



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



**Date:** 11/28/2018

**Time Convened:** 6:03 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"> <li>• Veronica Gutierrez, Chair, called the meeting to order at 6:03 p.m.</li> <li>• Emma Duran, Vice Chair, reviewed the desired outcomes.</li> <li>• Delphine Smith, Parliamentarian, reviewed ground meeting rules.</li> </ul>
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"> <li>• Ayana McLeod, Intermediate Clerk at Bayo Vista Children Center and Mubarka Mirza at Ambrose Children Center they were presented with a certificate and book to acknowledge their dedication to the children and families.</li> <li>• Special thank you was given to CSB staff providing support during November 28, 2018, Policy Council meeting.</li> </ul>
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	<p>Camilla Rand, Director, welcomed Policy Council representatives and acknowledged staff that were recognized, and presented administrative updates:</p> <ul style="list-style-type: none"> <li>• During the recent fires, CSB decided to close all centers on November 16<sup>th</sup> due to the poor air quality. Families were notified via letters, phone calls and text messages. We encourage families to sign up for text message communication to receive important reminders. Our Administrative office remained open to provided services for LIHEAP &amp; Stage 2 clients; all staffs were provided with masks.</li> <li>• CSB’s annual Joint Training with Board of Supervisors and Policy Council was held on November 7, 2018, at the Crowne Plaza Hotel. This well attended event was very successful and engaging and included Board of Supervisors, Policy Council and Community representatives. Camilla thanked and recognized the Policy Council Representatives for their attendance and active participation.</li> </ul> <p>Camilla referenced the following key agenda items to be presented during this meeting:</p> <ul style="list-style-type: none"> <li>• Head Start Program Improvement Grant will be presented for approval. Funds are being used to improving the quality of health and safety of children in our centers.</li> <li>• Early Head Start Expansion Grant will be presented for approval.</li> <li>• CSB has three staff retiring this month: Velma Braggs, Kitchen Manager; Sanaa Gad, Disabilities &amp; Mental Health Manager; and Carolyn Johnson, Assistant Directors. Policy Council recognized Carolyn Johnson for 10 years of service and actively participating at Policy Council Meetings. We will miss Carolyn and wish her a happy and healthy retirement.</li> </ul> <p>Katharine Mason, Division Manager, presented Program updates:</p> <ul style="list-style-type: none"> <li>• During the fall, sites held various family engagement events such as “Back to School Nights”, “Community Work Days” and “Fall Harvest Festivals”.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Teaching staff is currently working on data entry for the 1<sup>st</sup> DRDP assessments. Report for Baseline data will be presented early next year.</li> <li>• Recap of Grant overview process; throughout the year Policy Council is presented with the components of the Grant process: Planning Calendar, Goals &amp; Objectives, Community Assessment and Program Information Report (PIR). Katharine suggested members pay special attention to these items to support their decision making and full engagement in the governance of the program.</li> <li>• Katharine thanked parents for nominating staff receiving recognition this month, and encouraged parents to continue submitting the Parent Recognition of Staff form to nominate CSB staff, as well as share this form with site parents.</li> </ul> <p>CSB enrollment and attendance statistics for the month of October:</p> <ul style="list-style-type: none"> <li>• Enrollment: 97.43% for Head Start, 100.96% for Early Head Start, 100% for Early Head Start Child Care Program Partnership #1, and 100.53% for Early Head Start Child Care Program Partnership #2.</li> <li>• Attendance: 85.4% for Head Start, 84% for Early Head Start, 94% for Early Head Start Child Care Program Partnership #1, and 85.37% for Early Head Start Child Care Program Partnership #2.</li> </ul> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> <li>○ <b>2018-2019 Head Start Program: September 2018</b> year to date cash expenditures were \$9,599,550 YTD, which represents 55% of the program budget.</li> <li>○ <b>2018-2019 Early Head Start Program: September 2018</b> year to date cash expenditures were \$2,878,082 YTD, which represents 79% of the program budget.</li> <li>○ <b>2018-2019 Early Head Start – CC Partnership: September 2018</b> year to date cash expenditures were \$296,963 YTD, which represents 27% of the program budget.</li> <li>○ <b>2018-2019 Early Head Start – CC Partnership #2: September 2018</b> year to date cash expenditures were \$178,118 YTD, which represents 5% of the program budget.</li> <li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>September 2018</b> were \$10,111.19.</li> <li>○ <b>Child and Adult Care Food Program: August 2018</b> total meal served including breakfast, lunch, and supplements were 30,342 and 30,977 for <b>September</b>.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Consider Approval of 2018 Head Start Program Improvement Grant</li> </ul>	<p>Haydee Ilan, Accountant III, reviewed the Executive Summary Incoming Funds Narrative Statement for the 2018 Head Start Program Improvement Grant in the amount of \$755,851 to comply with federal rating requirements and to cover two major needs directly related to improving the quality of health and safety of children in our centers.</p> <p><b>A motion to approve the 2018 Head Start Program Improvement Grant was made by Delphine Smith and seconded by Tiffany Posey. The motion was approved.</b></p>



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	Ayes	Nays	Abstentions	Not Present
	Andres Torres Nancy Santos Delphine Smith Nivette Moore-Mason Miguel Gonzalez Monica Avila Mariam Okesanya Emma Duran Daisy Templeton Monica Barajas Paige Chatman Tiffany Posey Dawn Dailey Dawn Miguel Lee Ross Veronica Gutierrez Katie Cisco Mayra Rodriguez			Cindy Chiem Damaris Santiago Susana Huizar Latasha Hernandez Teresa Rodriguez Cindy Dolores Esperanza Ortega Lucia Mendez
<b>Training:</b> <ul style="list-style-type: none"> <li>Head Start Eligibility</li> </ul>	<ul style="list-style-type: none"> <li>Tracy Lewis, ASA II, provided training on CSB Head Start Eligibility policies to include:               <ul style="list-style-type: none"> <li>Methods of collecting complete and accurate eligibility information</li> <li>Strategies for treating families with dignity and respect</li> <li>Individuals who attempt to provide or intentionally provide false information</li> <li>Eligibility Documentation                   <ul style="list-style-type: none"> <li>Request and assist families with obtaining documentation to verify eligibility based on:                       <ul style="list-style-type: none"> <li><u>Child age</u> <ul style="list-style-type: none"> <li>Early Head Start: age 0-3 and pregnant mothers (FCC ages 0-48 months)</li> <li>Head Start: age 3-5</li> </ul> </li> <li><u>Family income</u> <ul style="list-style-type: none"> <li>Public assistance recipients, below federal poverty guidelines</li> </ul> </li> <li><u>Homelessness</u></li> <li><u>Foster Care</u></li> </ul> </li> <li>Eligibility Process                   <ul style="list-style-type: none"> <li>One-on-one interviews with families to determine eligibility</li> <li>Use of consent forms to contact third parties in order to assist families with obtaining eligibility documentation</li> </ul> </li> <li>Confidentiality                   <ul style="list-style-type: none"> <li>Policies to ensure confidentiality of all sensitive information                       <ul style="list-style-type: none"> <li>Child files maintained in locked cabinets with access logs used</li> <li>CSB's Confidentiality Policy</li> <li>Staff trained on HIPAA (Health Information Portability Accountability Act) requirements</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>			



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	<ul style="list-style-type: none"> <li>▪ Code of Conduct Staff, consultants, and volunteers sign CSB’s Code of Conduct which states:               <ul style="list-style-type: none"> <li>▪ The unique identity of each child and family will be respected and promoted.</li> <li>▪ Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services. Failure to adhere to these policies may be cause for disciplinary actions up to and including termination</li> </ul> </li> <li>▪ Caregiver’s Responsibility Application for Services               <ul style="list-style-type: none"> <li>▪ Caregivers sign declaring under penalty of perjury that the information is true and correct to the best of their knowledge</li> </ul> </li> <li>Family Handbook               <ul style="list-style-type: none"> <li>▪ Slot for childcare services may be vacated for falsification of information on enrollment forms</li> </ul> </li> <li>▪ Family Support               <ul style="list-style-type: none"> <li>▪ Individualized enrollment process allows for in-person interviews and need assessments</li> <li>▪ Comprehensive Services such as family support begins during the eligibility process</li> <li>▪ On an ongoing basis, the support provided through family partnership agreements, family meetings, Mental Health Unit services, etc.</li> </ul> </li> </ul> <p>CSB ensures that all families are treated with respect and dignity.</p>
<b>Subcommittee Updates</b>	<p>Fiscal Subcommittee: Nancy Santos, subcommittee member provided a brief update of items reviewed during their meeting to include: September fiscal reports were review in detail.</p> <p>Program Services: Veronica Gutierrez, subcommittee member provided a brief update of items reviewed during their meeting to include: Program Information Report (PIR), Head Start Program Improvement Grant, and Early Head Start Expansion Grant.</p>
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Approval of Subcommittee Leads</li> </ul>	<p>Ana Araujo, Comprehensive Services Manager, presented the Subcommittee Leads appointed by Policy Council Chair.</p> <p>Program Services Subcommittee: Katie Cisco</p> <p>Monitoring/Self-Assessment Subcommittee: Emma Duran</p> <p>Fiscal Subcommittee: Veronica Gutierrez</p> <p>Bylaws Subcommittee: Delphine Smith</p> <p>Advocacy Subcommittee: Delphine Smith</p>



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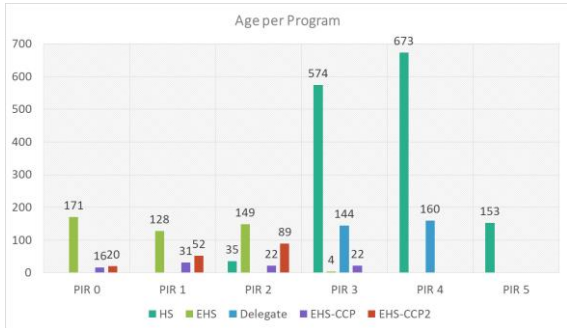
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	<p><b>A motion to approve the Subcommittee Leads was made by Andres Torres and seconded by Mayra Rodriguez. The motion was approved.</b></p> <table border="1" data-bbox="352 345 1635 751"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Monica Barajas</td> <td></td> <td></td> <td>Cindy Chiem</td> </tr> <tr> <td>Nancy Santos</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Damaris Santiago</td> </tr> <tr> <td>Delphine Smith</td> <td>Tiffany Posey</td> <td></td> <td></td> <td>Susana Huizar</td> </tr> <tr> <td>Nivette Moore-Mason</td> <td>Dawn Dailey</td> <td></td> <td></td> <td>Latasha Hernandez</td> </tr> <tr> <td>Miguel Gonzalez</td> <td>Dawn Miguel</td> <td></td> <td></td> <td>Teresa Rodriguez</td> </tr> <tr> <td>Monica Avila</td> <td>Lee Ross</td> <td></td> <td></td> <td>Cindy Dolores</td> </tr> <tr> <td>Mariam Okesanya</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Esperanza Ortega</td> </tr> <tr> <td>Emma Duran</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Lucia Mendez</td> </tr> <tr> <td>Daisy Templeton</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Andres Torres	Monica Barajas			Cindy Chiem	Nancy Santos	Paige Chatman			Damaris Santiago	Delphine Smith	Tiffany Posey			Susana Huizar	Nivette Moore-Mason	Dawn Dailey			Latasha Hernandez	Miguel Gonzalez	Dawn Miguel			Teresa Rodriguez	Monica Avila	Lee Ross			Cindy Dolores	Mariam Okesanya	Veronica Gutierrez			Esperanza Ortega	Emma Duran	Katie Cisco			Lucia Mendez	Daisy Templeton	Mayra Rodriguez			
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<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Consider Approval of the October 17, 2018 Policy Council Minutes</li> </ul>	<p>The minutes of the October 17, 2018, Policy Council minutes were reviewed and no corrections were noted.</p> <p><b>A motion to approve the October 17, 2018, Policy Council minutes was made by Emma Duran and seconded by Lee Ross. The motion was approved.</b></p> <table border="1" data-bbox="352 917 1635 1320"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Monica Barajas</td> <td></td> <td></td> <td>Cindy Chiem</td> </tr> <tr> <td>Nancy Santos</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Damaris Santiago</td> </tr> <tr> <td>Delphine Smith</td> <td>Tiffany Posey</td> <td></td> <td></td> <td>Susana Huizar</td> </tr> <tr> <td>Nivette Moore-Mason</td> <td>Dawn Dailey</td> <td></td> <td></td> <td>Latasha Hernandez</td> </tr> <tr> <td>Miguel Gonzalez</td> <td>Dawn Miguel</td> <td></td> <td></td> <td>Teresa Rodriguez</td> </tr> <tr> <td>Monica Avila</td> <td>Lee Ross</td> <td></td> <td></td> <td>Cindy Dolores</td> </tr> <tr> <td>Mariam Okesanya</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Esperanza Ortega</td> </tr> <tr> <td>Emma Duran</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Lucia Mendez</td> </tr> <tr> <td>Daisy Templeton</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Andres Torres	Monica Barajas			Cindy Chiem	Nancy Santos	Paige Chatman			Damaris Santiago	Delphine Smith	Tiffany Posey			Susana Huizar	Nivette Moore-Mason	Dawn Dailey			Latasha Hernandez	Miguel Gonzalez	Dawn Miguel			Teresa Rodriguez	Monica Avila	Lee Ross			Cindy Dolores	Mariam Okesanya	Veronica Gutierrez			Esperanza Ortega	Emma Duran	Katie Cisco			Lucia Mendez	Daisy Templeton	Mayra Rodriguez			
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<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Consider Approval of Early Head Start Expansion Grant</li> </ul>	<p>Christina Reich, Division Manager, reviewed the Executive Summary Incoming Funds Narrative Statement for the 2019 Early Head Start Child &amp; Head Start Continuation Grant.</p> <p><b>BUDGET SUMMARY</b></p> <table border="1" data-bbox="352 1451 1329 1482"> <tr> <td><b>Budget Categories:</b></td> <td><b>FY 2019 HS Program Operation</b></td> </tr> </table>				<b>Budget Categories:</b>	<b>FY 2019 HS Program Operation</b>																																																
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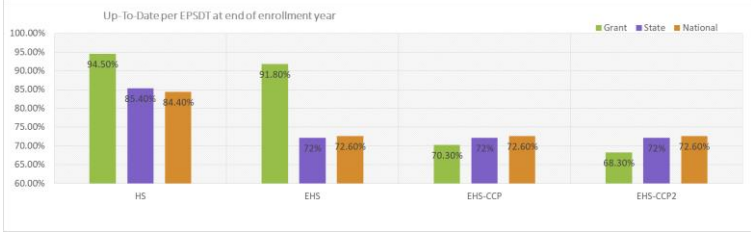
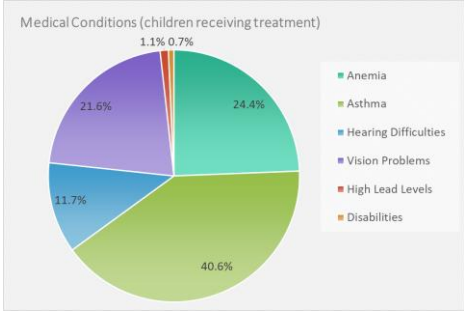


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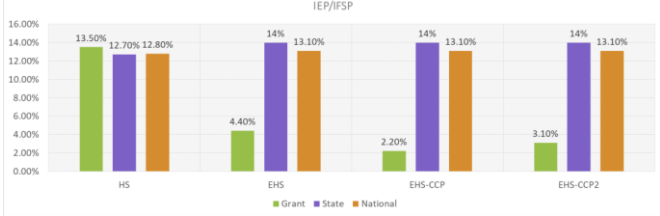


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	Personnel		\$ 4,056,811																																																			
	Fringe Benefits		\$ 2,592,798																																																			
	T & TA		\$ 197,344																																																			
	Travel		\$ -0-																																																			
	Supplies		\$ 172,500																																																			
	Contractual		\$ 6,863,628																																																			
	Construction		\$ 250,000																																																			
	Other		\$ 1,520,975																																																			
	<b>Sub-Total of Direct Charges</b>		<b>\$15,654,056</b>																																																			
	Indirect Costs		\$ 969,578																																																			
	<b>Total Federal Amount Being Requested</b>		<b>\$16,623,634</b>																																																			
	<b>Non-Federal Share</b>		<b>\$ 4,155,908</b>																																																			
	<b>Total Federal and Non-Federal</b>		<b>\$20,779,542</b>																																																			
	<i>PA22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above</i>		<b>\$2,146,616</b>																																																			
	<p><b>A motion to approve the 2019 Early Head Start Expansion Grant was made by Delphine Smith and seconded by Andres Torres. The motion was approved.</b></p> <table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Monica Barajas</td> <td></td> <td></td> <td>Cindy Chiem</td> </tr> <tr> <td>Nancy Santos</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Damaris Santiago</td> </tr> <tr> <td>Delphine Smith</td> <td>Tiffany Posey</td> <td></td> <td></td> <td>Susana Huizar</td> </tr> <tr> <td>Nivette Moore-Mason</td> <td>Dawn Dailey</td> <td></td> <td></td> <td>Latasha Hernandez</td> </tr> <tr> <td>Miguel Gonzalez</td> <td>Dawn Miguel</td> <td></td> <td></td> <td>Teresa Rodriguez</td> </tr> <tr> <td>Monica Avila</td> <td>Lee Ross</td> <td></td> <td></td> <td>Cindy Dolores</td> </tr> <tr> <td>Mariam Okesanya</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Esperanza Ortega</td> </tr> <tr> <td>Emma Duran</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Lucia Mendez</td> </tr> <tr> <td>Daisy Templeton</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Andres Torres	Monica Barajas			Cindy Chiem	Nancy Santos	Paige Chatman			Damaris Santiago	Delphine Smith	Tiffany Posey			Susana Huizar	Nivette Moore-Mason	Dawn Dailey			Latasha Hernandez	Miguel Gonzalez	Dawn Miguel			Teresa Rodriguez	Monica Avila	Lee Ross			Cindy Dolores	Mariam Okesanya	Veronica Gutierrez			Esperanza Ortega	Emma Duran	Katie Cisco			Lucia Mendez	Daisy Templeton	Mayra Rodriguez			
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<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>2017-2018 Program Information Report</li> </ul>	<p>Sarah Reich, ASA III, provided an overview of the 2017-2018 Program Information Report (PIR). Office of Head Start (OHS) mandates grantees to submit the Program Information Report (PIR) for each HS/EHS program annually. Data is shared with:</p> <ul style="list-style-type: none"> <li>Head Start Community &amp; Partners</li> <li>Congress</li> <li>Public</li> </ul>																																																					

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	<p><b>Summary</b></p> <ul style="list-style-type: none"> <li>Five Program Information Reports submitted               <ul style="list-style-type: none"> <li>2- Head Start (HS) Reports                   <ul style="list-style-type: none"> <li>Grantee</li> <li>Delegate</li> </ul> </li> <li>1- Early Head Start (EHS)</li> <li>2- Early Head Start-Child Care Partnership (EHS-CCP)                   <ul style="list-style-type: none"> <li>EHS-CCP1</li> <li>EHS-CCP2</li> </ul> </li> </ul> </li> </ul> <p><b>Program Indicators</b></p> <ul style="list-style-type: none"> <li>Enrollment</li> <li>Services to All Children</li> <li>Services to Preschool Children</li> <li>Family Services</li> <li>Staff and Classes</li> </ul> <p><b>Enrollment</b></p> <ul style="list-style-type: none"> <li>Cumulative Enrolled Children               <ul style="list-style-type: none"> <li>HS- 1,435</li> <li>Delegate HS- 304</li> <li>EHS- 452</li> <li>EHS-CCP1- 91</li> <li>EHS-CCP2- 161</li> </ul> </li> </ul> <div data-bbox="346 1091 909 1417">  <table border="1"> <caption>Age per Program</caption> <thead> <tr> <th>PIR</th> <th>HS</th> <th>EHS</th> <th>Delegate</th> <th>EHS-CCP1</th> <th>EHS-CCP2</th> </tr> </thead> <tbody> <tr> <td>PIR 0</td> <td>171</td> <td>1620</td> <td>31</td> <td>52</td> <td>35</td> </tr> <tr> <td>PIR 1</td> <td>128</td> <td>31</td> <td>52</td> <td>22</td> <td>89</td> </tr> <tr> <td>PIR 2</td> <td>149</td> <td>35</td> <td>22</td> <td>4</td> <td>22</td> </tr> <tr> <td>PIR 3</td> <td>574</td> <td>144</td> <td>160</td> <td>4</td> <td>22</td> </tr> <tr> <td>PIR 4</td> <td>673</td> <td>153</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PIR 5</td> <td>153</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p><b>Services to Children- Health</b></p> <ul style="list-style-type: none"> <li>At End of Enrollment Year, 100% of children and pregnant women (all programs) had</li> </ul>	PIR	HS	EHS	Delegate	EHS-CCP1	EHS-CCP2	PIR 0	171	1620	31	52	35	PIR 1	128	31	52	22	89	PIR 2	149	35	22	4	22	PIR 3	574	144	160	4	22	PIR 4	673	153				PIR 5	153				
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	<ul style="list-style-type: none"> <li>• Health insurance</li> <li>• Medical home</li> <li>• Percentage of children with a dental home in EHS-CCP2 was low (1<sup>st</sup> year of grant)- 76.4%</li> </ul> <div data-bbox="348 418 1094 651">  <table border="1"> <caption>Up-To-Date per EPSDT at end of enrollment year</caption> <thead> <tr> <th>Category</th> <th>Grant (%)</th> <th>State (%)</th> <th>National (%)</th> </tr> </thead> <tbody> <tr> <td>HS</td> <td>94.50%</td> <td>85.40%</td> <td>84.40%</td> </tr> <tr> <td>EHS</td> <td>91.80%</td> <td>72%</td> <td>72.60%</td> </tr> <tr> <td>EHS-CCP</td> <td>70.30%</td> <td>72%</td> <td>72.60%</td> </tr> <tr> <td>EHS-CCP2</td> <td>68.30%</td> <td>72%</td> <td>72.60%</td> </tr> </tbody> </table> </div> <p><b>Health</b></p> <ul style="list-style-type: none"> <li>• Over 90% of children with chronic conditions needing treatment received medical treatment in all grants             <ul style="list-style-type: none"> <li>• Highest                     <ul style="list-style-type: none"> <li>• 100% in EHS-CCP2</li> </ul> </li> <li>• Lowest                     <ul style="list-style-type: none"> <li>• 90% in EHS-CCP1</li> </ul> </li> </ul> </li> </ul> <div data-bbox="348 862 808 1170">  <table border="1"> <caption>Medical Conditions (children receiving treatment)</caption> <thead> <tr> <th>Condition</th> <th>Percentage (%)</th> </tr> </thead> <tbody> <tr> <td>Anemia</td> <td>24.4%</td> </tr> <tr> <td>Asthma</td> <td>40.6%</td> </tr> <tr> <td>Hearing Difficulties</td> <td>11.7%</td> </tr> <tr> <td>Vision Problems</td> <td>21.6%</td> </tr> <tr> <td>High Lead Levels</td> <td>1.1%</td> </tr> <tr> <td>Disabilities</td> <td>0.7%</td> </tr> </tbody> </table> </div> <p><b>Services to Preschoolers</b></p> <ul style="list-style-type: none"> <li>• CSB exceeds State and National averages             <ul style="list-style-type: none"> <li>• Percentage of preschool children completing professional dental exams</li> <li>• Receiving dental treatment</li> <li>• 85.9% Completed Dental Exams</li> </ul> </li> </ul> <p><b>Services to Children- Disabilities</b></p> <ul style="list-style-type: none"> <li>• 09CH9115 Grant- Head Start &amp; Early Head Start combined IEP/IFSP percentage exceeded threshold (10%), at 12.1%</li> </ul>	Category	Grant (%)	State (%)	National (%)	HS	94.50%	85.40%	84.40%	EHS	91.80%	72%	72.60%	EHS-CCP	70.30%	72%	72.60%	EHS-CCP2	68.30%	72%	72.60%	Condition	Percentage (%)	Anemia	24.4%	Asthma	40.6%	Hearing Difficulties	11.7%	Vision Problems	21.6%	High Lead Levels	1.1%	Disabilities	0.7%
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	 <p><b>Family Services</b></p> <ul style="list-style-type: none"> <li>Percentage of families receiving at least one family service exceeds state and federal averages, at 86.3% (combined)</li> <li>Highest number of families received family services in following areas: <ul style="list-style-type: none"> <li>Health Education</li> <li>Parenting Education</li> <li>Adult Education</li> </ul> </li> </ul> <p><b>Staff and Classes</b></p> <ul style="list-style-type: none"> <li>Preschool Teachers <ul style="list-style-type: none"> <li>31% have an ECE/related BA or higher</li> <li>100% meet CDA/equivalent requirement</li> </ul> </li> <li>Infant/Toddler Teachers <ul style="list-style-type: none"> <li>100% meet CDA/equivalent requirement</li> </ul> </li> </ul>
<p><b>Presentation:</b></p> <ul style="list-style-type: none"> <li>Self-Assessment Process</li> </ul>	<p>Nasim Eghlima, ASA III provided an overview of the Self-Assessment process which is conducted annually to determine the effectiveness of the program by identifying strengths and areas for improvement and innovation.</p> <ul style="list-style-type: none"> <li>Self-Assessment team is composed of program staff, parents, and policy council representatives, community leaders outside of the program, content area experts and others interested in participating.</li> <li>The five Phase Self-Assessment process include: <ul style="list-style-type: none"> <li>Design Process</li> <li>Engage Team</li> <li>Analyze &amp; Dialogue</li> <li>Recommend</li> <li>Prepare Report</li> </ul> </li> </ul> <p>Nasim encouraged Policy Council representatives to sign-up for the Self-Assessment Subcommittee.</p>
<p><b>Site Reports</b></p>	<p><b>Los Arboles:</b></p>



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	<ul style="list-style-type: none"> <li>• Los Arboles went through NAEYC accreditation on Monday, November 19th. The accreditation process went well and the site is waiting to hear results from the NAEYC.</li> <li>• The site received a new washer, dryer and printer.</li> <li>• Children are working on the sod project, we are in the process of getting new grass for our play yard.</li> <li>• The site had a very successful Harvest Festival and Parent Work Day, many parents came in and participated. Many thanks to our wonderful parents who came on a Saturday to help clean the classroom with the teachers.</li> <li>• Ron Pipa, Education Manager played his accordion and sang songs with children. Children loved the music time with Ron.</li> <li>• Holiday resources and activities in our community were shared with parents.</li> </ul> <p><b>Bayo Vista:</b></p> <ul style="list-style-type: none"> <li>• The Harvest Festival was well attended. We had baby chicks and bunnies from Ponyville. The staff dressed in costumes to make the day festive for the children.</li> <li>• Red zones in front of center were re-painted.</li> <li>• The Tree Lighting Day in the community is being held in partnership with St. Patrick Catholic School, Rodeo Municipal Advisory Council &amp; other community program to celebrate the winter holiday.</li> <li>• Isabel Renggenathen, Assistant Director visited our center and read stories to the children.</li> <li>• Parents were provided with community Christmas Giveaways and other community resources.</li> </ul> <p><b>Lavonia Allen:</b></p> <ul style="list-style-type: none"> <li>• In the month of October, we had a great time with our Harvest Festival, parents helped with fun games, such as bean bag toss, and relay races, we also had parents show their artistic talents through face painting.</li> <li>• Parent Work Day is scheduled from 11/29 to 11/30.</li> <li>• Camilla Rand, CSB Director is joining the children for lunch on November 29<sup>th</sup>.</li> </ul> <p><b>Los Nogales:</b></p> <ul style="list-style-type: none"> <li>• Ms. Shawn Powers, Site Supervisor started facilitating the Make Parenting a Pleasure sessions held at Marsh Creek.</li> <li>• Flooring in both classrooms were replaced and they look amazing.</li> <li>• Both classrooms are learning about trees. The 4 years old classroom read “Chicka Chicka Boom Boom” and the toddlers made a standing tree out of cardboard and paper.</li> <li>• The Lovely Mother of Brentwood came to our center and gave out Thanksgiving food bags and turkeys to all families. Parents were very thankful and greatly appreciated the donations.</li> <li>• Parents were provided with resources for a Holiday Food &amp; Toy basket registration.</li> </ul> <p><b>Crescent Park:</b></p> <ul style="list-style-type: none"> <li>• Crescent Park welcomes 2 Teacher Assistants in Training TAT to the site. Both TAT's Breja and Marcela are both entering the Apprenticeship Program with full intentions on becoming qualified Early Childhood Education Professionals.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Crescent Parks very own Sebastian Monterossa (room 1) was highlighted in the Bay Area Discovery Museums Outdoor Learning Lab Newsletter!</li> <li>• In progress is our Fall Wall where our PC Representative will facilitate highlighting all the centers fall events for the 2018-19 school year (Back to School/Open House, Fall Harvest and Community Work Day).</li> <li>• The outside gate on play yard 1/2 has been moved forward to re-arrange the play yard and avoid hiding space.</li> <li>• Corrinne Williams-Lindsey, Site Supervisor applied for the Garden Grant offered by the National Head Start Association. By December, we'll be notified about the application status.</li> <li>• Ms. Cheryl Miller, Comprehensive Services Manager conducted CLASS monitoring, Room 2- Ms. Yolanda and team had 0 non-compliances.</li> <li>• Patricia Jacquez- First 5 Contra Costa County monitoring- CLASS, ITERs and ERERs</li> <li>• Cecilia Valdez- Tandem Read Aloud.</li> </ul> <p><b>Ambrose:</b></p> <ul style="list-style-type: none"> <li>• Ambrose is now tier 5 of the QRIS.</li> <li>• The Harvest Festival and Back to School Night was well attended. Parents heard about their children activities and learning experiences. The parents participated in a variety of hands-on activities and the children had a great time with them.</li> <li>• The site received new classroom materials and supplies.</li> <li>• Parents came together to beautify the center on Community Work day, November 3<sup>rd</sup>.</li> <li>• Through their art, children are exploring the use of different colors and paints.</li> <li>• On November 5<sup>th</sup>, the Lake Shore Foundation and the East Bay Leadership Council visited the site to learn about our program and literacy resources. They were very engaged and impressed with the quality of our program.</li> <li>• Thanksgiving and Christmas giveaway resources were provided to the families.</li> </ul> <p><b>George Miller III:</b></p> <ul style="list-style-type: none"> <li>• GMIII welcomed new staff, Mrs. Rowena Iglesias as the Master Teacher in Room #1 and Mrs. Blanca Sanchez Room #7 was Promoted to Master Teacher. Welcome Rowena and Congratulations to Blanca.</li> <li>• Mrs. Ambreen Khawaja, Site Supervisor III transitioned to Balboa as the new Site Supervisor. Mrs. Ambreen has been a valuable asset at GMIII, where her dedication and passion created a learning place for all families and staff. She will be missed and we wish her well at Balboa.</li> <li>• Mrs. Stephanie Canulli accepted the position as Site Supervisor III at GMIII, we would like to welcome her and look forward to the new journey ahead.</li> <li>• Facility maintenance cleared and cleaned the roof and gutters.</li> <li>• GMIII parents will participate in the Parent Community Work Day helping to keep GMIII beautiful.</li> <li>• Linda Bradford visited GMIII staff providing support to the classrooms.</li> </ul>



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	<ul style="list-style-type: none"> <li>Friday Flyers resources are given out weekly to parents, they contain fun and educational resources happening in the surrounding communities.</li> </ul>	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared in-kind video for the Joint Meeting and thanked Policy Council representatives for the participation during our event.</p> <ul style="list-style-type: none"> <li>Make Parenting a Pleasure Curriculum sessions will be presented at Marsh Creek Starting November 30, 2018. Training dates are being set to also provide the full curriculum at George Miller Concord Center and George Miller III center in Richmond. Three areas of the curriculum will also be presented at each of our centers through out the program year.</li> <li>There will not be a PC meeting in December, our next meeting will in January.</li> </ul>	
Meeting Evaluation	<p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> <li>Great Participation</li> <li>Good Food</li> </ul>	<p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> <li>Room temperature</li> </ul>