

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours or by contacting Ana.araujo@ehsd.cccounty.us To slow the spread of COVID-19, the CSB Policy Council Executive Meeting will be accessible via Zoom as permitted by Government Code section 54953 (e).

Agenda

Group/Meeting Name: CSB Policy Council Executive Meeting	
Date: June 1, 2022	Time: 6:00 – 6:30 PM
Zoom Meeting ID: 892 9105 5719 Password: 920722	
Meeting Leader: Jasmine Cisneros	
Purpose: To Review PC Items for next meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.

Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at garaujo@ehsd.cccounty.us or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Opportunities for Public Comment: *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to garaujo@ehsd.cccounty.us before or during the meeting. Please raise your hand in the Zoom app when your item is called and you will be limited to two minutes comment.*

Desired Outcomes: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

An understanding of staff reports so that the group is informed of bureau highlights and other important events.

Approval of May 04, 2022, Executive Meeting minutes so that we have an accurate record of the meeting.

A decision regarding Parent Recognition of Staff nomination recipients.

A review of May 18, 2022, Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda June 15, 2022, Policy Council meeting.

An evaluation of the meeting so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present	Juan De Dios Batiz	1 Minutes
Review Meeting Ground Rules	Present	Myriah Herrington	1 Minutes
Public Comments	Present	Public	2 Minutes
Staff Reports	Present Clarify Check for understanding	Michelle Mankewich	5 Minutes

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Action: Review and Approve May 04, 2022, Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	6 Minutes
Review and Make a Decision on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Exec Committee	5 minutes
Review April 20, 2022, Policy Council Minutes	Present Clarify Check for understanding	Karen Medrano	5 Minutes
Set Agenda for June 15, 2022, Policy Council Meeting	Present Clarify Check for Understanding	Executive Committee and Staff	4 Minutes
Meeting Evaluation	Plus/Delta	Exec Committee	1 Minutes

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: Zoom Virtual Meeting

Date: 05/04/2022 Time Convened 6:01 p.m. Time Terminated 6:31 p.m. Recorder: Romina Gonzalez

Attendees: Juan Batiz, Jasmine Cisneros, Karen Medrano, Ana Araujo, Zully Acosta, Amanda Cleveland and Dr. Aron Alarcon-Bowen.

Absentees: Michelle Mankewich, Myriah Herrington.

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Jasmine Cisneros, Chair, called the meeting to order at 6:01 p.m. Juan Batiz, Vice-Chair, reviewed the desired outcomes. Juan Batiz, Vice-Chair, reviewed the meeting ground rules.
<ul style="list-style-type: none"> Correspondence 	<ul style="list-style-type: none"> None
<ul style="list-style-type: none"> Staff Reports 	<ul style="list-style-type: none"> Amanda Cleveland, ASA III, provided updates on the following items: Staff Development <ul style="list-style-type: none"> April 27, All CSB sites were closed for Staff Development. The teaching staff and Site Supervisors participated in learning focused around child supervision, child’s rights, and developing strategies to identify social emotional concerns in children and ways to present these concerns to parents. The Comprehensive Services team participated in training on data entry for the annual Program Information Report (PIR) and enhancing knowledge for supporting families. Staff also enjoyed coming together in person for the first time since 2020! Office of Head Start visit <ul style="list-style-type: none"> May 3, CSB hosted a review team from the Office of Head Start. They visited 8 sites to observe the Culture of Safety at directly operated and partner sites. Policies and Procedures <ul style="list-style-type: none"> Next Policy Council meeting will seek approval on Policies and Procedures Addendum for 2022.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve April 06, 2022, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve April 06, 2022, Executive Meeting Minutes was made by Juan Batiz and seconded by Jasmine Cisneros. The motion passed.</p>
<ul style="list-style-type: none"> Review and Make a Decision on Parent Recognition of Staff 	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Mr. Jose Chavez, Teacher at George Miller Concord, and Mrs. Maria Ortega, Teacher at Los Nogales, to receive recognition on May 18, 2022, Policy Council Meeting for their outstanding work with the children and families. Romina Gonzalez, Policy Council Clerk, will invite them to attend the May 18, 2022, Policy Council meeting to receive their recognition.
<ul style="list-style-type: none"> Review April 04, 2022, Policy Council Joint Meeting Minutes 	<ul style="list-style-type: none"> The group reviewed April 04, 2022, Policy Council Minutes and no changes are needed.
<ul style="list-style-type: none"> Review April 06, 2022, Policy Council Special Meeting Minutes 	<ul style="list-style-type: none"> The group reviewed April 06, 2022, Policy Council Minutes and no changes are needed.

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: Zoom Virtual Meeting

TOPIC	RECOMMENDATION / SUMMARY	
<ul style="list-style-type: none"> Review April 20, 2022, Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed April 20, 2022, Policy Council Minutes and no changes are needed. 	
<ul style="list-style-type: none"> Review and set Agenda for May 18, 2022, Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for May 18, 2022, Policy Council Meeting. Wellness activity: “Favorite Activities in your free time ” 	
Meeting Evaluation	<u>Pluses / +</u>	<u>Deltas / Δ</u>
	<ul style="list-style-type: none"> All Policy Council staff is doing a great job in their roles during meeting. It is nice to see how the team grows. 	<ul style="list-style-type: none"> None

DRAFT



Policy Council Meeting Minutes
Virtual Meeting



Date: 05/18/2022

Time Convened: 6:06 PM

Time Terminated: 7:54 PM

Recorder: Romina Gonzalez

TOPIC	RECOMMENDATION / SUMMARY																																																																																																																						
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:06 PM. Juan Batiz, Co-Chair, reviewed desired outcomes and meeting ground rules.																																																																																																																						
Public Comment	None																																																																																																																						
Correspondence	Karen Medrano, Secretary, no correspondence.																																																																																																																						
Parent Recognition	The Policy Council recognized the following staff for going above and beyond in their work with the children and the families: <ul style="list-style-type: none"> • Maria Ortega, Associate Teacher at Los Nogales, and Jose Chavez, Teacher at GMC, were presented with a certificate and a book to acknowledge their dedication to the children and families. 																																																																																																																						
Action: Consider approval of 2.28% cost-of-living adjustment for Head Start and Early Head Start to increase pay scales of Head Start and Early Head Start staff	<p>Sarah Reich, Administrative Services Assistant III, provided an overview of the 2.28% Cost of Living Adjustment for Head Start and Early Head Start.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">EHSD - COMMUNITY SERVICES BUREAU HEAD START PROGRAM 2.28% COST-OF-LIVING-ADJUSTMENT (COLA) BUDGET</th> </tr> <tr> <th style="text-align: center;">Object Class Categories</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td colspan="2">EXPENDITURES</td> </tr> <tr> <td>Permanent</td> <td align="right">132,479</td> </tr> <tr> <td>Temporary</td> <td></td> </tr> <tr> <td>a. PERSONNEL (Object Class 6a)</td> <td align="right">132,479</td> </tr> <tr> <td>b. 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A motion to approve the 2.28% Cost of Living Adjustment for Head Start was made by Jasmine Cisneros, and seconded by Deanna Carmona. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Jasmine Cisneros				Deniedre Henry	Heidi Medeiros
Ashley Hendricks	Juan Batiz	Patricia De Queiroz			Sinay Castanon	Maira Garcia
Claudia Galicia	Karla Hernandez	Vilma Gaytan			Joel Nickelson-Shanks	Brianna Flores
Deanna Carmona	Karen Medrano				Ebony Hughes	Myriah Herrington
Devlyn Sewell	Laura Brum				Andrea Bajandas	Alexandria Remington
Dulce Cisneros	Lorena Mercham				Kimberly Nieve	Erika Farjat
Hilda Valencia	Melanie Graves				Rafael Franco	Karla Hernandez
					Marcela Esparza	

Action:
Consider approval of the FY22 Quality Improvement (QI) applications for Head Start and Early Head Start

Sarah Reich, Administrative Services Assistant III, provided an overview of the Quality Improvement for Head Start and Early Head Start.

EHS - COMMUNITY SERVICES BUREAU HEAD START PROGRAM - 2022 QUALITY IMPROVEMENT BUDGET		
2022 HEAD START - QI		
Budget Categories:	Quality Improvement (QI)	TOTAL
Personnel		-
Fringe Benefits		-
T & TA		-
Travel		-
Supplies		-
Contractual (Partners)	70,311	70,311
Other		-
Sub-Total of Direct Charges	70,311	70,311
Indirect Costs	-	-
Total Federal Amount Being Requested	70,311	70,311
<i>Non-Federal Share</i>	<i>17,578</i>	<i>17,578</i>
Total Federal and Non-Federal	\$ 87,889	87,889
<i>Delegate Agency</i>		-
<i>Non Federal Share</i>		-
Total Federal Non Federal Share	-	-
Per FGL Correspondence:		
GRANT AMOUNT	70,311	70,311
NFS	17,578	17,578
TOTAL	87,889	87,889

EHS - COMMUNITY SERVICES BUREAU EARLY HEAD START PROGRAM - 2022 QUALITY IMPROVEMENT BUDGET		
2022 EARLY HEAD START - QI		
Budget Categories:	Quality Improvement (QI)	TOTAL
Personnel		-
Fringe Benefits		-
T & TA		-
Travel		-
Supplies		-
Contractual (Partners)	45,561	45,561
Other		-
Sub-Total of Direct Charges	45,561	45,561
Indirect Costs	-	-
Total Federal Amount Being Requested	45,561	45,561
<i>Non-Federal Share</i>	<i>11,390</i>	<i>11,390</i>
Total Federal and Non-Federal	\$ 56,951	56,951
Per FGL Correspondence: (to check)		
GRANT AMOUNT	45,561	45,561
NFS	11,390	11,390
TOTAL	56,951	56,951

A motion to approve the FY22 Quality Improvement applications for Head Start and Early Head Start was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Jasmine Cisneros	Patricia De Queiroz			Deniedre Henry	Heidi Medeiros
Ashley Hendricks	Juan Batiz	Vilma Gaytan			Sinay Castanon	Maira Garcia
Claudia Galicia	Karla Hernandez				Joel Nickelson-Shanks	Brianna Flores
Deanna Carmona	Karen Medrano				Ebony Hughes	Myriah Herrington
Devlyn Sewell	Laura Brum				Andrea Bajandas	Alexandria Remington
Dulce Cisneros	Lorena Mercham				Kimberly Nieve	Erika Farjat
Hilda Valencia	Melanie Graves				Rafael Franco	Karla Hernandez
					Marcela Esparza	

Action:
Consider approval of the revised budget for the relocation and renovation of the central kitchen as additional Federal funds are needed to complete the project

Sarah Reich, Administrative Services Assistant III, provided an overview of the revised budget for the relocation and renovation of the central kitchen.

GRANT NO. / Carryover	Original Budget (Approved in 2021)	2022 Increase	Funding Available for Central Kitchen Facility (2022)
09CH010862-1 2019 HS/EHS	853,265	-	853,265
09CH010862-2 2020 HS/EHS	1,235,775	495,637	1,731,412
09HP000111-3 2020 EHS-CCP2	257,035	-	257,035
TOTAL Kitchen Cost	2,346,075	495,637	2,841,712

A motion to approve the revised budget for the relocation and renovation of the central kitchen was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.

Ayes			Nays	Abstentions	Not Present		
Ashley Hendricks	Jasmine Cisneros	Melanie Graves			Deniedre Henry	Rafael Franco	Alexandria Remington
Claudia Galicia	Juan Batiz	Patricia De Queiroz			Sinay Castanon	Marcela Esparza	Erika Farjat
Deanna Carmona	Karla Hernandez	Vilma Gaytan			Joel Nickelson-Shanks	Heidi Medeiros	Karla Hernandez
Devlyn Sewell	Karen Medrano				Ebony Hughes	Maira Garcia	Amy Mockoski
Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores	
Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington	

Action:
Consider approval of the 2022, Policies and Procedures Addendum

Amanda Cleveland, Administrative Services Assistant III, provided an overview of 2022 Policies and Procedures Addendum.

- **New Policies/Procedures:**
 - Partner Unit Demand Procedure
 - Community Action: Child Support Referral Policy
- **Updates to Existing Policies/Procedures:**
 - Vaccination Requirement for Head Start Staff
 - CSB Telephone Usage Policy
 - Communications
 - Certification of Eligibility
 - Positive Guidance Policy Step Letter

A motion to approve the 2022 Policies and Procedures Addendum was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.

Ayes			Nays	Abstentions	Not Present		
Ashley Hendricks	Jasmine Cisneros	Melanie Graves			Deniedre Henry	Rafael Franco	Alexandria Remington
Claudia Galicia	Juan Batiz	Patricia De Queiroz			Sinay Castanon	Marcela Esparza	Erika Farjat
Deanna Carmona	Karla Hernandez	Vilma Gaytan			Joel Nickelson-Shanks	Heidi Medeiros	Karla Hernandez
Devlyn Sewell	Karen Medrano				Ebony Hughes	Maira Garcia	Amy Mockoski
Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores	
Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington	

Action:
Consider approval of April 4, 2022, Board of Supervisors and Policy Council Joint Meeting Minutes

The minutes of the April 4, 2022, Policy Council Joint meeting were reviewed and no corrections were made.

A motion to approve the minutes from April 4, 2022, Policy Council Joint meeting was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.

Ayes			Nays	Abstentions	Not Present		
Ashley Hendricks	Jasmine Cisneros	Melanie Graves			Deniedre Henry	Rafael Franco	Alexandria Remington
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Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores	
Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington	

<p>Action: Consider approval of April 6, 2022, Special Policy Council Minutes</p>	<p>The minutes of the April 6, 2022, Policy Council Special meeting were reviewed and no corrections were made. A motion to approve the minutes from April 6, 2022, Policy Council Special meeting was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.</p> <table border="1" data-bbox="296 203 1698 581"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Ashley Hendricks</td> <td>Jasmine Cisneros</td> <td>Melanie Graves</td> <td></td> <td></td> <td>Deniedre Henry</td> <td>Rafael Franco</td> <td>Alexandria Remington</td> </tr> <tr> <td>Claudia Galicia</td> <td>Juan Batiz</td> <td>Patricia De Queiroz</td> <td></td> <td></td> <td>Sinay Castanon</td> <td>Marcela Esparza</td> <td>Erika Farjat</td> </tr> <tr> <td>Deanna Carmona</td> <td>Karla Hernandez</td> <td>Vilma Gaytan</td> <td></td> <td></td> <td>Joel Nickelson-Shanks</td> <td>Heidi Medeiros</td> <td>Karla Hernandez</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Karen Medrano</td> <td></td> <td></td> <td></td> <td>Ebony Hughes</td> <td>Maira Garcia</td> <td>Amy Mockoski</td> </tr> <tr> <td>Dulce Cisneros</td> <td>Laura Brum</td> <td></td> <td></td> <td></td> <td>Andrea Bajandas</td> <td>Brianna Flores</td> <td></td> </tr> <tr> <td>Hilda Valencia</td> <td>Lorena Mercham</td> <td></td> <td></td> <td></td> <td>Kimberly Nieve</td> <td>Myriah Herrington</td> <td></td> </tr> </tbody> </table>	Ayes			Nays	Abstentions	Not Present			Ashley Hendricks	Jasmine Cisneros	Melanie Graves			Deniedre Henry	Rafael Franco	Alexandria Remington	Claudia Galicia	Juan Batiz	Patricia De Queiroz			Sinay Castanon	Marcela Esparza	Erika Farjat	Deanna Carmona	Karla Hernandez	Vilma Gaytan			Joel Nickelson-Shanks	Heidi Medeiros	Karla Hernandez	Devlyn Sewell	Karen Medrano				Ebony Hughes	Maira Garcia	Amy Mockoski	Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores		Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington	
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<p>Action: Consider approval of April 20, 2022, Policy Council Minutes</p>	<p>The minutes of the April 20, 2022, Policy Council meeting were reviewed and no corrections were made. A motion to approve the minutes from April 20, 2022, Policy Council meeting was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.</p> <table border="1" data-bbox="296 690 1698 1068"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Ashley Hendricks</td> <td>Jasmine Cisneros</td> <td>Melanie Graves</td> <td></td> <td></td> <td>Deniedre Henry</td> <td>Rafael Franco</td> <td>Alexandria Remington</td> </tr> <tr> <td>Claudia Galicia</td> <td>Juan Batiz</td> <td>Patricia De Queiroz</td> <td></td> <td></td> <td>Sinay Castanon</td> <td>Marcela Esparza</td> <td>Erika Farjat</td> </tr> <tr> <td>Deanna Carmona</td> <td>Karla Hernandez</td> <td>Vilma Gaytan</td> <td></td> <td></td> <td>Joel Nickelson-Shanks</td> <td>Heidi Medeiros</td> <td>Karla Hernandez</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Karen Medrano</td> <td></td> <td></td> <td></td> <td>Ebony Hughes</td> <td>Maira Garcia</td> <td>Amy Mockoski</td> </tr> <tr> <td>Dulce Cisneros</td> <td>Laura Brum</td> <td></td> <td></td> <td></td> <td>Andrea Bajandas</td> <td>Brianna Flores</td> <td></td> </tr> <tr> <td>Hilda Valencia</td> <td>Lorena Mercham</td> <td></td> <td></td> <td></td> <td>Kimberly Nieve</td> <td>Myriah Herrington</td> <td></td> </tr> </tbody> </table>	Ayes			Nays	Abstentions	Not Present			Ashley Hendricks	Jasmine Cisneros	Melanie Graves			Deniedre Henry	Rafael Franco	Alexandria Remington	Claudia Galicia	Juan Batiz	Patricia De Queiroz			Sinay Castanon	Marcela Esparza	Erika Farjat	Deanna Carmona	Karla Hernandez	Vilma Gaytan			Joel Nickelson-Shanks	Heidi Medeiros	Karla Hernandez	Devlyn Sewell	Karen Medrano				Ebony Hughes	Maira Garcia	Amy Mockoski	Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores		Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington	
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<p>Administrative Reports</p> <ul style="list-style-type: none"> CSB Executive Director 	<p>Dr. Aaron Alarcon-Bowen, CSB Executive Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <p>INSPIRATIONAL STORY: Leave stress behind, use wellness techniques and be mindful all will work out.</p> <p>Delegate Agency Updates:</p> <ul style="list-style-type: none"> The YMCA will serve the same number of children as the previous delegate agency. All sites, except the one on the First Baptist Church grounds will remain open. The YMCA’s contract will allow from May 15th to June 30th as a startup phase, allowing them time to hire staff gain site licenses, and prepare the sites. Services to children and families will begin on July 1st, 2022. Community Services Bureau (CSB) will contract with YMCA for food services from July to December 2022. The YMCA is hosting a job fair on May 21st to interview and hire First Baptist current staff on the spot. <p>Program Updates:</p>																																																								

	<ul style="list-style-type: none"> • CSB celebrated teacher appreciation week the first week of May, we appreciate the hard work all teachers do every day. • Due to the increases of cases of COVID-19, 7 classrooms closed; please remember to take safety procedures and follow protocols, i.e., masking and hand washing. Dr. Marla Stuart, Employment and Human Services Director, will hopefully be able to start visiting centers in June 2022. • Teacher recruitment is a priority. CSB is developing a comprehensive marketing campaign to include billboards, park benches, online and more. • The Office of Head Start requires full enrollment by September 2022, ensuring we are full staffed will help us meet this goal. • CSB continues to “Grow our Own”, and are working to expand collaboration with higher education programs in the area.
<p>Administrative Reports</p> <ul style="list-style-type: none"> • Interim Division Manager 	<p>Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of April as follows:</p> <ul style="list-style-type: none"> • The April enrollment was 68.54% for Head Start, 81.85% for Early Head Start and Early Head Start Child Care Partnership #2. • The April attendance was 76.47% for Head Start, 79.37% for Early Head Start and Early Head Start Child Care Partnership #2. <p>Program updates:</p> <p>Classroom Operations-</p> <ul style="list-style-type: none"> • Staffing is a high priority; working on hiring through a layered approach (digital marketing, job fairs, speaking at local community colleges, handing out fliers, collaboration with Contra Costa County Library) • We have also seen an increase in COVID cases; Just a few reminders: <ul style="list-style-type: none"> ✓ Required to close for ten days when there is a positive case ✓ Masking is still required; please send your child with a mask each day ✓ Masking is recommended in all indoor locations ✓ Please stay home if you are sick! Communicate any illness to your Site Supervisor and CS staff • Pre-Pandemic Services-It is our hope that as the number of cases lessen, we can get back to pre-pandemic services such as tooth brushing in the classroom, teachers eating lunch with the children, families signing in in the classroom, and family & community volunteers. We hope to begin phasing some of these practices back in as of July 1; however, we will rely on COVID data to direct us. • Teacher Appreciation Week-CSB celebrated Teacher Appreciation Week the week of May 2-6th! We could not operate such wonderful programs without our incredible teachers. Each site held special events to celebrate the individual staff. Kudos to all CSB teaching staff; we appreciate you! • T/TA Visit-Region 9-CSB received a special visit of support from Head Start on May 4. They spoke about our strengths, including positive teacher-child interactions, responsiveness, ratio, and appropriate materials in the classrooms, welcoming staff, alarm system, curriculum studies evident, and active participation from the children. They also provided some additional suggestions to add to our already existing site and classroom safety systems. • Child and Adult Care Food Program (CACFP) Review-Held the week of April 18-22nd; CSB passed with flying colors; no finding. Kudos to our CNU! • Trauma-Informed Practices-Surveys sent to all CSB staff to assess our Trauma-Informed efforts this past year by our Trauma-Informed Care team in collaboration with managers and staff. As we emerge from tough times and changes, we ultimately aim to create healing environments for each other and our families as a key to collective wellness. <p>Professional Development-</p> <ul style="list-style-type: none"> • On April 27, 2022, CSB held an all-day, off-site Professional Development Day for all teaching staff and site supervisors. In addition to providing many opportunities for staff health and wellness, the training topics include discussion and hands-on experiences of the

	<p>following: how to “Nurture the Nurturer,” Child’s Personal Rights and a review of child health, safety, and supervision, social and emotional competence in children, inclusive or Positive Guidance Plans for children. Our Comprehensive Services team also attended an all-day training focused on the PIR, data entry and Quality Monitoring Units (QMU) findings for period 1. Staff were also celebrated for their continued efforts in supporting families. CSB Analyst Monica DeVera, virtually joined the Social Media Strategies Summit this week to learn more about building reliability through social media. The summit brought together a panel of professionals to share their brand-building strategies, including tips for content, consistent messaging, customer service, and more! Discussion topics included keeping brand messaging cohesive and consistent across channels, using social media to build strong relationships, and ways to respond to comments to bolster trust.</p> <ul style="list-style-type: none"> • Various staff attended the in-person National Head Start Association NHTA Annual Conference in Baltimore on May 2-6. Some topics staff heard about were: “How to Stop Change Fatigue from Becoming Change Revolt,” “Creating and Marketing a Competitive Compensation and Benefits Package,” and “Retaining Talent During Challenging Times.”
<p>Administrative Reports</p> <ul style="list-style-type: none"> • Fiscal 	<p>Ali Vahidzadeh, Accountant II: presented the following financial reports with support from</p> <ul style="list-style-type: none"> • 2021-2022 Head Start Program: In March 2022, year-to-date cash expenditures were \$2,795,703 YTD, representing 16% of the program budget. • 2021-2022 Early Head Start Program and CC Partnership: In March 2022, year-to-date cash expenditures were \$987,020 YTD, representing 11% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for March 2022, were \$8,835.84. • Child and Adult Care Food Program: In March 2022, total meals served, including breakfast, lunch, and supplements, was 23,357.
<p>Subcommittee Updates</p>	<p>Program Services: No updates</p> <p>Fiscal: Jasmine Cisneros, explained the COLA budget and the monthly budget reports were reviewed in detailed and all questions that arose were answered during the subcommittee meeting.</p>
<p>Wellness Activity</p>	<p>Policy Council Representatives participated in a wellness activity by sharing “Activities during free time”.</p>
<p>Site Reports</p>	<p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista celebrated a successful Week of the Young Child and Staff Professional Development Day. • The front of the Center is newly landscaped with fresh wood chips. • Smoke detectors and Carbon Monoxide detectors were checked. • Preschool Classroom #3 is studying the Clothes project. • Parents received the Friday Flyers inviting them to community events, Make Parenting A Pleasure flyers with QR codes were sent home. <p>Crescent Park</p> <ul style="list-style-type: none"> • In Room 1, Teachers are using Teaching Pyramid to help children understand their feelings. A social/emotional wheel has been introduced to the children to describe their feelings. • CSB READS is doing great! The children are enjoying taking books home and parents are doing a great job returning them. • Working on a planting project for the Spring in room 1. • This month, we will have a guest from TANDEM to read stories in the Preschool and the Toddler classroom. • Please see our resource board in the front entrance for valuable information for parents. <p>George Miller Concord</p>

- On April 1, 2022, Give Kids a Smile Day, Dr. Bernali Roy and DVC dental students came to complete oral health check-ups with our children. Dr. Ester Calvit, CSB Deputy Director, supported us during the Give Kids a Smile Day.
- April 4-8 was the Week of the Young Child, Parents, staff, and children engaged and participated in different fun activities.
- On April 6, 2022, Dr. Aaron, CSB Executive Director, visited GMC, and engaged in the different activities of each classroom in celebrating The Week of the Young Child.
- On April 26, 2022, Monica De Vera, Administrative Service Assistant III, also coordinator of the Teaching and Training Assistance Program, TTA, visited and met the teachers especially the Teacher Assistant Trainee.
- Parent meeting was on April 28, 2022. The topics were: Itsy Bitsy Reader, Positive Solutions and the CSB Child Safety.

George Miller III

- George Miller III staff celebrated Week of the Young Child, April 11th-15th. Teachers planned fun educational activities such as making fruit smoothies, coloring and decorating eggs, planting projects, sharing stories of different cultures and countries, and an indoor school-wide parade!
- George Miller III, including various other sites, hosted Give a Kid a Smile Day dental health event on April 1st. Also, there was a virtual Cluster A "Movie Night" for families and their children from various sites on April 8th
- Current areas of study include: Classroom # 2-Study of Recycle, Re-Use-Reduce. Classroom #7 and #9- Study of Buildings.
- All families received tip sheets in both English and Spanish on how to enhance language skills with their children while at home.

Lavonia Allen

- In April, we enjoyed ourselves at the all-day Professional Development.
- In room 1, they worked on The Tree project and even planted their own seeds.
- In room 2, they worked on The Machines project and made a big robot that lives in their dramatic play area.
- We got to meet our new Site Supervisor, Alexis Rogers. She came a few times this month to hang out in our classrooms.
- Shared the <https://ccta.net/projects/charge-up/e-bike-rebate-program/> you can get a rebate for an E-bike!

Los Arboles

- Staff, children, and families celebrated the Week of the Young Child the first week of April. They prepared many activities such as painting their shirts, pajama day, multi-cultural dress-up day, cooking project, musical day and ended the week with a carnival. During the carnival, children played fun games and received prizes.
- We have a new cozy little outdoor house where children can enjoy playing or reading in it.
- Give a Kids Smile Day the dentist came to the site to complete dental exams and provide fluoride for children's teeth.
- Friday resources were emailed to parents.

Los Nogales

- This month we hosted Give Kids A Smile Day. It was very successful. We had 14 children receive exams at Los Nogales.
- New bulletin boards out front of classrooms with pictures of students actively engaged in their projects.
- The entire center participated in the Week of the Young Child, where students participated in multicultural art projects, dress-up days, and many more.
- Room 1: Doing a project on fruit.
- Room 2: Doing a project on bugs.
- Congressman Jerry McNerney, the California 9th district representative, visited Los Nogales. He had a tour of the site and met each staff individually.

	<ul style="list-style-type: none"> • Dr. Aaron Alarcon-Bowen, Executive Director of CSB, as well as Dr. Easter Calvit, Deputy Director of CSB, visited the site and met with students and staff. They also had lunch with the children. • Provided families with dental resources, vaccine resources, Making Parenting A Pleasure resources and more. • Children enjoy participating in the CSB reads program. <p>Marsh Creek</p> <ul style="list-style-type: none"> • Had a presentation on Child Abuse Prevention for our parents meeting. • Celebrated the Week of the Young Child with a variety of fun activities. • Both classrooms are currently engaged in a project on insects • Several guests came to read to the children during week of the young child. • Specific resources were given to individual families as needed. <p>Riverview</p> <ul style="list-style-type: none"> • Room 1 had a lovely formal tea party to close the flower project. Their flowers decorated the area and it was very cute. • Room 1 is wrapping up their flowers project. <p>Verde</p> <ul style="list-style-type: none"> • In April, we enjoyed ourselves at the all-day Professional Development. • We said goodbye to Site Supervisor Alexis, as she is transferring to Lavonia Allen center. • We got a cool new toy, a wind tunnel! It is a fun toy to experiment with. • Amanda Cleveland, Administrative Services Assistant, visited us during The Week of the Young Child. 				
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participants and shared the following announcement:</p> <ul style="list-style-type: none"> • Make Parenting a Pleasure, Session 9, May 24, 2022, from 3 to 4:30 pm. Please register. • National Head Start Association hosting a live call-in event May 25,2022 4:00 PM • Introduce the Ambrose Garden Grant, Community Ambrose Garden by Jasmine Cisneros. 				
Meeting Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;">Pluses / +</td> <td style="text-align: center; width: 50%;">Deltas / Δ</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Thankful for all approved items. • Jasmine and Executive team are facilitating successful meetings. • Parents thankful for trainings. </td> <td> <ul style="list-style-type: none"> • None </td> </tr> </table>	Pluses / +	Deltas / Δ	<ul style="list-style-type: none"> • Thankful for all approved items. • Jasmine and Executive team are facilitating successful meetings. • Parents thankful for trainings. 	<ul style="list-style-type: none"> • None
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Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)). To slow the spread of COVID-19, the CSB Policy Council Executive Meeting will be accessible via Zoom as permitted by Government Code section 54953 (e).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: June 15, 2022	Time: 6:00 PM – 8:00 PM
Zoom Meeting ID: 846 2326 0882 Password: 092863	
Meeting Leader: Jasmine Cisneros	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings. Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at aaaraujo@ehsd.cccounty.us or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Opportunities for Public Comment: *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to aaaraujo@ehsd.cccounty.us before or during the meeting. Please raise your hand in the Zoom app when your item is called and you will be limited to two minutes comment. All votes taken during a teleconference will be by roll call.*

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An approval of the 2022-2023 CSB Planning Calendar.

An approval of the May 18, 2022, Policy Council Minutes.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

A wellness activity to open communication and enhance overall wellbeing.

An understanding of the Community Assessment to enhance our understanding of the strengths and needs in our community.

An understanding of the 2021-2022 Parent Survey Results to gain an awareness of parent feedback relating to program quality.

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

An understanding the Transition to Kindergarten presentation so parents are informed on strategies to successfully transition kindergarten-bound children from Head Start to their receiving schools

An understanding of Site Reports so that we may celebrate our children, families, and staff's co-parenting efforts to build partnership.

Heard announcements so that we may be informed of Bureau news and/or available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Juan Batiz	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Myriah Herrington	2 Minutes
Public Comment	Present	Public	2 Minutes
Correspondence	Present Clarify	Karen Medrano	2 Minutes
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	6 Minutes
Action: <ul style="list-style-type: none"> Approve 2022-2023 Planning Calendar 	Present Clarify Check for understanding Check for Agreement	Amanda Cleveland	8 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider approval of May 18, 2022, Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Karen Medrano	8 Minutes (Reserve 3 minutes for roll call)
Administrative Reports: <ul style="list-style-type: none"> CSB Director 	Present Clarify Check for understanding	Dr. Aaron Alarcon-Bowen	10 Minutes
Administrative Reports: <ul style="list-style-type: none"> Interim Division Manager 	Present Clarify Check for understanding	Amy Wells	8 Minutes
Administrative Reports: <ul style="list-style-type: none"> Fiscal 	Present Clarify Check for understanding	Ali Vahidizadeh	8 Minutes

Wellness Activity	Present Clarify Check for understanding	Jasmine Cisneros	5 Minutes
Report: • Community Assessment	Present Clarify Check for understanding	Amanda Cleveland	8 Minutes
Report: • Parent Survey Results	Present Clarify Check for understanding	Nelly Ige	15 Minutes
Report: • Subcommittee Updates	Present Clarify Check for understanding	Subcommittee Leads	2 Minutes
Report: • Transition to Kindergarten	Present Clarify Check for understanding	Ron Pipa And Afi Fiaxe	10 Minutes
• Site Reports	Present Clarify Check for understanding	Site Representatives	4 Minutes
• Announcements	Present Clarify Check for understanding	Ana Araujo	2 Minutes
• Meeting Evaluation	Plus/Delta	Volunteer	3 Minutes