested lists, we are working to secure the 2100 books needed to launch the program, while creating an inclusive rotating library for Head Start children. As the program progresses, we will continue to select books to highlight specific topics and in additional languages as needed for each site/classroom.
- We are planning to launch the program on Wednesday, February 2, 2022. It is World Read Day, and we are planning to have a guest reader in each Head Start classroom this day. Because of COVID restrictions, special guests will be limited to CSB employees only.

	<ul style="list-style-type: none"> We will also use the day to share information with families about the program and that they can expect to begin receiving book bags weekly, beginning the following Monday.
<p>Presentation: Health and Safety Head Start Performance Standards</p>	<p>Michelle Mankewich, Administrative Services Assistant III, provided an update of the Health and Safety Head Start Performance Standards to ensure implementation at CSB and Partner Centers.</p> <p>Background</p> <ul style="list-style-type: none"> Vaccination and masking are essential components necessary to returning to full comprehensive Head Start services. On Sept. 9, 2021, Path Out of the Pandemic: President Biden's COVID-19 Action Plan was released. Under the Action Plan, the Biden-Harris administration required the nearly 300,000 staff at Head Start programs across the country to be vaccinated. President Biden also called on state governors to require vaccinations for all teachers and school staff, as now required in federally-funded schools. Through this Interim Final Comment (IFC) period, the Office of Head Start is exercising its legal authority to add a mask and vaccine requirement for grant recipients' staff to the Head Start Performance Standards <p>Mask Requirement</p> <ul style="list-style-type: none"> Universal masking is required for all individuals 2 years of age and older when: <ul style="list-style-type: none"> Indoors in a setting when Head Start services are provided. Two or more individuals are in a vehicle owned, leased, or arranged by the Head Start program. For those who are not fully vaccinated, outdoors in crowded settings or during activities that involve sustained close contact with other people. OHS notes that being outdoors with children inherently includes sustained close contact for the purposes of caring for and supervising children. <p>Exceptions: Children or adults when eating or drinking, children when napping, or individuals who cannot safely wear a mask due to a disability or when a health care provider advises an alternate accommodation</p> <p>Vaccine requirement By January 31, 2022</p> <ul style="list-style-type: none"> Full vaccination against COVID 19 is required for: <ul style="list-style-type: none"> All staff (as defined in Terms, 45 CFR §1305.2 [Staff]) Those contractors whose activities involve contact with or providing direct services to children and families Volunteers who are in classrooms or working directly with children other than their own <p>Vaccine Exemptions Exemptions:</p> <ul style="list-style-type: none"> Medical condition, or medical necessity requires a delay in vaccination, as documented by a licensed medical practitioner (as a reasonable accommodation under the Americans with Disabilities Act) Sincerely held religious belief, practice, or observance (established under Title VII of the Civil Rights Act of 1964) <p>Next steps</p> <ul style="list-style-type: none"> CSB is in the process of creating Policies and Procedures to detail the steps for tracking and securely maintaining records for COVID vaccine information.
<p>Site Reports</p>	<p>Los Nogales</p> <ul style="list-style-type: none"> Mothers of Brentwood distributed turkey dinners to all families. Room 1 is doing a project on clothing and Room 2 is finishing up a trees project. Cathy Lucero, CSB Health Manager, came and spoke at our parent meeting about CPR, oral health, asthma and allergies.

	<ul style="list-style-type: none"> • Parents received Friday Flyers inviting them to community events, resources for COVID vaccinations, and information for the Food Bank. • We continue to enroll new families and children to the classrooms. <p>Ambrose</p> <ul style="list-style-type: none"> • Ms. Maria Isabel Gaspar is celebrating her 20th anniversary of working for CSB. Ms. Lorena finished her one-year training "Dual English Learners" from First 5. • Both classrooms received educational materials from our Education Manager, Ron Pipa. • Teachers continue to participate in the "Teaching Pyramid" Training. • Dr. Aaron visited our center on 01/18/22. • Parents received resources through Friday Flyers. Children also received a book and a stuffed animal each from Ambrose Community Center. Diapers for all our families were donated by "Sweet Beginnings" <p>GMC III</p> <ul style="list-style-type: none"> • Classrooms #5, #7 & #10 are learning about different kinds of buildings specifically dwellings, how they are built, what materials are used, and how dwellings differ around the world. Classroom #6 is finishing up their Ball Study- description of different balls, sizes of balls, which ones bounce and which ones do not. • Children's learning activity: handouts about dental health/hygiene were distributed to all new incoming enrolled students. <p>Balboa</p> <ul style="list-style-type: none"> • Two Preschool playgrounds will have Talladega bike paths placed on playgrounds. The Bike Paths are an alternative to concrete and look like a "real" roadways. The children are very excited to ride their bikes on the new paths. • The new ramps for the Infant and toddler buildings have been completed. • Staff continue to participate in the Teaching Pyramid to enhance their skills. They have also begun collaboration with coaches in their classrooms. • West County Reads donated books for all Infant/Toddler and Preschool children. <p>Verde</p> <ul style="list-style-type: none"> • We were able to complete height, weight and vision screenings of all the children present! Even those who were fearful stepped up to the scale. • We had a few more new friends start and we were able to open our part day afternoon class with two new students. • Both classrooms made special keepsakes to send home with the children to surprise their parents ,they were adorable handmade picture frames with their cute faces inside.
Announcements	<p>Michelle Mankewich, Administrative Services Assistant III, standing in for Ana Araujo Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following reminders and announcements:</p> <p>Reminders:</p> <ul style="list-style-type: none"> • Positive Parenting – Contra Costa County has proclaimed January as the 3rd annual Positive Parenting Awareness Month • Self-Assessment Announcement – We will recruit for volunteers to participate soon, Make Parenting a Pleasure starting to recruit for parents, keep an eye on your emails for this virtual opportunity • Fathering in 15, an online learning for father figures, has begun! If you have not signed up yet, please reach out to your site team • CSB Connect! Are you receiving the Friday Flyers? • Send us Teacher Appreciation Nominations!

	<ul style="list-style-type: none"> • Send us your childcare reimbursements! <p>Announcements</p> <ul style="list-style-type: none"> • Next Policy Council Business Meeting is February 16, 2021. • Next Policy Council Executive Meeting is February 2, 2021. 	
Meeting Evaluation	<p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Great facilitation from Juan Batiz • Finishing early 	<p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • None