



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



Date: 5/16/2018

Time Convened: 6:18 PM

Time Terminated: 8:00 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Veronica Gutierrez, Chair, called the meeting to order at 6:18 p.m. • Emma Duran, Secretary, reviewed the desired outcomes. • Rosmery Guevara, Parliamentarian, reviewed 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"> • Leticia Mariscal, Experience Level Clerk at George Miller III Children Center and Zermira Zadrán, Teacher at Los Nogales Children Center were presented with a certificate and a book to acknowledge their dedication to the children and their families. <p>Special thank you was given to CSB staff providing support during May 16, 2018, 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 thanked parents for nominating staff receiving recognition this month. Camilla referenced the following key agenda items to be presented during this meeting:</p> <ul style="list-style-type: none"> • Training on Stress Reduction/Taking Care of Ourselves from COPE. • Introduction to the Central Eligibility Unit - Sarah Reich, ASA III will share more information. <p>Program updates:</p> <ul style="list-style-type: none"> • As part of our corrective action plan to address not being fully enrolled in all of our allotted Early Head Start slots due to a staffing shortage. CSB is launching two initiatives to recruit participants to become Associate Teachers: <ol style="list-style-type: none"> 1. In partnership with Contra Costa College, 2nd Cohort II of the Teacher Apprenticeship Program will be held at Balboa Children Center. Upon successful completion of this program participants will earn 12 core units in Early Childhood Education and will be eligible to apply to become Associate Teachers. 2. In partnership with Diablo Valley College (DVC), an orientation was held on April 16, 2018 for prospective applicants interested in joining the new linked cohort to support ESL students. This opportunity is designed for trainees who are interested in earning an Associate

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	<p>Teacher's permit and beyond.</p> <p>Katharine Mason, Division Manager, welcomed Policy Council representatives and presented enrollment and attendance statistics for the month of April:</p> <ul style="list-style-type: none"> • Enrollment: 98.7% for Head Start; 100.32% for Early Head Start; 100% for Early Head Start Child Care Program Partnership #1; and 66.84% for Early Head Start Child Care Program Partnership #2. • Attendance: 83.5% for Head Start; 84.2% for Early Head Start; 92.41% for Early Head Start Child Care Program Partnership #1; and 83.7% for Early Head Start Child Care Program Partnership #2. <p>Program Highlights:</p> <ul style="list-style-type: none"> • CSB celebrated Teacher Appreciation Day, many thanks to our program parents for taking the time to show their appreciation to the teachers. • On April 20, 2018, the Contra Costa County Dental van visited Contra Costa College's Early Head Start center to provide dental exams, fluoride varnish, cleanings and treatment to 19 children. • On April 7th, 35 CSB teaching staff attended the 24th Annual Early Learning Conference at Diablo Valley College (DVC). Participants heard from renowned early childhood advocates about statewide initiatives, public policy trends and workforce pathways for teachers. Additionally, participants received college credit or professional growth hours towards their child development permit. • Early closures days in April focused on interactive science activities. Early closures in May for Head Start staff will focus on CLASS and PITC for Early Head Start staff. • On May 19th, teaching staff will attend half-day training on Creative Curriculum and how to implement with fidelity. • CSB met with TA's from Regional Office to address recruitment, enrollment due to low staffing and strategies to serve more children with disabilities. . <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2017-2018 Head Start Program: March 2018 year to date cash expenditures were \$2,035,675 YTD, which represents 13% of the program budget. ○ 2017-2018 Early Head Start Program: March 2018 year to date cash expenditures were \$714,098 YTD, which represents 20% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership: March 2018 year to date cash expenditures were \$695,073 YTD, which represents 59% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership #2: March 2018 year to date cash expenditures were \$1,069,219 YTD, which represents 17% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of March 2018 were \$18,036.48. ○ Child and Adult Care Food Program: March 2018 total meals served including breakfast, lunch, and supplements were 40,691.

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Report: <ul style="list-style-type: none"> 2016-2017 Single Audit Results 	Haydee Ilan, Accountant III, provided a report on the following: <ul style="list-style-type: none"> The Single Audit for FY 2016-2017 is a County-wide audit performed by external auditors as a Federal requirement. The Single Audit included all County programs including Head Start and Early Head Start which are direct programs under the U.S. Dept. of Health and Human Services. There were no findings on programs administered by Community Services Bureau.
Subcommittee Updates	<p><u>Fiscal</u>: Delphine Smith, subcommittee member provided a brief update of items reviewed during their meeting to include: March fiscal reports and 2016-2017 Single Audit Results.</p> <p><u>Nutrition</u>: Veronica Gutierrez, subcommittee member provided a brief update of items reviewed during their meeting to included: healthy food substitutions for carbs.</p> <p><u>Program Services</u>: Emma Duran, subcommittee member provided a brief update of items reviewed during their meeting to include:</p> <ul style="list-style-type: none"> Planning calendar that includes all of our activities for the new school year. Self-Assessment report for our current school year that was done at the end of March, and beginning of April. EHS- CCP 2 Enrollment Corrective Action Plan for full enrollment with strategies to support full enrollment in our EHS-CCP2 sites. EHS-CCP1 children with disability 10% enrollment corrective action plan to ensure that 10% of enrolled children in our EHS-CCP1 sites have a certified disability.
Training: <ul style="list-style-type: none"> Stress Reduction/Taking Care of Ourselves 	Kim Jones, C.O.P.E Marriage & Family Therapist provided training on Stress Reduction/Taking Care of Ourselves. Topics being reviewed included the following: Strategies to improve relationships with children: <ul style="list-style-type: none"> All children have different temperaments and personalities. Parents need to be aware of what their child’s temperament is, for example: extraverted or introverted. Discuss and review expectations when going out with families and friends. Teach children problem solving, self-regulation and skill building. Reduction of behaviors and skill building for children to decrease stress on parents and caregivers: <ul style="list-style-type: none"> Approach child and give clear instruction of what you’re asking the child to do. Model positive behaviors – this will help children learn and imitate the good they see in their parents. A behavior chart is a great tool to set clear expectations with children. It also helps motivate children to improve their behaviors. Handouts were provided and participants were encouraged to sign-up for Triple P classes.
Training: <ul style="list-style-type: none"> Voter Registration Campaign 	Renee Zeimer, Secretary for the Economic Opportunity Council (EOC), shared information about the Voter Education & Registration Project. Statewide Primary Elections will be held on June 5, 2018. In order to vote you need to be registered and there are many ways to register or update your information.

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	<p><u>“Your Vote Matter ” pamphlet</u></p> <ul style="list-style-type: none"> • Register online RegisterToVote.ca.gov. Registration need to be made by May 21st. • Text “2vote” and put “Contra Costa” in the text line and you can register using your phone. • Submit a paper application form in the mail. Paper applications are available at the Martinez Elections Office, Library, U.S. Post Office or Department of Motor Vehicles. Applications need to be submitted at least 15 days before the date of the election. <p>Accessibility of voting:</p> <ul style="list-style-type: none"> • A voter may request an absentee ballot that will be mailed to them seven days before the election and can be returned by mail or dropped off at a polling site on Election Day. • A voter may vote one week ahead of time at one of the county’s new “Regional Early Voting” program sites (handout was provided). <p>Contra Costa ballots are available in English, Spanish and Chinese and they offer a ballot translation guide, available at polling sites and for vote-by-mail voters, in Vietnamese, Korean and Tagalog.</p> <p>Contra Costa County Elections Division has openings for Regional Early Voting Representatives, participants were encouraged to apply and share with the community.</p> <p>For more information on candidates and measures go to https://votersedge.org/ca</p>
<p>Presentation: Centralized Enrollment Unit</p>	<p>Sarah Reich, ASA III, provided and overview of the Centralized Enrollment Unit.</p> <p>Previous Process</p> <ul style="list-style-type: none"> ◀ Each center has responsibility for determining eligibility and continued eligibility for families ◀ Paper eligibility files are kept at each center <p>New Process</p> <ul style="list-style-type: none"> ◀ Centralized Unit has responsibility for determining initial eligibility and continued eligibility for families ◀ Electronic files are maintained <p>What?</p> <ul style="list-style-type: none"> ◀ Centralized Enrollment Unit manages the wait list, interviews family and collects required documentation ◀ Prior to enrollment, the family meets with Comprehensive Services ◀ Family receives a call from the Site Supervisor when space is available <p>Why?</p> <ul style="list-style-type: none"> ◀ Support center staff to focus on their specialties ◀ Enhance communication with families ◀ Specialized eligibility staff ◀ Streamlined process ◀ “Less-paper” systems

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	<p>How?</p> <ul style="list-style-type: none"> ◀ Electronic record keeping <ul style="list-style-type: none"> ◀ Electronic signatures ◀ Parent Portal ◀ Kiosks ◀ E-mail & text messaging 																																																									
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of the April 18 21, 2018, Policy Council Minutes 	<p>The minutes of the April 18, 2018, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the April 18, 2018, Policy Council minutes was made by Rosmery Guevara and seconded by Ana Moreno. The motion was approved.</p> <table border="1" data-bbox="317 535 1432 898"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Delphine Smith</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Cynthia Moran</td> <td>Susana Sotelo</td> </tr> <tr> <td>Kenya Pierce</td> <td>Emma Duran</td> <td></td> <td></td> <td>Leticia Prado</td> <td>Reyna Alejandre</td> </tr> <tr> <td>Norma Chayrez</td> <td></td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Claudia Pedroza</td> </tr> <tr> <td>Rosmery Guevara</td> <td></td> <td></td> <td></td> <td>Elisha Jefferson</td> <td>Dawn Dailey</td> </tr> <tr> <td>Ana Moreno</td> <td></td> <td></td> <td></td> <td>Mayra Rodriguez</td> <td>Lee Ross</td> </tr> <tr> <td>Paige Chatman</td> <td></td> <td></td> <td></td> <td>Lucia Mendez</td> <td></td> </tr> <tr> <td>Katie Cisco</td> <td></td> <td></td> <td></td> <td>Kenyetta Harris</td> <td></td> </tr> <tr> <td>Cheryl Barrett</td> <td></td> <td></td> <td></td> <td>Teodora Soto</td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present		Delphine Smith	Veronica Gutierrez			Cynthia Moran	Susana Sotelo	Kenya Pierce	Emma Duran			Leticia Prado	Reyna Alejandre	Norma Chayrez				Cindy Chiem	Claudia Pedroza	Rosmery Guevara				Elisha Jefferson	Dawn Dailey	Ana Moreno				Mayra Rodriguez	Lee Ross	Paige Chatman				Lucia Mendez		Katie Cisco				Kenyetta Harris		Cheryl Barrett				Teodora Soto	
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<p>Action:</p> <ul style="list-style-type: none"> • Self-Assessment Plan of Corrections 	<p>Nasim Eghlima, ASA III, provided an overview of the 2017 Self-Assessment Plan of Correction. The self-assessment system measures agency strengths and weaknesses and supports a continuous quality improvement approach to managing CSB’s Head Start programs.</p> <p>CSB’s self-assessment was conducted during the week of February 26th by a team of 45 members, which included grantee and delegate staff, board members, community partners and parents.</p> <p>The components of the self-assessment reviewed consisted of eight components:</p> <ul style="list-style-type: none"> • Classroom Assessment Scoring System (CLASS™) • Focus Area 1- Program Design and Management • Focus Area 1-Quality Education and Child Development Program Services • Focus Area 1-Quality Family and Community Engagement Program Services • Focus Area 1-Quality Health Services • Focus Area 1-Effective Fiscal Infrastructure • Focus Area 1-Effective ERSEA Strategies • Health & Safety Checklist – one for Center Based and one for Family Child Care 																																																									

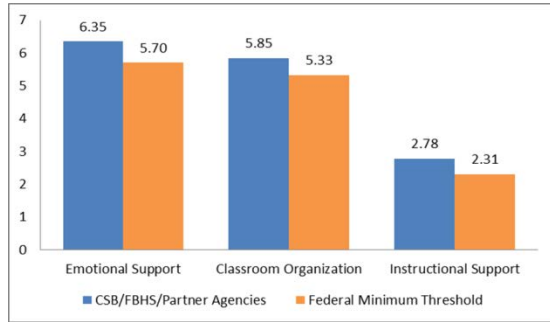
TOPIC	RECOMMENDATION / SUMMARY
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Key Findings

Areas of Strength:

- Strong CLASS Scores
- Low child to teacher ratios
- Enhanced child individualization
- Monthly “Let’s Talk” support groups for parents
- Beautiful new materials and equipment evident at all sites
- Strong fiscal management systems and internal controls

Thirteen classrooms were assessed using the CLASS™ instrument. CSB exceeded the established minimum set by the Office of Head Start in all the three domains.



Areas that are not deficiencies but could use improvement

At Family Child Care Homes (FCC’s):

- All parents need to be trained in disaster preparedness for their homes
- Providers need to be trained to properly store toothbrushes used by children

Areas Requiring Corrective Action

At Family Child Care Homes (FCC’s):

- Children are not brushing their teeth in conjunction with meals
- Required postings are not evident in the Family Child Care Provider Homes

Corrective actions were taken and were validated.

A motion to approve the 2017 Self-Assessment Plan of Corrections was made by Katie Cisco and seconded by Ana Moreno. The motion was approved.

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Action: Consider Approval of 2018-2019 Planning Calendar	<p>Nasim Eghlima, ASA III, provided an overview of the 2018-2019 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 2018-2019 Planning Calendar was made by Delphine Smith and seconded by Katie Cisco. The motion was approved.</p> <table border="1" data-bbox="317 516 1432 881"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Delphine Smith</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Cynthia Moran</td> <td>Susana Sotelo</td> </tr> <tr> <td>Kenya Pierce</td> <td>Emma Duran</td> <td></td> <td></td> <td>Leticia Prado</td> <td>Reyna Alejandre</td> </tr> <tr> <td>Norma Chayrez</td> <td></td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Claudia Pedroza</td> </tr> <tr> <td>Rosmery Guevara</td> <td></td> <td></td> <td></td> <td>Elisha Jefferson</td> <td>Dawn Dailey</td> </tr> <tr> <td>Ana Moreno</td> <td></td> <td></td> <td></td> <td>Mayra Rodriguez</td> <td>Lee Ross</td> </tr> <tr> <td>Paige Chatman</td> <td></td> <td></td> <td></td> <td>Lucia Mendez</td> <td></td> </tr> <tr> <td>Katie Cisco</td> <td></td> <td></td> <td></td> <td>Kenyetta Harris</td> <td></td> </tr> <tr> <td>Cheryl Barrett</td> <td></td> <td></td> <td></td> <td>Teodora Soto</td> <td></td> </tr> </tbody> </table>						Ayes		Nays	Abstentions	Not Present		Delphine Smith	Veronica Gutierrez			Cynthia Moran	Susana Sotelo	Kenya Pierce	Emma Duran			Leticia Prado	Reyna Alejandre	Norma Chayrez				Cindy Chiem	Claudia Pedroza	Rosmery Guevara				Elisha Jefferson	Dawn Dailey	Ana Moreno				Mayra Rodriguez	Lee Ross	Paige Chatman				Lucia Mendez		Katie Cisco				Kenyetta Harris		Cheryl Barrett				Teodora Soto	
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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 1089 1026 1323"> <thead> <tr> <th>Jan/Feb</th> <th>Mar/Apr</th> <th>May/Jun</th> <th>Jul/Aug</th> <th>Sep/Oct</th> <th>Nov/Dec</th> </tr> </thead> <tbody> <tr> <td>Grant Process Begins</td> <td>PC Approval Grant Submission EHS-CCP1</td> <td>PC Presentation Grant Submission EHS-CCP2</td> <td>Program G/O updates are distributed</td> <td>PC Approval(s) Grant Submission HS/EHS</td> <td></td> </tr> </tbody> </table>						Jan/Feb	Mar/Apr	May/Jun	Jul/Aug	Sep/Oct	Nov/Dec	Grant Process Begins	PC Approval Grant Submission EHS-CCP1	PC Presentation Grant Submission EHS-CCP2	Program G/O updates are distributed	PC Approval(s) Grant Submission HS/EHS																																											
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Site Reports	<p>Riverview:</p> <ul style="list-style-type: none"> • Teaching Staff completed the Teaching Pyramid Training offered in San Francisco. Teachers are continuing to receive coaching through First 5. • Room 1AM & PM had their "End of The Year Celebrations" during the last week of class. 14 children from the AM class are transitioning to Kindergarten; 10 children from the PM class transitioning to Kindergarten. • QRIS funding provided teachers with opportunities to purchase new materials for their classrooms. Focus was outdoors activities and small group STEAM projects. • Cooking Projects for Room 2: included fruit crepes and fruit smoothies. • Riverview Middle School art students visited class and had children in room 2 draw their version of a monster (the students will create a pillow and clay figure for each child resembling their monster). • Gateway High School students are reading stories to the children bi-weekly. • Site Supervisor and Gateway High School counselor are collaborating to encourage parents in the community to participate in certificated parenting classes through Mt. Diablo Adult Education. • Site Supervisor and Room 1 Teachers participated in Contra Costa Health Service Grant training. <p>Marsh Creek:</p> <ul style="list-style-type: none"> • Parents joined their children in the End of the Year celebration. • Classrooms received new toys and learning materials for the new program year. <p>Aspiranet:</p> <ul style="list-style-type: none"> • We celebrated "Mother's Day" - 26 mothers with their babies participated. • CSB staff is conducting Hearing tests for the babies. • Michelle Mankewich, CS Assistant Manager, provided Child Abuse Prevention training and shared information on Early Language Development. <p>Las Deltas:</p> <ul style="list-style-type: none"> • We celebrated in the toddler room Cinco de Mayo for the whole week and the staff and children danced and played music, read stories and art projects that reflected happiness. • The Children and parents celebrated the teaching staff for teacher appreciation. • Family cleanup day was during the Week of the Young Child, Friday April 20, 2018. <p>Crescent Park:</p> <ul style="list-style-type: none"> • Crescent Park will submit a large in-kind contribution for the Month of May. A huge thank you to all the families that helped make our Community Work Day a success. Community Work Day brought out 30+ families. Home Depot donated a large variety of supplies (mulch, plants, soil, flowers, and seeds) to help support Community Work Day. • Our Play Yard gardens are beautiful. Fresh Mulch has been added, Fruits and vegetables are blooming and thriving. The butterfly garden is attracting butterflies and caterpillars. We are looking forward to adding mud kitchen's and outdoor privacy nooks to help extend learning opportunities from inside the classroom to outdoors. • Teacher Apprentice Opportunities have been added to the Resource Bulletin Board for families. • Various Professional Growth Opportunities have been posted in the teacher break room for staff.

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	<ul style="list-style-type: none"> • Thank you to Kenya Pierce who stepped up and fulfilled the responsibility of Policy Council Representative for the remainder of the 2017-2018 school year. <p>George Miller III:</p> <ul style="list-style-type: none"> • Make Parenting a Pleasure training series has completed all 10 sessions so far. Parents are welcomed to the final 2 sessions which will cover Child Development and Discipline Strategies. • We are also at the end of visiting Bay Discovery Museum and each classroom was able to share the last trip there with their families. • New teacher work stations were completed and fully functional for the teachers to use. • On May 31st GMIII will be presenting Our Learning Journey's Exhibit in which families will explore about our learning journeys and see how learning adventures could be transcribed into wonderful learning stories. • The Healthy smiles Dental van visited GMIII and was able to provide services to the children on site. • Parents were invited to participate in a Financial Fitness workshop here in GM III. <p>Los Arboles:</p> <ul style="list-style-type: none"> • Week of the Young Child was a great success, lots of parents participated. • Ms. Josie received a Peer Recognition certificate. • New outdoor toys and new rug was received for the toddler room. • Kindergarten field trip, children were able to visit a kindergarten classroom in Oakley Elementary. • Parents received kindergarten packets from Oakley Elementary to prepare children for kindergarten during the summer. 	
Announcements	Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared in-kind video for the month of May featuring parents from the Brookside's Parental Financial Fitness and George Miller's Make Parenting A Pleasure Trainings. CSB's Summer Newsletter is coming soon.	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • COPE Presentation • Apprenticeship program 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None