



Policy Council Meeting Minutes
Virtual Meeting



Date: 06/15/2022

Time Convened: 6:13 PM

Time Terminated: 8:00 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:13 PM. Myriah Herrington, Parliamentarian, reviewed desired outcomes and meeting ground rules.
Public Comment	Noe Gudino, from the Economic Opportunity Council (EOC) is seeking two new board members from the low-income community in Contra Costa County to join the EOC.
Correspondence	Karen Medrano, Secretary, stated there is no correspondence.
Parent Recognition	<p>The Policy Council recognized the following staff for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> • Indira Martin, Teacher at George Miller Concord, Rose Ann Ramiro, Master Teacher at George Miller Concord, and Leticia Garrido, Clerk at George Miller III, were presented with a certificate and a book to acknowledge their dedication to the children and families.
<p>Action: Consider approval of Approve 2022-2023 Planning Calendar</p>	<p>Christina Reich, Division Manager, provided an overview of the 2022-2023 CSB Planning Calendar.</p> <p>The CSB Program planning calendar is a document utilized throughout the programs at CSB including the Head Start & Early Head Start programs. The planning calendar is an outline for activities that occur throughout the program year and provides guidance on timelines for completing tasks such as:</p> <ul style="list-style-type: none"> - Submitting grant applications - Submitting reports to governing bodies - Seeking approval from Policy Council and other governing bodies - Completing training for staff, volunteers, and governing bodies - Completing ongoing monitoring <ul style="list-style-type: none"> • How Tasks/Events are Listed: Tasks are listed in order of the Senior Manager responsible for the task and lists additional sponsors or staff who may provide direct oversight of the task. The planning calendar includes items that are required by grantors, federal, state and local government, and best practices. • How Do We Determine Timelines: Each section includes a citation with a hyperlink to the appropriate requirement online or is listed as a “County Requirement” or “Best Practice.” The specific timelines are determined based on whether an external agency is providing guidance or if it is an internal timeline CSB has created to ensure we meet and/or exceed external guidelines.

	A motion to approve the 2022-2023 CSB Planning Calendar was made by Jasmine Cisneros, and seconded by Melanie Graves. 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
Joel Nickelson-Shanks	Karla Hernandez	Brianna Flores			Claudia Galicia	Deanna Carmona
Myriah Herrington	Karen Medrano				Ebony Hughes	Marcela Esparza
Devlyn Sewell	Laura Brum				Andrea Bajandas	Alexandria Remington
Dulce Cisneros	Lorena Mercham				Kimberly Nieve	Erika Farjat
Hilda Valencia	Melanie Graves				Rafael Franco	

Action: Consider approval of May 18, 2022, Policy Council Minutes	The minutes of the May 18, 2022, Policy Council meeting were reviewed and no corrections were made.					
	A motion to approve the minutes from May 18, 2022, Policy Council meeting 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
Joel Nickelson-Shanks	Karla Hernandez	Brianna Flores			Claudia Galicia	Deanna Carmona
Myriah Herrington	Karen Medrano				Ebony Hughes	Marcela Esparza
Devlyn Sewell	Laura Brum				Andrea Bajandas	Alexandria Remington
Dulce Cisneros	Lorena Mercham				Kimberly Nieve	Erika Farjat
Hilda Valencia	Melanie Graves				Rafael Franco	

Administrative Reports <ul style="list-style-type: none"> CSB Executive Director 	Dr. Aaron Alarcon-Bowen, CSB Executive Director , welcomed Policy Council representatives and thanked them for attending.					
	Administrative updates:					
	<ul style="list-style-type: none"> Inspirational Story: Difficult situations have important lessons for us to learn from; these lessons can often bring positive outcomes. YMCA Delegate Update: CSB is working with our contracts unit to finalize the Delegate and Partnership contracts with the YMCA of the East Bay. These contracts will go to the Board of Supervisors for their approval on June 21, 2022. Pending approval, services will start under these new contracts on July 1, 2022. The YMCA will take a few days to prepare the classrooms and open to families on July 5, 2022. First Baptist Head Start: Dr. Aaron Alarcon-Bowen acknowledged the long relationship the county has had with First Baptist, and thanked them for many years of service to the community. He expressed his confidence that the YMCA of the East Bay will continue to provide this high level of service to the community. CSB Central Kitchen: The Office of the Administration for Children & Families (ACF), visited our current Central kitchen and the proposed new site for the relocation. The heating, ventilation, and air conditioning system (HVAC), in the new location, needs repair, which has once again raised the cost of the overall project by \$400,000. The overall project is budgeted at \$2.8 million dollar, and once we have approval from ACF, construction can begin. Measure X: Dr. Aaron Alarcon-Bowen is meeting with community partners to create implementation plans for this countywide funding. He will bring more updates to the August Policy Council meeting. 					

<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 May as follows:</p> <ul style="list-style-type: none"> The May enrollment was 68.83% for Head Start, 79.41% for Early Head Start and Early Head Start Child Care Partnership #2. The May attendance was 73.80% for Head Start, 67.0% for Early Head Start and Early Head Start Child Care Partnership #2. <p>Program updates:</p> <ul style="list-style-type: none"> Classroom Operations - <ul style="list-style-type: none"> Staffing continues to be a struggle and remains a high priority; we still have to close classrooms daily due to staffing. Please keep in mind that we must meet the appropriate teacher-child ratio in order to operate safely. This poses a significant hardship on families Health & Safety-No longer required to close due to COVID-19 case/exposure. Please also remember to wear a mask and send your child with a mask. Please also wear a mask near outdoor entryways. COVID-19 test kits are available if needed. Site Supervisor Appreciation Week -CSB celebrated Site Supervisors Appreciation the week of June 6-10. We celebrated via a virtual team meeting on Monday, June 6 where we focused on fun and wellness with share outs on “tell me something good” and “what are you proudest of.” SS also received a goodie bag full of items including a collector’s edition of The 7 Habits of Highly Effective People journal, a new pen, snacks, water, and other wellness items. Many sites hosted celebrations that the teaching staff put together for their supervisors. Advocacy - Staff attended the Head Start California Advocacy Day and Managers & Directors Institute. During Advocacy Day, attendees conducted drop-ins with the state legislative offices of State Senator Glazer and Assembly member Grayson. Neither were available, however, staff left information from Head Start California, left CSB contact information, and spoke to staffers about the importance of salary parity for Early Head Start and Head Start teachers. ACF Visit to CSB Kitchen - On Wednesday, June 8 ACF toured Brookside, housing our current central kitchen, and the proposed new location. Virtual Cooking Presentations - Balboa hosted a virtual cooking event recently. We are looking for sites to host again in the fall; talk to your SS if you are interested! Butterfly Kits to Classrooms -The “Butterfly Kits” have been distributed to all classrooms. This is an exciting project we have not been able to do during the pandemic and teaching staff and children were so excited. Look for pictures on our social media feed.
<p>Administrative Reports</p> <ul style="list-style-type: none"> Fiscal 	<p>Ali Vahidzadeh, Accountant II presented the following financial reports:</p> <ul style="list-style-type: none"> 2021-2022 Head Start Program: April 2022, year-to-date cash expenditures were \$3,283,545 YTD, representing 18% of the program budget. 2021-2022 Early Head Start Program and CC Partnership: April 2022, year-to-date cash expenditures were \$1,302,081 YTD, representing 14% of the program budget. Credit Card expenditures for all programs, including Head Start and Early Head Start, for April 2022, were \$6,928.05. Child and Adult Care Food Program: April 2022, total meals served, including breakfast, lunch, and supplements, were 51,910.
<p>Subcommittee Updates</p>	<p>Program Services: Myriah Herrington, reported attending Fiscal committee.</p>

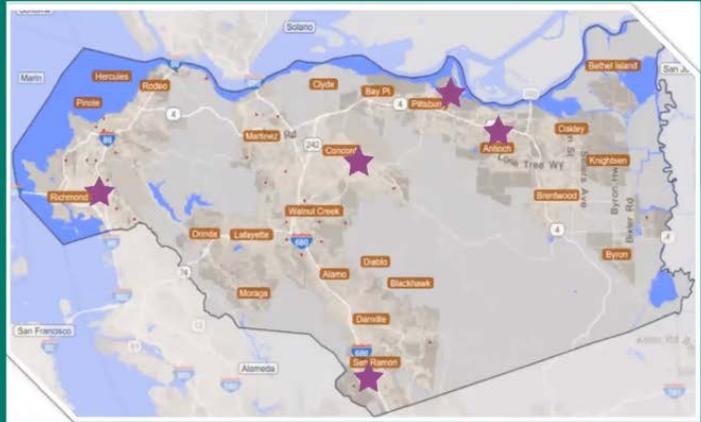
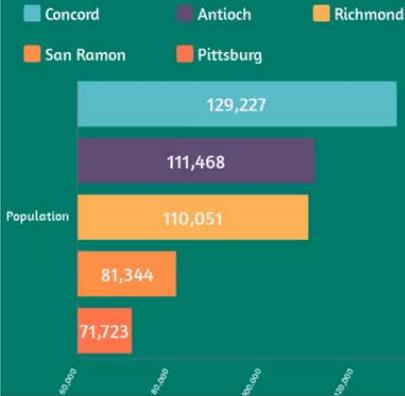
Wellness Activity	Policy Council Representatives participated in a wellness activity by sharing “Summer Family Activities”.
Report: 2022 Community Assessment	<p>Christina Reich, Division Manager, provided an overview of the 2022 Community Assessment. As a Head Start grantee, CSB is required to collect community data in an ongoing effort to show that we are not only meeting the current needs of the community but also identifying any gaps in service. Some of the information we are required to collect for the Community Assessment per the Head Start Program Performance Standards (HSPPS) includes:</p> <ul style="list-style-type: none"> - Number of eligible infants, toddlers, preschoolers, and expectant mothers and their geographic location, race, ethnicity, and languages they speak - Number of children experiencing homelessness, children in foster care, and children with disabilities, as well as the services provided in the community to these children - Education, health, nutrition, and social service needs of children and families - Information on other child development programs in the community and program options available. <p>Once the information is collected, it helps guide our approach to supporting children and families by:</p> <ul style="list-style-type: none"> • Making decisions about service delivery, including Head Start/Early Head Start (HS/EHS) site locations and program options. • Understanding the needs of our families; so asking ourselves do we need to increase access to specific resources or do we need to find and develop partnerships with new agencies/resources? • Recognizing demographic changes and addressing newly identified needs; do we need to provide materials in additional languages, or do we need to provide grab and go bags for at-home activities? • Identifying skills and competencies, what types of training/education do we need to continue providing stellar services to families? • Advancing cultural competence; what resources or training do we need to meet families where they are, respectfully, thinking about how can we continue to create inclusive learning environments for children and families? • Mobilizing community resources and partnerships: sharing the information with community partners (like today) and working together to make sure family needs are met.

Total Population

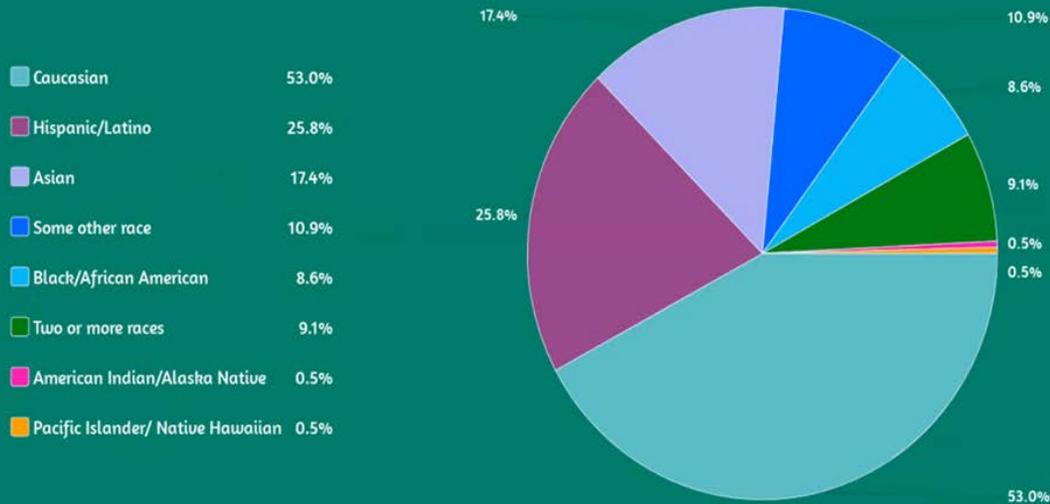
1,147,788

Contra Costa County

Most Populous Cities



Population by Ethnicity (2020)



Early Head Start/Head Start Income Eligible:

0-5 years: 5,287

Population by Age

Total Children Ages 0-5



3,093
people
experiencing
homelessness

Economic Profile

Pre-COVID-19 US Current Trends

\$107,907

Median Family
Income

\$119,567*

2.7%

Unemployment

3.5%

\$2,239

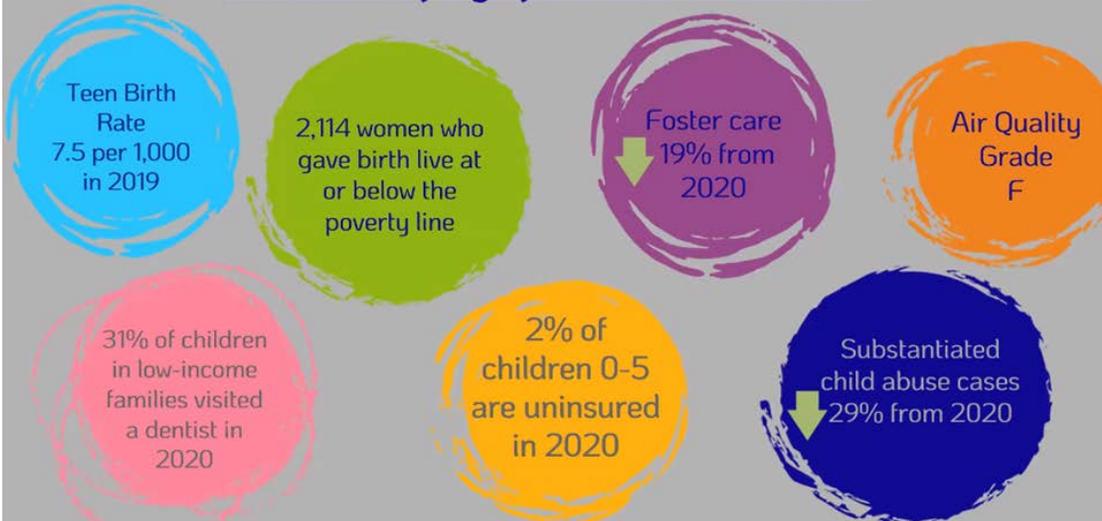
Rent

\$2,274

\$138,084

Self-sufficiency standard for 1 adult, 1 infant, 1 preschool child

Health & Safety of Children & Families



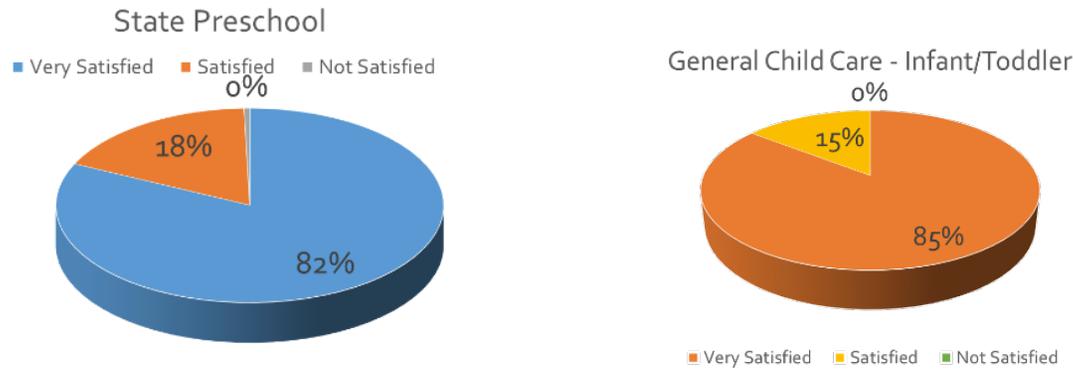
Report:

Nelly Ige, ASAIII, provided an overview of the 2021-2022 Parent Survey Results. Each year CSB’s parents are asked to complete a survey to gauge families’ satisfaction levels with our services. Parent Surveys are distributed to all CSB’s state funded centers:

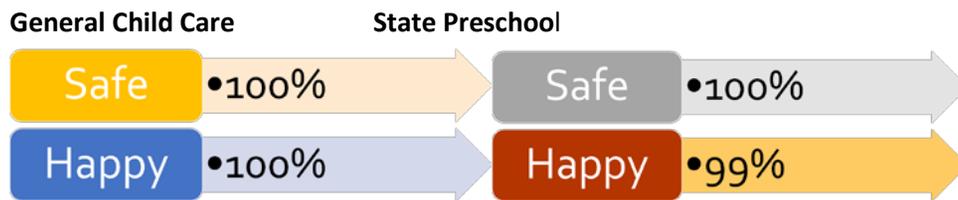
- General Child Care (CCTR)
- State Preschool (CSPP)

The results are reviewed by staff to determine what we are doing well and where are areas we can improve.

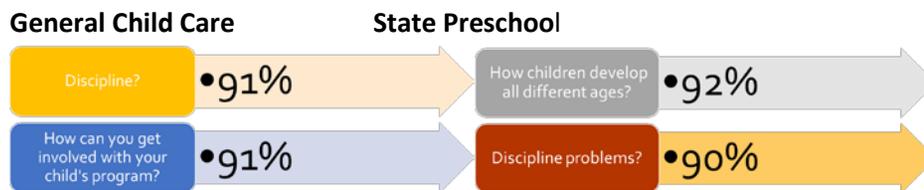
How satisfied are you with the overall quality of the program?



Do you feel that your child is safer and happy in the program?



Have you received information from the program about the following?



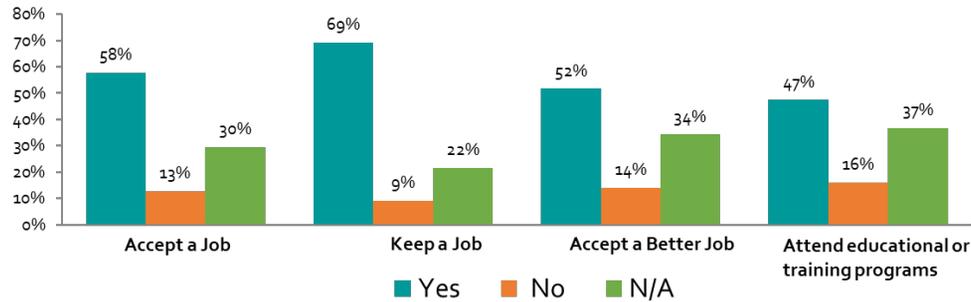
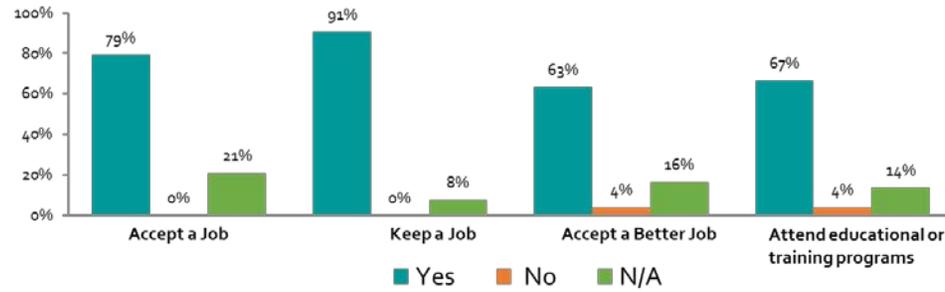
Would you like more information about any topics related to your child's care and development? Some comments that were stated:

- "Helping with biting."
- "Daily Schedule of activities and how my child is doing in the program."
- "Potty Training."
- "Child Development in class."
- "Discipline."
- "Child Development, discipline of staff, training of staff, day to day activities."

- “Speech, writing.”
- “All information, progress reports as well.”
- Has your child’s enrollment in this program made it easier for you to:

General Child Care

State Preschool



How satisfied are you with these characteristics of your child’s program?

General Child Care

	Total Satisfied
Section A – Hours of operation	95%
Section B – Location of program	98%
Section C – Number of adults working with children	95%
Section D – Background and experience of staff	97%
Section E – Languages spoken by staff	100%
Section F – How program staff communicate with you	98%
Section G – Meeting the individual needs of your child	100%
Section H – Interaction between staff and children	100%
Section I – Interaction with other parents	98%
Section J – Parent involvement	97%
Section K – Equipment and materials	94%
Section L – Cultural activities	97%
Section M – Daily activities	100%
Section N – Environment	95%
Section O – Nutrition	100%
Section P – Health and safety policies and procedures	98%
Section Q – How the program promotes your child's learning and development	100%

State Preschool

	Total Satisfied
Section A – Hours of operation	96%
Section B – Location of program	97%
Section C – Number of adults working with children	98%
Section D – Background and experience of staff	99%
Section E – Languages spoken by staff	100%
Section F – How program staff communicate with you	99%
Section G – Meeting the individual needs of your child	99%
Section H – Interaction between staff and children	99%
Section I – Interaction with other parents	99%
Section J – Parent involvement	96%
Section K – Equipment and materials	98%
Section L – Cultural activities	98%
Section M – Daily activities	99%
Section N – Environment	99%
Section O – Nutrition	97%
Section P – Health and safety policies and procedures	99%
Section Q – How the program promotes your child's learning and development	100%

Is there anything else you would like to say about how this program meets your family's needs?

	<ul style="list-style-type: none"> • “Makes it easier on a parent knowing my child has a place to enjoy while I’m at work.” • “The staff at the college are so nice and make you feel safe leaving your child. I am just sad that my childcare age out. Wish I could stay longer.” • “Thank you for everything”. • “Love the way this program is helping my daughter get ready for her next phase of education. Thank you”. • “It’s simply Amazing”. • “Thank you to all the staff members. My child is comfortable and continues to develop; which means the program is creating a fun and safe learning environment.” • “I really like the program here very helpful” • “Excellent Communication” <p>Do you have any suggestions about how this program could be improved?</p> <ul style="list-style-type: none"> • “Have an earlier schedule”. • “I would like to observe the teacher/students interaction, what goes in the classroom what is being taught” • “Hours of operation” • “Longer hours. More conferences and feedback” • “Monthly meeting regarding progress” • “Better food” • “Mas maestros” English Translation-More teachers • “I actually do think this is a good program, of course, there is always room for improvement in diversity inclusion”
<p>Training: Kindergarten Transition</p>	<p>Afi Fiaxe and Ron Pipa, Education Managers, provided training on Kindergarten Transition to ensure that parents are aware of what steps they can take to ensure this important transition is a smooth one.</p> <p>Practice listening and thinking skills:</p> <ul style="list-style-type: none"> • Read out loud to your child - ask them to listening to letter sounds in each word. This helps your child connect sounds to written letters and words. • Ask your child questions about his or her day such as whom she played with, what he ate at school. • Ask about the stories you read together. • Talk to your child and make everyday activities into fun learning opportunities. <p>Practice responsibility skills:</p> <ul style="list-style-type: none"> • Encourage your child to take responsibility and accomplish tasks independently <p>Practice social skills- Help meet the social emotional needs of your child by encouraging participation in some of these activities:</p> <ul style="list-style-type: none"> • Help them learn to ask permission to take turns • know that they must wait their turn in group activities, but allow them to be first at times • practice using words like "excuse me", "please," and "thank" you to show respect to others <p>Some social skills your child will need in kindergarten are:</p> <ul style="list-style-type: none"> • to get along well with other children, play and share with other children • to be able to stay on task, and able to work independently • to be able to ask for help <p>Practice cognitive skills:</p>

	<p>Numbers:</p> <ul style="list-style-type: none"> • Count out loud to number 10 or higher • Knows what a number is • Counts objects in one-to-one correspondence <p>Size, colors & shapes:</p> <ul style="list-style-type: none"> • Understands big, little, long and short • Recognizes and names the colors red, green blue, yellow • Recognizes and copies shapes (circle, rectangle, triangle, square) <p>Practice muscle development skills:</p> <ul style="list-style-type: none"> • Running, jumping, and hopping • Marching • Pastes objects onto paper • Matching colors or shapes • Block building • Completing a puzzle • Holding a pencil and crayon • Cuts with scissors <p>Having a smooth transition:</p> <ul style="list-style-type: none"> • Follow daily routines consistently. Involve your child in the school’s transition routines at arrival and departure • Always say goodbye with a kiss, a hug, and a wave; be firm but caring about leaving. Be sure to tell your child when you will be back such as “I’ll pick you up after your lunch time.” • Prepare children for any changes in your routines. Even very young children recognize patterns. For example, they learn that one child’s parents always come before to pick up another child first. If one child has gone home and the other is still waiting, she may feel abandoned. If you must be late, call the teacher to let them know so they may tell your child • Soon the daily separations and the joy of being together again will become part of the day for all of you. You will have met yet another challenge of parenting, and your child will have learned that the world includes hellos and goodbyes! <p>Before school starts:</p> <ul style="list-style-type: none"> • Talk with your child about the plans for taking her to school and picking her up • Check in with your child regularly to see what he is thinking or feeling about going to kindergarten <p>The night before:</p> <ul style="list-style-type: none"> • Review the weekday schedule and routine with your child (bath time, bedtime, wake up time) • Put a small clock in your child's room to introduce him or her to the concept of time and so he or she knows what the time looks like when he or she wakes up • Put clothes out the night before. Let your child help choose the outfit that he or she wants to wear for the first day of school.
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<p>Site Reports</p>	<p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista celebrated a successful Teacher Appreciation Week. The entire week teachers were honored with goodies from the Site Supervisor, the Comprehensive Services team, and Parents. The Souza family also treated us to a musical concert on the playground. • We are also celebrating the successful presentations of Mrs. Adriana Diaz and Mrs. Alejandra Castaner during Teacher Showcase.
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- Doorframe sensors were checked and replaced as needed.
- Preschool Classroom #3 is studying rainbows.
- Parents received Friday Flyers inviting them to community events, and the Make Parenting A Pleasure flyers with QR codes were also sent home.

Crescent Park

- We celebrated Teachers Appreciation Week last week with the staff at Crescent Park. Thank you to all the parents that helped make the staff feel special.
- CSB READS is doing great; children are enjoying taking books home, and parents are doing a great job returning them.
- We will have a guest from Tandem to read stories in the Preschool and the Toddler classroom this month.
- Please see our resource board at the front entrance for valuable information for parents.

George Miller Concord

- Teacher Appreciation Week- Parents appreciated our teachers with love and treats.
- Jose Chavez received the Parent Staff Recognition award.
- Classroom #3 - Young Preschoolers are working on their water exploration. Parents participated in this project by taking the learning experiences from school, to outdoor, to home, such as going to the beach, watering the plants and washing fruits.
- Classroom 7C- Toddlers explored the sticky side of the contact paper
- March 26, 2022, Parent-Staff Meeting. Education Manager Ron Pipa was our presenter. Mr. Ron shared Children’s Temperamental Traits information with the families.

George Miller III

- George Miller III celebrated Site Supervisor Appreciation Week the second week of June; a big thank you to all the GMII staff who delightfully surprised the two Site Supervisors with lunches for an entire two weeks!
- Each classroom was gifted caterpillars that turned into butterflies and the children were curiously delighted to see the life cycle through the physical changes of each of the butterflies.
- The second week of June kicked off Classroom 8's Part Day/Part-Year end-of-the-year celebration. The remaining classrooms will have End of the Year celebrations in the coming weeks. Congratulations to all the children for their effort throughout the school year!
- Classrooms # 1, 5, and 6 are working on Butterflies and Kindergarten Readiness. .
- Housing Authority of Contra Costa County, Project-Based Voucher Waiting List informational flyers were posted on the front door in both English/Spanish for families to view.

Lavonia Allen

- In May, we had many ups and downs. We said good-bye to Teacher Geri (Romerita Abaya) and wished her happy retirement.
- We have a new Teacher Assistant in Training (TAT) named Celeste who is an awesome addition to our school.
- On 8/27/22, there is a Community Baby Shower at John Buckley Square in Pittsburg from 12:30pm-2:30pm.

Los Arboles

- The children in the preschool classroom are getting ready for the end of year celebration. The celebration is scheduled for June 24, 2022. We have 9 children leaving to Kindergarten. We wish them and their families the best of luck and great success.
- Children are practicing some songs/ activities for the end of year celebration.
- Friday Flyers-resources were emailed to parents.
- Our center received COVID testing kits for children and families to utilize as needed.

	<p>Los Nogales</p> <ul style="list-style-type: none"> • Our Associate Teacher Maria Ortega was acknowledged and received the “Teacher’s Recognition Certificate” from the CSB Policy Council representatives. • The entire center participated in making Mother’s Day projects with some very cute handprint art that will be cherished forever. Room 1: They are working on a Project about fruits Room 2: They are doing a project on bugs. • Jessie Black, Interim Assistant Director and Amy Wells, Interim Division Manager, came to drop off goodies for the teachers honoring “Teachers Appreciation Week.. Also, Ms. Afi, Education Manager for Cluster B came and visited our site on May 9th it is always a pleasure to see her. • Available to families: Dental resources, vaccine resources, and Parental curriculum-Making Parenting A Pleasure. <p>Marsh Creek</p> <ul style="list-style-type: none"> • Both classrooms are currently finishing the school year with a Ready for Kindergarten Study • Cecilia Valdez from Tandem did a story time presentation for our parent meeting • Specific resources were given to individual families as needed. 		
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared the following:</p> <ul style="list-style-type: none"> • No Meeting in July 2022. Reconvene on August 17, 2022. • Thank you to all parents for their involvement in Policy Council. • Thank you for all staff support. 		
Meeting Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Kitchen project moving forward is exciting. • Centers spotlight, it is a great idea; teachers present their work to the families. • Nice to have all Exec Team members back Parent survey results,; great data to see as part of parent involvement. </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • None </td> </tr> </table>	<p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Kitchen project moving forward is exciting. • Centers spotlight, it is a great idea; teachers present their work to the families. • Nice to have all Exec Team members back Parent survey results,; great data to see as part of parent involvement. 	<p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • None
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