



Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 5/17/17

Time Convened: 6:11PM

Time Terminated: 7:42PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Veronica Gutierrez, Vice Chair, called the meeting to order at 6:11p.m. • Diana Bierer, Crossroads Representative, reviewed the desired outcomes and ground meeting rules.
Public Comment	None
Correspondence	None
Staff Recognition	<p>The following staff were recognized for their excellent work with the children and the families:</p> <ul style="list-style-type: none"> • Magda Tawadros, Teacher Assistant Trainee at Riverview Children Center was presented with a certificate and a book to acknowledge her dedication to the children and their families. • Lorena Perea, Master Teacher at Riverview Children Center was presented with a certificate and a book to acknowledge her dedication to the children and their families. <p>Special thank you was given to CSB staff providing support during May 17, 2017, Policy Council meeting.</p>
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<p>Camilla Rand, CSB Director, welcomed Policy Council representatives and CSB Staff in attendance and thanked parents for nominating staff receiving recognition this month. Camilla gave special recognition to Blanca Sanchez, Master Teacher for helping with translation during Policy Council, and Velma Braggs, Food Services Operations Supervisor for her dedication and work ensuring our children are provided daily with nutritious meals.</p> <p>Program updates:</p> <ul style="list-style-type: none"> • CSB sites celebrated Week of the Young Child during the week of April 24th - 28th. Camilla shared pictures and stories of activities that took place during this special celebration. Special guests joined the festivities: Tom Butt, Mayor of Richmond visited George Miller III; Supervisor Candace Andersen visited George Miller Concord, and Supervisor Diane Burgis visited Los Arboles. • CSB will receive a 1% Cost of Living Adjustment (COLA) increase from Office of Head Start. • CSB is seeking applicants for teaching positions; Camilla encouraged parents to participate in the Interview Panel. • Camilla shared a video presented at the Board of Supervisor’s Meeting during the Week of the Young Child proclamation. The key message highlighted the importance of investing in early childhood education. <p>Katharine Mason, Division Manager, presented the following program updates:</p>

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	<ul style="list-style-type: none"> • Senior Management staff visited and engaged with children and parents in a variety of activities during Week of the Young Child. • On May 2nd & May 3rd Division Manager and Assistant Directors visited the sites to recognize teachers for Teacher Appreciation week. Parents also showed their appreciation by bringing cards, flowers and treats to thank teachers for their dedication to our children. • Last week, CSB held a ceremony for three cohorts of teaching staff who successfully completed the Teachers Learning and Collaborating program. Lunch was hosted by Lakeshore and teachers shared their experiences and thanked their coaches. Additional cohorts will be held in the fall. • 800 children from CSB/Partners sites are transitioning to Kindergarten. Several kindergarten transition activities have been planned to include: kindergarten teachers visiting our classrooms and field trips to kindergarten classrooms to introduce children to the kindergarten setting. The children will phase-out during the summer as we phase new children into the program. • Nicole Porter, Region IX specialist and Bonnie Mackenzie, Technical Assistant will meet with Assistant Directors, Division Manager, Content Leads and Education Managers on Monday, May 22nd. The team will discuss and review school readiness data and how CSB data has been used to make data informed decisions pertaining to school readiness goals, program incentives, and professional development offered to staff. • Ron Pipa, Education Manager will conduct CLASS training in June for 15 CSB staff to enhance their ability to observe and assess classroom quality using the CLASS tool. <p>CSB enrollment and attendance statistics for the month of April:</p> <ul style="list-style-type: none"> • Enrollment: 100.09% for Head Start and 100.5% for Early Head Start and Early Head Start Child Care Program Partnership combined. • Attendance: 83% for Head Start and 86% for Early Head Start and Early Head Start Child Care Program Partnership combined. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2016 – 2017 Head Start Program: March 2017 year to date cash expenditures were \$2,229,440 YTD, which represents 14% of the program budget. ○ 2016 – 2017 Early Head Start Program: March 2017 year to date cash expenditures were \$654,484 YTD, which represents 19% of the program budget. ○ 2016 – 2017 Early Head Start – CC Partnership: March 2017 year to date cash expenditures were \$676,455 YTD, which represents 48% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of March 2017 were \$13,767.30. ○ Child and Adult Care Food Program: March 2017 total meal served including breakfast, lunch, and supplements were 47,002.
<p>Report:</p> <ul style="list-style-type: none"> • 2015-2016 Single Audit Results 	<p>Haydee Ilan, Accountant III, provided a report on the following:</p> <ul style="list-style-type: none"> • The Single Audit for FY 2015-2016 is a County-wide audit performed by external auditors as a Federal requirement. The Single Audit encompassed all County programs that included Head Start and Early Head Start which are direct programs under the U.S. Dept. of Health and Human Services. There are no findings on these two programs administered by Community Services Bureau.
<p>Subcommittee Updates</p>	<p><u>Nutrition Subcommittee</u>: Veronica Gutierrez, Vice Chair, shared that during the meeting they discussed simple food substitutions to make meals healthier to include using different grains instead of white rice and using 1% milk instead of 2% whole milk.</p>

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<p>Action: Consider approval of New Hires</p>	<p>Reni Radeva, PSA III, presented the recommended new hires and asked the Policy Council to ratify the decision of the Executive Committee to hire: Personnel Services Assistant II: ➤ Andrea Martinez – Civic Court Administrative Office A motion to Ratify the approval of the Executive Committee of the recommended new hires was made by Karla Banks and seconded by Kathleen Barr. The motion was approved.</p> <table border="1" data-bbox="317 358 1604 852"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Karla Banks</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Amber Beshears</td> </tr> <tr> <td>Kathleen Barr</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Anna Saefong</td> </tr> <tr> <td>Esmeralda Cisneros</td> <td></td> <td></td> <td></td> <td>Dikla Gutierrez</td> </tr> <tr> <td>Susana Ponce</td> <td></td> <td></td> <td></td> <td>Guadalupe Amigon De La Cruz</td> </tr> <tr> <td>Teri Pedersen</td> <td></td> <td></td> <td></td> <td>Martin Ponce</td> </tr> <tr> <td>Veronica Gutierrez</td> <td></td> <td></td> <td></td> <td>Monica Avila</td> </tr> <tr> <td>Laura Angel</td> <td></td> <td></td> <td></td> <td>Lucia Roan</td> </tr> <tr> <td>Emma Duran</td> <td></td> <td></td> <td></td> <td>Dawn Dailey</td> </tr> <tr> <td>Gerardo Aguiniga</td> <td></td> <td></td> <td></td> <td>Katie Melara</td> </tr> <tr> <td>Diana Bierer</td> <td></td> <td></td> <td></td> <td>Roxanne Ross Flowers</td> </tr> <tr> <td>Sheila Frazier</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Karla Banks	Paige Chatman			Amber Beshears	Kathleen Barr	Devlyn Sewell			Anna Saefong	Esmeralda Cisneros				Dikla Gutierrez	Susana Ponce				Guadalupe Amigon De La Cruz	Teri Pedersen				Martin Ponce	Veronica Gutierrez				Monica Avila	Laura Angel				Lucia Roan	Emma Duran				Dawn Dailey	Gerardo Aguiniga				Katie Melara	Diana Bierer				Roxanne Ross Flowers	Sheila Frazier				
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the April 19, 2017 Policy Council Minutes 	<p>The minutes of the April 19, 2017, Policy Council minutes were reviewed and no corrections were noted. A motion to approve the April 19, 2017, Policy Council minutes was made by Laura Angel and seconded by Diana Bierer. The motion was approved.</p> <table border="1" data-bbox="317 1024 1604 1477"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Karla Banks</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Amber Beshears</td> </tr> <tr> <td>Kathleen Barr</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Anna Saefong</td> </tr> <tr> <td>Esmeralda Cisneros</td> <td></td> <td></td> <td></td> <td>Dikla Gutierrez</td> </tr> <tr> <td>Susana Ponce</td> <td></td> <td></td> <td></td> <td>Guadalupe Amigon De La Cruz</td> </tr> <tr> <td>Teri Pedersen</td> <td></td> <td></td> <td></td> <td>Martin Ponce</td> </tr> <tr> <td>Veronica Gutierrez</td> <td></td> <td></td> <td></td> <td>Monica Avila</td> </tr> <tr> <td>Laura Angel</td> <td></td> <td></td> <td></td> <td>Lucia Roan</td> </tr> <tr> <td>Emma Duran</td> <td></td> <td></td> <td></td> <td>Dawn Dailey</td> </tr> <tr> <td>Gerardo Aguiniga</td> <td></td> <td></td> <td></td> <td>Katie Melara</td> </tr> <tr> <td>Diana Bierer</td> <td></td> <td></td> <td></td> <td>Roxanne Ross Flowers</td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Karla Banks	Paige Chatman			Amber Beshears	Kathleen Barr	Devlyn Sewell			Anna Saefong	Esmeralda Cisneros				Dikla Gutierrez	Susana Ponce				Guadalupe Amigon De La Cruz	Teri Pedersen				Martin Ponce	Veronica Gutierrez				Monica Avila	Laura Angel				Lucia Roan	Emma Duran				Dawn Dailey	Gerardo Aguiniga				Katie Melara	Diana Bierer				Roxanne Ross Flowers					
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of 2017-2018 Planning Calendar 	<p>Janissa Rowley, Division Manager (TU), provided an overview of the 2017-2018 Planning Calendar. The CSB Planning Calendar provides chronological guidance and timelines for critical events such as: reviews, audits, and reports that occur within the program year. The planning calendar ensures continuity within the program as well as throughout the Bureau. Included in the calendar are methods to ensure consultation and collaboration with the program’s governing body, policy groups and program staff.</p> <p>A motion to approve the 2017-2018 Planning Calendar was made by Susana Ponce and seconded by Gerardo Aguiniga. The motion was approved.</p> <table border="1" data-bbox="317 467 1604 987"> <thead> <tr> <th data-bbox="317 467 800 511">Ayes</th> <th data-bbox="800 467 980 511">Nays</th> <th data-bbox="980 467 1131 511">Abstentions</th> <th data-bbox="1131 467 1604 511">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="317 511 800 555">Karla Banks</td> <td data-bbox="800 511 980 555"></td> <td data-bbox="980 511 1131 555"></td> <td data-bbox="1131 511 1604 555">Amber Beshears</td> </tr> <tr> <td data-bbox="317 555 800 599">Kathleen Barr</td> <td data-bbox="800 555 980 599"></td> <td data-bbox="980 555 1131 599"></td> <td data-bbox="1131 555 1604 599">Anna Saefong</td> </tr> <tr> <td data-bbox="317 599 800 643">Esmeralda Cisneros</td> <td data-bbox="800 599 980 643"></td> <td data-bbox="980 599 1131 643"></td> <td data-bbox="1131 599 1604 643">Dikla Gutierrez</td> </tr> <tr> <td data-bbox="317 643 800 686">Susana Ponce</td> <td data-bbox="800 643 980 686"></td> <td data-bbox="980 643 1131 686"></td> <td data-bbox="1131 643 1604 686">Guadalupe Amigon De La Cruz</td> </tr> <tr> <td data-bbox="317 686 800 730">Teri Pedersen</td> <td data-bbox="800 686 980 730"></td> <td data-bbox="980 686 1131 730"></td> <td data-bbox="1131 686 1604 730">Martin Ponce</td> </tr> <tr> <td data-bbox="317 730 800 774">Veronica Gutierrez</td> <td data-bbox="800 730 980 774"></td> <td data-bbox="980 730 1131 774"></td> <td data-bbox="1131 730 1604 774">Monica Avila</td> </tr> <tr> <td data-bbox="317 774 800 818">Laura Angel</td> <td data-bbox="800 774 980 818"></td> <td data-bbox="980 774 1131 818"></td> <td data-bbox="1131 774 1604 818">Lucia Roan</td> </tr> <tr> <td data-bbox="317 818 800 862">Emma Duran</td> <td data-bbox="800 818 980 862"></td> <td data-bbox="980 818 1131 862"></td> <td data-bbox="1131 818 1604 862">Dawn Dailey</td> </tr> <tr> <td data-bbox="317 862 800 906">Gerardo Aguiniga</td> <td data-bbox="800 862 980 906"></td> <td data-bbox="980 862 1131 906"></td> <td data-bbox="1131 862 1604 906">Katie Melara</td> </tr> <tr> <td data-bbox="317 906 800 950">Diana Bierer</td> <td data-bbox="800 906 980 950"></td> <td data-bbox="980 906 1131 950"></td> <td data-bbox="1131 906 1604 950">Roxanne Ross Flowers</td> </tr> <tr> <td data-bbox="317 950 800 987">Sheila Frazier</td> <td data-bbox="800 950 980 987"></td> <td data-bbox="980 950 1131 987"></td> <td data-bbox="1131 950 1604 987"></td> </tr> </tbody> </table>				Ayes	Nays	Abstentions	Not Present	Karla Banks			Amber Beshears	Kathleen Barr			Anna Saefong	Esmeralda Cisneros			Dikla Gutierrez	Susana Ponce			Guadalupe Amigon De La Cruz	Teri Pedersen			Martin Ponce	Veronica Gutierrez			Monica Avila	Laura Angel			Lucia Roan	Emma Duran			Dawn Dailey	Gerardo Aguiniga			Katie Melara	Diana Bierer			Roxanne Ross Flowers	Sheila Frazier			
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of 2017-2019 two year Policies & Procedures 	<p>Nasim Eghlima, ASA III, provided an overview of the summary of changes for 2017-2019 two year Policies & Procedures. CSB Policies & Procedures are updated every two years and restructured to align with the new Head Start Program Performance Standards.</p> <p>A motion to approve 2017-2019 two year Policies & Procedures was made by Gerardo Aguiniga and seconded by Paige Chatman. The motion was approved.</p> <table border="1" data-bbox="317 1170 1604 1463"> <thead> <tr> <th data-bbox="317 1170 800 1214">Ayes</th> <th data-bbox="800 1170 980 1214">Nays</th> <th data-bbox="980 1170 1131 1214">Abstentions</th> <th data-bbox="1131 1170 1604 1214">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="317 1214 800 1258">Karla Banks</td> <td data-bbox="800 1214 980 1258"></td> <td data-bbox="980 1214 1131 1258"></td> <td data-bbox="1131 1214 1604 1258">Amber Beshears</td> </tr> <tr> <td data-bbox="317 1258 800 1302">Kathleen Barr</td> <td data-bbox="800 1258 980 1302"></td> <td data-bbox="980 1258 1131 1302"></td> <td data-bbox="1131 1258 1604 1302">Anna Saefong</td> </tr> <tr> <td data-bbox="317 1302 800 1346">Esmeralda Cisneros</td> <td data-bbox="800 1302 980 1346"></td> <td data-bbox="980 1302 1131 1346"></td> <td data-bbox="1131 1302 1604 1346">Dikla Gutierrez</td> </tr> <tr> <td data-bbox="317 1346 800 1390">Susana Ponce</td> <td data-bbox="800 1346 980 1390"></td> <td data-bbox="980 1346 1131 1390"></td> <td data-bbox="1131 1346 1604 1390">Guadalupe Amigon De La Cruz</td> </tr> <tr> <td data-bbox="317 1390 800 1433">Teri Pedersen</td> <td data-bbox="800 1390 980 1433"></td> <td data-bbox="980 1390 1131 1433"></td> <td data-bbox="1131 1390 1604 1433">Martin Ponce</td> </tr> <tr> <td data-bbox="317 1433 800 1463">Veronica Gutierrez</td> <td data-bbox="800 1433 980 1463"></td> <td data-bbox="980 1433 1131 1463"></td> <td data-bbox="1131 1433 1604 1463">Monica Avila</td> </tr> </tbody> </table>				Ayes	Nays	Abstentions	Not Present	Karla Banks			Amber Beshears	Kathleen Barr			Anna Saefong	Esmeralda Cisneros			Dikla Gutierrez	Susana Ponce			Guadalupe Amigon De La Cruz	Teri Pedersen			Martin Ponce	Veronica Gutierrez			Monica Avila																				
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Report: <ul style="list-style-type: none"> Continuation Grant Cycle 	<p>Nasim Eghlima, ASA III, provided an overview of the Continuation Grant and PC involvement.</p> <ul style="list-style-type: none"> Head Start/Early Head Start Continuation Grant Components: Parents are involved year-round throughout the grant process. The process consists of: <i>Planning Calendar, Community Assessment, Goals and Objectives, Budget, and Grant Approval</i>. The Continuation Grant is a five year cycle with continuation grants submitted annually. This year is the first year of a new five year grant cycle. Continuation Grant Timeline: <table border="1" data-bbox="317 548 991 667"> <thead> <tr> <th>Mar/Apr</th> <th>May/Jun</th> <th>Jul/Aug</th> <th>Sep/Oct</th> </tr> </thead> <tbody> <tr> <td>Grant Process Begins</td> <td>PC Presentation</td> <td>PC Presentation</td> <td>PC Approval(s) Grant Submission</td> </tr> </tbody> </table>				Mar/Apr	May/Jun	Jul/Aug	Sep/Oct	Grant Process Begins	PC Presentation	PC Presentation	PC Approval(s) Grant Submission																
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Report: <ul style="list-style-type: none"> 2016-2017 Parent Survey Results 	<p>Janissa Rowley, Division Manager (TU), provided an overview for the 2016-2017 Parent Survey Results for Early Head Start and Head Start. CSB conducts a survey annually to obtain feedback from parents who are enrolled in our program.</p> <p>CCTR/EHS: 98% (160) parents responded to the survey</p> <p>How satisfied are you with the overall quality of the program?</p> <ul style="list-style-type: none"> Very Satisfied - 95% Satisfied – 4% Not Satisfied – 1% <p>Do you feel that your child is safe and happy in the program?</p> <ul style="list-style-type: none"> Do you feel that your child is safe in this program – 100% Do you feel that your child is happy in this program – 100% <p>Have you received information about the following:</p> <table border="1" data-bbox="317 1105 919 1481"> <thead> <tr> <th>Information</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Your child's development</td> <td>100</td> <td>0%</td> </tr> <tr> <td>How your child is doing</td> <td>100</td> <td>0%</td> </tr> <tr> <td>Helping your child learn</td> <td>100</td> <td>0%</td> </tr> <tr> <td>Child development</td> <td>97%</td> <td>3%</td> </tr> <tr> <td>Reporting concerns</td> <td>97%</td> <td>3%</td> </tr> <tr> <td>Parenting skills</td> <td>96</td> <td>4%</td> </tr> <tr> <td>Discipline procedures</td> <td>95</td> <td>5%</td> </tr> </tbody> </table>				Information	Yes	No	Your child's development	100	0%	How your child is doing	100	0%	Helping your child learn	100	0%	Child development	97%	3%	Reporting concerns	97%	3%	Parenting skills	96	4%	Discipline procedures	95	5%
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	Accessing community resources	92	8%
	Experience/Training of program staff	92	8%
	Getting involved	92	8%
	Daily schedule	91%	9%
	<p>Has your child's enrollment in this program made it easier for you to:</p> <ul style="list-style-type: none"> • Accept a Job? 83%- stated yes, 4% - stated no, and 13% marked N/A • Keep a Job? 94%- stated yes, 2% - stated no, and 4% marked N/A • Accept a Better Job? 79%- stated yes, 4% - stated no, and 17% marked N/A • Attend Education or Training? 83%- stated yes, 4% - stated no, and 13% marked N/A <p>How satisfied are you with these characteristics of your child's program?</p> <ul style="list-style-type: none"> • 100% satisfaction in: <ul style="list-style-type: none"> ▪ Location of program ▪ Number of adults working with children ▪ Background and experience of staff ▪ Languages spoken by staff ▪ How program communicate with you ▪ Meeting the individual needs of your child <p>How satisfied are you with these characteristics of your child's program?</p> <ul style="list-style-type: none"> • 100% satisfaction in: <ul style="list-style-type: none"> ▪ Interaction between staff and children ▪ Daily activities ▪ Environment ▪ Nutrition ▪ Health & Safety policies and procedures ▪ How the program promotes your child's learning and development <p>How satisfied are you with these characteristics of your child's program?</p> <ul style="list-style-type: none"> • 99% satisfaction in: <ul style="list-style-type: none"> ▪ Interaction with other parents ▪ Equipment and materials ▪ Cultural activities 		

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	<ul style="list-style-type: none"> • 98% satisfaction in: <ul style="list-style-type: none"> ▪ Hours of operation ▪ Parent involvement <p>CSPP/HS: 75% (677) parents responded to the survey.</p> <p>How satisfied are you with the overall quality of the program?</p> <ul style="list-style-type: none"> • Very Satisfied – 82% • Satisfied – 18% • Not Satisfied – 0% <p>Do you feel that your child is safe and happy in the program?</p> <ul style="list-style-type: none"> • Do you feel that your child is safe in this program – 100% • Do you feel that your child is happy in this program – 100% <p>Have you received information about the following:</p> <table border="1" data-bbox="317 678 919 1252"> <thead> <tr> <th>Information</th> <th>Yes</th> <th>N</th> </tr> </thead> <tbody> <tr> <td>• How your child is doing</td> <td>98%</td> <td>2%</td> </tr> <tr> <td>• Your child's development</td> <td>97%</td> <td>3%</td> </tr> <tr> <td>• Helping your child learn</td> <td>97%</td> <td>3%</td> </tr> <tr> <td>• Daily schedule</td> <td>96%</td> <td>4%</td> </tr> <tr> <td>• Getting involved</td> <td>96%</td> <td>4%</td> </tr> <tr> <td>• Child development</td> <td>95%</td> <td>5%</td> </tr> <tr> <td>• Parenting skills</td> <td>94%</td> <td>6%</td> </tr> <tr> <td>• Discipline procedures</td> <td>94%</td> <td>6%</td> </tr> <tr> <td>• Reporting concerns</td> <td>92%</td> <td>8</td> </tr> <tr> <td>• Experience/Training of staff</td> <td>91%</td> <td>9%</td> </tr> <tr> <td>• Accessing community resources</td> <td>89%</td> <td>11</td> </tr> </tbody> </table> <p>Has your child's enrollment in this program made it easier for you to:</p> <ul style="list-style-type: none"> • Accept a Job? 69%- stated yes, 10% - stated no, and 21% marked N/A • Keep a Job? 83%- stated yes, 4% - stated no, and 13% marked N/A • Accept a Better Job? 57%- stated yes, 11% - stated no, and 32% marked N/A • Attend Education or Training? 56%- stated yes, 12% - stated no, and 32% marked N/A 	Information	Yes	N	• How your child is doing	98%	2%	• Your child's development	97%	3%	• Helping your child learn	97%	3%	• Daily schedule	96%	4%	• Getting involved	96%	4%	• Child development	95%	5%	• Parenting skills	94%	6%	• Discipline procedures	94%	6%	• Reporting concerns	92%	8	• Experience/Training of staff	91%	9%	• Accessing community resources	89%	11
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<p>Report:</p> <ul style="list-style-type: none"> • Nutrition Service Parent’s Feedback 	<p>Isabel Renggenathen, Assistant Director, Sophia Talbot, Nutrition Manager, and Velma Braggs, Food Services Operations Supervisor, provided an overview of the 2017 Nutrition Survey.</p> <p>March was National Nutrition Month; during this month our Child Nutrition Department conducted a survey to obtain parent feedback on our menu.</p> <p>The survey asked parents to rate agreement with the following statements:</p> <ul style="list-style-type: none"> • The foods on the menu are good for my child.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Family style dining has helped my child to try new foods. • My child eats most of the food on the menu. • There is a variety of food on the menu. <p>350 responses were received</p> <p>Deltas (Change desired):</p> <ul style="list-style-type: none"> • Sometimes the food doesn't look very appealing. • My child prefers the kind of food I make at home, like rice, beans, and noodle. • The food is not oriented for kids. Children while they need protein and veggies like to taste good food. If it looks good they will want to try it! Sometimes you need to ask the children what they want. Why not offer juice to the children instead of milk and water! <p>Pluses:</p> <ul style="list-style-type: none"> • The food is made well and nutritious for kids. • Your menu gives me new ideas with the foods I serve at home. Good job, great food! • Love the variety of food for the kids, and that it's not just "kid", food i.e. hot dogs, grilled cheese, etc. Keep up the good work. <p>All menus must comply with:</p> <ul style="list-style-type: none"> • CSB's Healthy Food & Beverage Policy • Head Start Program Performance Standards • Child Adult Care Food Program (CACFP) Regulations • Kitchen Limitations <p>Isabel & Velma encouraged parents to speak with their Site Supervisor to schedule a field trip to the Central Kitchen.</p>
<p>Site Reports</p>	<p>Crescent Park:</p> <ul style="list-style-type: none"> • At the end of the spring semester Ms. Erika & Ms. Paulette will be ECER's certified. • Ms. Blanca was recognized 5/12/17 for her participation in the TLC cohort. • Room 4 is in the process of being cleared out in preparation of the opening of a new toddler classroom. • CSB staff, Crescent Park teachers and families have worked tirelessly to create an inviting space for the children, families and staff. • Water damage to the ceiling in the front lobby and in room 4 has been repaired. • Community Work Day 5/5/17 was a huge success. Parents came out to support beautifying the center. The parents cleared the overgrown grass in the front parking lot, planted flower boxes, painted outdoor chalk boards and assembled patio furniture. • Parent Meeting Guest Speaker George Payapilla presented on Child Abuse Prevention. • Resources shared with parents this month included: First 5 Alameda County Training Calendars & Reading Advantage Newsletters. <p>George Miller III:</p> <ul style="list-style-type: none"> • Week of the Young Child activities left incredible memories of many shared fun learning experiences for our children, teachers and families. Musical Monday and a parade with Richmond Police officers kicked off the week. Tasty and trick Tuesday followed focusing on healthy eating and physical fitness, Work together Wednesday and community work day was very successful with many site enhancements being completed, Literacy day, tricky hats day and a celebration of cultural diversity ended this special week.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • A new paint wall for the children to embrace creative expression in our wonderful outdoors was created. New wall hangings and ceiling decoration under the awnings were added as were wind chimes and hanging decors to enhance our beautiful outdoors. • Common yards and back patio enhancements were made to eliminate all health and safety risks and offer creative learning experiences to our children. QRIS grant funds helped us with program quality improvements focusing to include enhancing our learning environments. • Parent financial trainings and Making Parenting a Pleasure trainings have been well attended and successful trainings at GMIII. • A detailed enrollment plan is in place to be prepared for the mass enrollment. • Police officers from Richmond PD came in to talk with the children about safety. • A librarian from Richmond library came in to read to the children. • Regional dance troop came in and performed for the children. • Our children and families are enjoying the end of the year family visits to Bay Area Discovery Museum (BADM). Parents are involved and enjoying the shared learning opportunities with their children. • Many new and exciting artifacts in our garden area and in the classrooms to continuously provide exciting learning opportunities at GMIII. <p>EHS-CCP Family Child Care:</p> <ul style="list-style-type: none"> • All 50 children are enrolled at one of the 17 EHS-CCP Family Child Care programs. We are seeking additional subsidized families to fill enrollment • Everyone is gearing up for the end of the year activities and a start to summer. Assessments are being completed and parent conferences are being held. • Due to the drastic weather, fences have blown down and are in the process of being fixed. This is an ongoing project which is almost to completion. • The Child Care Council is holding a series of business workshops for Family Child Care (FCC) providers. More information may be found on their website: www.cocokids.org. <p>First Baptist:</p> <ul style="list-style-type: none"> • On May 5th, we had our annual field trip to Small World Park. Fathers helped with the BBQ and parents participated in raffles and won prizes. • Father daughter dance was organized by our Male Involvement Committee. Fathers came with their daughters and had lots of fun. • End of the year graduations for children moving on to Kindergarten. <p>Los Arboles:</p> <ul style="list-style-type: none"> • Very successful Week of the Young Child with mini carnival for children. • Parents thanked teachers for their dedication during Teacher Appreciation week. • Teachers are planning a field trip to visit a Kindergarten classroom. • Ricardo Black, Garden Specialist visited and talked about flowers and helped children plant flowers. • Resources shared with parents: Oral Health and WIC information. <p>Lavonia Allen:</p> <ul style="list-style-type: none"> • Week of the Young Child activities included: crazy hat/hair day, literacy day, multicultural day, outside exploration and a parade. • Site welcomed Ms. Cynthia Smith, new teacher in room 2.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Classrooms are working on planting a garden. • U.C. Berkeley Nurses visited and talked with the children about Safety Awareness, Safely crossing, and Getting Permission before Petting Dogs. • Resources shared with parents: Waiting list for Apartments. <p>Brookside:</p> <ul style="list-style-type: none"> • Celebrated Week of the Young Child during the last week of April 24th -28th. • Celebrating teachers for “Teacher Appreciation” week May 1st- 5th. Parents & students celebrated all the hard work that the teachers do by making homemade cards/art work. • Ongoing ground maintenance, Public Works, the Sheriff Department, and the Railroad Police have been working diligently on the grounds parking lot and walkway near the railroad track. They are clearing up the area of garbage and debris, to make it more welcoming for clients, parents, and staff. • Cecilia Valdez & Kim Stadlander from Story Cycle came and read to all the children during the “Week of the Young Child”. • On May 25th during the monthly parent meeting, Quality Improvement Coaching Coordinator will conduct a workshop on the ABC’s of Early Literacy. • Head Start Room 3 End of the Year celebration was held on Thursday, May 4th Room 1, 2, & 4 End of the Year celebration will be held at the Bay Area Discovery Museum on May 18th. • Resources shared with parents: Making Meals Matter Tips to feed ages 2 to 5; job opening in Oakland and Berkeley; and Summer Safety • Recalls on Jalapeno flavored Lay’s Kettle Cooked Potato Chips and Miss Vickie’s Kettle Cooked Potato Chips, Ready-to-eat Chicken Breast Products, and Foster Farms Frozen Ready-to-eat Breaded Chicken Patty products; <p>Balboa:</p> <ul style="list-style-type: none"> • Celebrated Week of the Young Child with many fun activities to include multi-cultural day, a parade & visit to local nursing home. • Assistant Directors and Division Manager visited our site for Teacher Appreciation week. Families also participated and brought special treats for teachers. • Balboa welcomed a new Site Supervisor III Ms. Katherine Rhames • Outdoor enhancements included the removal of a water/sand tables. More enhancements expected next month. • Ms. Tina room B-1 is doing a Tree project with the little ones. • Tandem books shared with families.
Announcements	<p>Pamela Arrington, Assistant Director, shared in-kind video for the month of May on behalf of Ana Araujo. She encouraged Policy Council representatives to remain involved and participate as much as they are able to help us increase our in-kind numbers – there are a variety of ways to become engaged. Parents are encouraged to discuss further with their site supervisors and to encourage other parents at their sites to also participate. Becoming a member of the Interview Panel is one very important way. CSB has ongoing entry level positions such as Clerical Assistant Trainee and Teacher Assistant Trainee positions, parents are encouraged to apply and spread the word.</p> <p>EOC Member Devlyn Sewell announced National Stroke Awareness Month. Strokes are the fifth leading cause of death in the U.S. and a leading cause of serious, long-term disabilities that can happen to anyone. 73% of younger Americans are not familiar with the signs of stroke and the need to seek urgent medical attention if suspected. The FAST program offers an easy way to remember and identify the most common signs of</p>

TOPIC	RECOMMENDATION / SUMMARY	
	a stroke: FACE: Ask the person to smile. Does one side of the face droop? ARMS: Ask the person to raise both arms. Does one arm drift downward? SPEECH: Ask the person to repeat a simple phrase. Is their speech slurred or strange? TIME: If you observe any of these signs, call 9-1-1 immediately. Continue spreading the word as every second counts when a stroke occurs, and spotting a stroke correctly is the first step towards saving lives.	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Fiscal report pie chart • Parent Survey presentations 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None