

Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 03/20/2013 **Time Convened:** 06:07 PM **Time Terminated:** 08:08 PM **Recorder:** Erika Ramos

TOPIC	RECOMMENDATION / SUMMARY	
Review Desired Outcomes and Meeting Rules	 Enrique Sanchez, Chairperson, called the meeting to order at 6:07 pm. Armando Morales reviewed the desired outcomes and meeting rules. 	
Public Comment	No public comment	
Correspondence	No correspondence	
Awarded Recognition of Staff Excellence	 Pamela Johnson, Site Supervisor at Balboa Children's Center was awarded and recognized for being a great leader and for her excellent work with Balboa children and families. She was presented with a certificate of appreciation, a bouquet of flowers, a book and a copy of the nomination letter. She expressed her gratitude to the Policy Council for the recognition stating, "I have 12 years with the program and it's really so nice to be recognized by the parents. It really warms my heart." 	
	• Desiree Herring, a teacher at George Miller Concord Children's Center, was recognized for being a very professional and dedicated teacher. The following comment was shared, "Desiree is always fun and has a positive attitude". She was presented with a certificate of appreciation, a bouquet of flowers, a book, and a copy of the nomination letter.	
	• Francisca Castillo, a teacher at Concord CC and Nicole Boston, teacher at Brookside centers were recognized as well; they were not present to personally receive their awards. Their awards will be sent to their respective sites.	
Administrative ReportsCSB DirectorDivision ManagerFiscal	 Camilla Rand, CSB Director, informed the group about the status of the Re-competition Grant. The results were supposed to be received in December 2012, but the notification timeline was moved to spring in 2013. Any day now, there will be news of the re-competition grant. As soon as the results are known, the Policy Council will be informed. Camilla reviewed several studies which have findings that support Head Start programs and demonstrates that Head Start works. One study is called Faces; it is a National study that was done in 2009, which looked at a sample of a hundred children all over the nation in Head Start programs during one year of Head Start to see how they do. Two of our very own centers were part of this study; Brookside and Los Nogales Centers. All results showed that the children were equal or behind their counter parts when they began Head Start, and were ahead and ready to enter school by the time they completed one year of Head Start. 	
	A booklet on the study conducted called, "Faces of Head Start" was provided to the Policy Council members.	

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	• A second study was conducted by the California Head Start Association. This study took a sample of 30 organizations of about 800 children to assess how they did in math, cognitive development, gross motor, and other areas. The report showed that Head Start children exceeded expectations and by the time they left the Head Start programs in California they were ready for school.	
	• Sequestration reduction did not take effect in March for this fiscal year because we are waiting for the results of the recompetition. The percentage for the reduction is 4.7% and it will take effect on July 1, 2013. There is hope that the sequestration will be reversed, but if there are any reductions, the Policy Council will be presented with some approvals at the next meeting.	
	The Annual Joint Training with County Board of Supervisors, HS Policy Council, and EOC will come together for two-hour training around Shared Governance.	
	• Debi Marsee, CSM Health Manager, was recognized for being California Head Start Association's 2012 Program Services Manager of the year. She elaborated on the dedication that Debi Marsee puts into the Head Start program; every year she coordinates Give a Kid Smile day were hundreds of children receive a dental exam, and arranges dental treatment if necessary. This year alone, 700 children were seen thanks to Debi. Camilla shared that the Board of Supervisors gave her a plaque. Debi Marsee, expressed her gratitude to the staff and to the parents.	
	• Katharine Mason, Division Manager, reported the statistics of Early Head Start and Head Start Programs. In February, the Head Start health exams were at 100%, dental exam over 100%, for insurance 96.5%, enrollment in February was 101%, serving children with disabilities was at 17%, and attendance was at 88%. For Early Head Start, 87% for health exams, insurance at 94%, enrollment 100%, disabilities 13.2%, and attendance 86%.	
	• Cost Saving Measures: CSB has been successful with is our reduction of substitute usage. Teachers who maintain perfect attendance for the month are being recognized. Katharine and Camilla personally thank them by visiting their classrooms and hand delivering letters of commendation. Katharine informed parents that they could support our cost saving efforts by recognizing and motivating their child's teachers and saying, "Thank you for being here with my children every day."	
	We are in need and welcome parent volunteers. Parents may volunteer sixteen hours or less and meet all licensing requirements by providing a statement of good health and TB clearance (which can be provided by CSB's Nurse Practitioner upon request to your Site Supervisor).	
	• A new program entitled, "Parent Ambassadors" will be piloted at GMIII in Richmond and GM Concord. Selected parents will serve as ambassadors and encourage/engage parents to support safety efforts at the sites by providing that extra set of eyes and ears. If successful this pilot will be expanded and implemented at Centers throughout the County.	
	Copies of the CSB Family Newsletter for the winter quarter are available at the resource table.	
	Haydee Ilan, CSB Accountant, presented the following fiscal reports:	
	 2012 Head Start Program: January 2013 expenditures were \$18,305,940 YTD, which represents 70% of the program budget. 	
	o 2012 Early Head Start Program: January 2013 expenditures were \$4,357,825 YTD, which represents 67% of the	

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	budget.	
	 Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of January 2013 were \$10,247.13. 	
	 2012-2013 Child and Adult Care Food Program: January 2013 total number of meals served including breakfast, lunch, and supplements were 55,828. 	
	If you would like to review the financial reports in greater detail, the Fiscal Committee meets each month prior to the Policy Council meeting.	
Action:	The minutes of the February 20, 2013 Policy Council meeting were reviewed:	
 Consider Approval of February 20, 2013 Policy Council Minutes 	 No revisions needed. A motion to approve the minutes from the February 20, 2013 Policy Council meeting was made by Claudia Ordaz and 	
	seconded by Susan Lona. The motion was approved.	
Action:Consider Approval of New Hires	A motion to approve CSB Account Clerk-Advanced Level was made by Micaela Ramos and seconded by Cory Cruz. The motion was approved.	
Reports: • Self-Assessment Results	 Christina Reich, Division Manager of ERSEA, presented the Self-Assessment results for this year. Areas assessed included: ERSEA, Health & Safety, Child Development and Education. Results were favorable and in compliance in all areas with the exception of education where the individualization process was not consistently being documented. For this area of non-compliance, a correction plan was developed to address this finding. 	
Report: • Results of the Parent Surveys	 Janissa Rowley, Assistant Director, reported that every year a Parent Survey is distributed to all families. Parent surveys provide families with an opportunity to give feedback regarding their experiences with our program. This year approximately 1,000 families completed and returned surveys. The following includes highlights from the survey and some of the responses to questions: When asked how satisfied the parents were with the programs: 87% answer very satisfied, 13% satisfied, 0% not satisfied. When asked if parents felt their children were safe: 100% responded that they felt their child were safe. When asked if their children are happy coming to school: 100% reported their children are very happy. 	
Report: • Kindergarten transition/School Readiness-PTA Training	 Suzanne Di Lillo, Assistant Director, facilitated a presentation and training on Kindergarten transition and school readiness. Suzanne encouraged parents to connect with their local school districts and inquire about the age eligibility requirements for kindergarten entry as the cut-off date for entry into Kindergarten may vary from district to district. She provided information of the California state law pertaining to kindergarten enrollment; children are not required to 	
	attend kindergarten but must be enrolled at 6 years old for first grade. However, CSB's recommendation is for the children to continue their academic education by attending Kindergarten.	

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	• CSB recommends that parents begin discussions now with the school their child will attend; start planning now before the school year starts, and visit the school as often as they would like. It is important to get a feel for the school and children's safety when observing the school yard (play area) and classroom.		
	• The importance of continued parent involvement was stressed and it was recommended that parents join the PTA- Parent Teacher Association.		
Report: • Assessment 2 child Outcomes Data and Cycle 1 Ongoing Monitoring	 Doris Blumenfeld, Manager of Preschool Education Services reported the results of the 2nd Assessment Report. She reviewed and defined the DRDP domains: Self Help & Social Development, Physical Development, Mathematical Development, Language and Literacy Development, Health, English Language Development, and Cognitive Development. 		
	 When results of first and second assessments for all children and children going to kindergarten were compared, children typically scored 15% improvement on each measure. Doris discussed the highest and lowest scores by domain and noted the overall percentage improvement on each DRDP domain: Self and Social Development improved by 15%, 		
	 Language and Literacy Development improved by by 16% English Language Development improved by 15% Cognitive Development improved by 15% Math improved by 17% 		
	 Physical Development improved by 13% Health improved by 15% 		
Training: • Job Presentation	• Claire Marchiano, Coordinator of Eastbay Works Career Center in Concord facilitated a presentation on "Writing an Effective Resume." Claire started by introducing Eastbay work Career Centers, and by providing several locations in the East Central parts of the county. The Eastbay works Career Center provides workshops, information, and techniques on resume building and job search.		
	• She informed that she recently learned that 200 County jobs will be available, interested parents can apply online, the positions will be open for two weeks, and they include benefits with a hourly rate of pay starting at \$15.		
	• An overview was provided that included the basics of resume writing. Claire facilitated a discussion around the purpose in writing a resume and the importance of having one when applying for a job. She explained that writing a resume serves to introduce one's self to a future employer, and is also an opportunity to share and feel good about one's strengths and accomplishments. Several types of resumes were reviewed: Chronological, Functional, and Combination. A sample of a Chronological Resume was shared with the group. Claire explained how to distinguish one's strongest skills and the importance of documenting these skills along with work history and education. She reviewed the importance of reviewing the qualifications and characteristics that a prospective employer is looking for and how including these in the content of the resume could be advantageous in combination with introducing one's experience in the field desired.		
	• Claire encouraged everyone to visit the career's web site at www.eastbayworks.com , and review the monthly calendar		

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	of activities.	
Site Reports	Filed but not read:	
	• Balboa – Susana Lona - Susana would like to celebrate the interest that Balboa teachers demonstrate in the children's learning through projects on many different subjects. For example, in her son's classroom, the children are engaged in a project on the topic of fish. Every day they participate in activities related to fish. There is a new Chinese Dragon near the entrance of the center that looks very nice. There are new faces in the administrative offices – all are very nice and amiable. Special projects for room 3 are about fish and several activities related to the marine life have been planned. In room 2, the children are exploring insects enjoying related activities. Susana has noticed that parents share many of the same common interests and safety of their children is a top priority. A special guest from the WIC Program visited the center earlier this month. Another guest speaker spoke about the importance of taking care of oneself and how the consumption of sugar affects us. Everything at Balboais going well, thanks to the great team that works at her center.	
	• Crescent Park- Juan Hernandez- The classrooms celebrated Dr. Seuss by reading books and engaging in related cooking projects. The center has a new site supervisor Ms. Claudia Arrospide. Special projects centering the book, The Carrot Seed are happening. The children and teachers regularly visit the community library next to the center for storytelling.	
	• George Miller III – Ambreen Khawaja, Site Supervisor- Celebrated the success of participation in all ten classrooms for Dr. Seuss' Birthday. Activities such as: parades, cooking projects, and literacy rich group reading activities were planned. To support the children's Bread project, two classrooms went on a field trip to Rubicon Bakery. Both the children and parent chaperones enjoyed this hands-on learning opportunity. The following special projects were also enjoyed by children, families and staff: room 1 went on a field trip to the Tilden Park to learn more about farm animals and room 7 had a closing ceremony for their "Bridges Project" that included families. Several guest speakers visited the Center; Joanna Fontella came to the Staff meeting to discuss professional growth opportunities offered by Contra Costa Child Care Council for both teachers and parents; and the CSB Mental Health unit conducted training at the Parent Meeting on Positive Discipline and Guidance & Sibling Rivalry. A math research project is being conducted to compare the learning outcomes of children who engage in games and activities offered by media versus those who engage in interactive math activities led by adults. Overall there has been incredible learning experiences at the Center and great parent participation.	
	• Las Deltas- Josefina Robles- Celebrating the project of appreciation for children - the parents wrote letters of appreciation to their children and the teachers in turn read these letters to the children every day. The families and teachers continue to work on <i>The Garden of Flowers</i> . A special project at the Center that included everyone was "100 tops", tops were collected until 100 tops were reached. Resources that were shared during the last parent meeting included information on HEAP as well as information on how to receive free assistance with taxes.	
Announcements	 Rita Loza, Parent Family and Community Engagement Manager made two announcements: There will be no Policy Council Meeting for the month of April; a joint training will occur instead with the Board of Supervisors, Policy Council, and EOC on April 19, 2013 at the Concord Hilton. Invitations will be mailed out next week and everyone was encouraged to attend and R.S.V.P. for this special event. One time a year the FPPC Form 700 needs to be filled out by the Policy council members. This form is a 	

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	Statement of Economic Interests; it demonstrates that policy council members are coming on free will to participate in the meetings without receiving any monetary benefits or income. The forms were completed at the meeting and collected.		
Meeting Evaluation	Pluses / +	<u>Deltas / Δ</u>	
	Eastbay Works Career Center training was really good	None	