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Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: June 17, 2020	Time: 6:00-7:30 PM
Location: Zoom link - https://zoom.us/j/92503645456?pwd=KzluTW5iK2FldTh2YjlyQXEycnoyQT09	
Meeting Leader: Katie Cisco	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.

Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at Ana.araujo@ehsd.cccounty.us Or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Opportunities for Public Comment: *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to Ana.araujo@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes comment.*

All votes taken during a teleconference will be by roll call.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive

An ice breaker to open communication and build connections among Policy Council members.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

A presentation on Transition to Kindergarten, so that parents receive information about the social-emotional aspect of this process and are aware of what steps they can take to ensure this important transition is a smooth one.

An understanding of the 2019-2020 Semi-Annual Monitoring report for Period 1 so that we may be informed of strengths and areas for improvement.

An approval of May 20, 2020 Policy Council Minutes.

Heard announcements so that we may be informed of Bureau news and available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Daisy Templeton	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Jasmine Cisneros	2 Minutes
Public Comment	Present	Public	1 Minutes
Correspondence	Present Clarify	Katie Cisco	1 Minute
Ice Breaker/Wellness	Present Clarify	Katie Cisco	10 Minutes

	Check for understanding		
Administrative Reports: <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	30 Minutes
Presentation: <ul style="list-style-type: none"> • Kindergarten Transition 	Present Clarify Check for understanding Check for Agreement	Ron Pipa Afi Fiaxe	20 Minutes
Report: <ul style="list-style-type: none"> • 1st Semi-Annual Monitoring Report 	Present Clarify Check for understanding Check for Agreement	Nelly Ige	15 Minutes
Action: <ul style="list-style-type: none"> • Consider Approval of May 20, 2020 Policy Council Minutes 	Present Clarify Check for understanding	Katie Cisco	3 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	3 Minutes

Video Conference Meeting – Ground Rules

1. **Join Meeting on time** - Set alarm reminders to call in five minutes before starting the meeting. We need to meet quorum (9 Representatives) before 6:00 PM
2. **Be prepared**
 - Review documents ahead and be ready to participate as required.
 - Familiarize yourself with your phone settings, mute/unmute buttons.
 - Choose a quiet location to connect to the call.
3. **When logging-in, state your name first**- This will help us identify who is calling and add you to the participant's role. (e.g., Hi this "XXX Representative" calling for "XXX Center").
4. **Limit background noise** - Mute/Unmute your phone accordingly throughout your participation.
5. **Speak one at a time, slowly and clearly** – Speaker will ask for questions after their presentations. Introduce yourself and briefly state your comment or question.
6. **Voting on Action items** - As you sign in- the Parliamentarian will create a participant's role.
 - Before approving agenda items, a CSB Staff supporting the PC Chair will ask to hear your vote by requesting you to say "Yes," "No" or "Abstain."
 - The Parliamentarian will take a role to listen to your vote. When you hear your name, unmute the phone and respond, "Yes," "No" or "Abstain."
 - Do not leave the call or put your phone on hold, if you are called, and no response is heard, you will be considered "absent."
 - To determine vote decision, a CSB Staff supporting the PC Chair will summarize the vote count:
 - A YES (list names of members voting aye)
 - NOES (list names of members voting no)
 - ABSTAIN (list names of members who abstained)
 - ABSENT (list names of members absent)
 - The chair will announce the proposed decision by stating(Samples):
 - "The motion passes 3-2, with Smith and Jones dissenting. Item X is **approved.**"
 - Or, "The motion passes 4-0, with Smith abstaining. Item X is **approved.**"
 - Or, "The motion fails 3-2, with Smith, Jones, and Black voting against. Item X is **not approved.**"
7. **Avoid multi-tasking** - It's easy to get distracted during a conference call. Our agenda items require your full attention.

Director's Report
Policy Council
June 17, 2020

1. **Director Transition** - As I informed you all last week, I will be transitioning from my position as Director effective July 13, 2020. This is a very bittersweet decision for me as I have been with the Bureau 20 years. EHSD Director, Kathy Gallagher has approved the Interim Director who will step in while CSB goes through the formal hiring process. I am hoping by tonight's meeting, I will be able to name the Interim Director, an internal candidate with many years' tenure with CSB. I am close-by and am committed to working through this transition for as long as I am needed. Policy Council leadership will work in partnership with Kathy and the Regional Office in the permanent hiring process.
2. **Reopening CSB** - We are excited and eager to reopen our centers and welcome back our families. We have developed a draft reopening plan that includes phased reopening of centers across the county once the staff are trained on new procedures and we have the PPE (personal protective equipment). Some of the new requirements include small group sizes of no more than 10 children, face masks worn by all staff at all times, a suspension of family style dining and more. We will discuss in further detail at the meeting.

CSB partner centers and First Baptist Delegate are also starting to reopen if they have not already and our partner unit is providing support and technical assistance to them as needed. The State has awarded \$1 million to CocoKids to purchase the necessary supplies for State subsidized childcare partners to reopen. Our partners and CSB have taken advantage of it and have ordered masks and other supplies needed for re-opening.

We are also planning to officially open the Civic office by next month, although several staff are already working in the office on a staggered schedule. Just as with our centers, there is much planning that goes into it. We have purchased distance markers to ensure social distancing and have asked all teams to develop a rotating schedule of office time so that fewer staff are in the office at once.

3. **Emergency Childcare** - We will be ending emergency childcare for non CSB families who are essential workers June 30 so that we may open our doors for those currently enrolled families. We are working with them to find alternate care using the emergency vouchers subsidized by the State.
4. **Shout Out to Staff** - I want to acknowledge our amazing staff who continue their commitment to serving our families through this time. Our comprehensive services staff continue to support families through grab and go events, phone calls, resource sharing and more. As we plan to reopen, teaching staff are on a rotating schedule at the centers, getting trained and eagerly getting the classrooms ready to welcome children. Staff at all levels are working harder than ever to keep it all going. I am so proud of their dedication!

Enrollment and Attendance Report to Policy Council May 2020

Enrollment:

- **HS – 96.80%**
- **EHS – 101.3%**
- **EHS-CCP – 95.83%**
- **EHS-CCP2 –91.6%**

Attendance:

No attendance to report due to Covid-19 Shelter in Place order.

Informe de Inscripción y Asistencia al Consejo de Políticas Mayo 2020

Inscripción:

- ***HS – 96.8%***
- ***EHS – 101.3%***
- ***EHS-CCP – 95.83%***
- ***EHS-CCP2 –91.6%***

Asistencia:

No hay asistencia para reportar debido al orden de Refugio por el Covid-19.

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF APRIL 2020

DESCRIPTION	APRIL YTD Actual	Total Budget	Remaining Budget	33% %YTD
a. PERSONNEL	\$ 1,372,581	\$ 4,393,637	\$ 3,021,056	31%
b. FRINGE BENEFITS	878,499	2,782,810	1,904,311	32%
c. TRAVEL	-	28,742	28,742	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	63,845	254,000	190,155	25%
f. CONTRACTUAL	807,775	3,263,489	2,455,714	25%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,786,819	5,269,037	3,482,218	34%
I. TOTAL DIRECT CHARGES	\$ 4,909,519	\$ 15,991,715	\$ 11,082,196	31%
j. INDIRECT COSTS	-	922,664	922,664	0%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 4,909,519	\$ 16,914,379	\$ 12,004,860	29%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 1,227,380</i>	<i>\$ 4,228,594</i>	<i>\$ 3,001,214</i>	<i>29%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF APRIL 2020

DESCRIPTION	APRIL YTD Actual	Total Budget	Remaining Budget	33% %YTD
a. PERSONNEL	\$ 175,224	\$ 328,769	\$ 153,545	53%
b. FRINGE BENEFITS	113,439	190,906	77,467	59%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	1,156	27,800	26,644	4%
f. CONTRACTUAL	343,865	1,649,140	1,305,275	21%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	163,438	1,423,487	1,260,049	11%
I. TOTAL DIRECT CHARGES	\$ 797,122	\$ 3,622,102	\$ 2,824,980	22%
j. INDIRECT COSTS	-	69,042	69,042	0%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 797,122	\$ 3,691,144	\$ 2,894,022	22%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 199,281</i>	<i>\$ 922,786</i>	<i>\$ 723,505</i>	<i>22%</i>

CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU

EARLY HEAD START- CC PARTNERSHIP #1

BUDGET PERIOD JULY 2019 - JUNE 2020

AS OF APRIL 2020

DESCRIPTION	APRIL YTD Actual	Total Budget	Remaining Budget	83% % YTD
a. PERSONNEL	\$ 201,636	\$ 305,109	\$ 103,473	66%
b. FRINGE BENEFITS	131,596	212,143	80,547	62%
c. TRAVEL	8	7,000	6,992	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	7,595	24,100	16,505	32%
f. CONTRACTUAL	287,513	460,020	172,507	63%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	52,497	65,984	13,487	80%
I. TOTAL DIRECT CHARGES	\$ 680,845	\$ 1,074,356	\$ 393,511	63%
j. INDIRECT COSTS	39,149	64,073	24,924	61%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 719,993	\$ 1,138,429	\$ 418,436	63%
<i>In-Kind (Non-Federal Share)</i>	\$ 179,998	\$ 289,444	\$ 109,446	62%

**CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP #2
BUDGET PERIOD SEPTEMBER 2019 - AUGUST 2020
AS OF APRIL 2020**

DESCRIPTION	APRIL YTD Actual	Total Budget	Remaining Budget	67% % YTD
a. PERSONNEL	\$ 354,165	\$ 710,668	\$ 356,503	50%
b. FRINGE BENEFITS	231,721	504,605	272,884	46%
c. TRAVEL	7,946	10,000	2,054	79%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	20,996	26,000	5,004	81%
f. CONTRACTUAL	697,657	707,579	9,922	99%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	939,528	1,584,930	645,402	59%
I. TOTAL DIRECT CHARGES	\$ 2,252,012	\$ 3,543,782	\$ 1,291,770	64%
j. INDIRECT COSTS	82,703	149,240	66,537	55%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 2,334,715	\$ 3,693,022	\$ 1,358,307	63%
<i>In-Kind (Non-Federal Share)</i>	\$ 541,582	\$ 923,256	\$ 381,674	59%

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE**

MARCH 2020

Stat. Date	Amount	Program	Purpose/Description
03/23/20	62.46	Indirect Admin Costs	Office Exp
	62.46		
03/23/20	1,285.44	EHS-Child Care Partnership	Books, Periodicals
03/23/20	897.36	HS Basic Grant	Books, Periodicals
	2,182.80		
03/23/20	700.00	HS Basic Grant	Memberships
	700.00		
03/23/20	236.61	EHS-Child Care Partnership	Other Travel Employees
03/23/20	327.96	HS Basic Grant	Other Travel Employees
03/23/20	236.61	EHS-Child Care Partnership #2	Other Travel Employees
03/23/20	1,031.10	CSD Liheap PGE Assistance	Other Travel Employees
03/23/20	187.96	Child Care Svs Program	Other Travel Employees
03/23/20	575.92	HS Basic Grant	Other Travel Employees
	2,596.16		
03/23/20	105.86	EHS-Child Care Partnership	Training & Registration
03/23/20	675.00	HS Basic Grant	Training & Registration
03/23/20	398.00	EHS-Child Care Partnership #2	Training & Registration
03/23/20	200.00	HS Basic Grant	Training & Registration
03/23/20	(1,100.00)	HS Basic Grant	Training & Registration
	278.86		
03/23/20	50.00	Indirect Admin Costs	Other Special Dpmtal Exp
	50.00		
03/23/20	23.91	EHS-Child Care Partnership	Misc Services/Supplies
03/23/20	139.98	EHS-Child Care Partnership #2	Misc Services/Supplies
03/23/20	93.47	HS Basic Grant	Misc Services/Supplies
03/23/20	342.43	Indirect Admin Costs	Misc Services/Supplies
03/23/20	37.63	Child Nutrition Food Services	Misc Services/Supplies
	637.42		
TOTAL	\$ 6,507.70		

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2019-2020

March 2020

13 Approved Sites



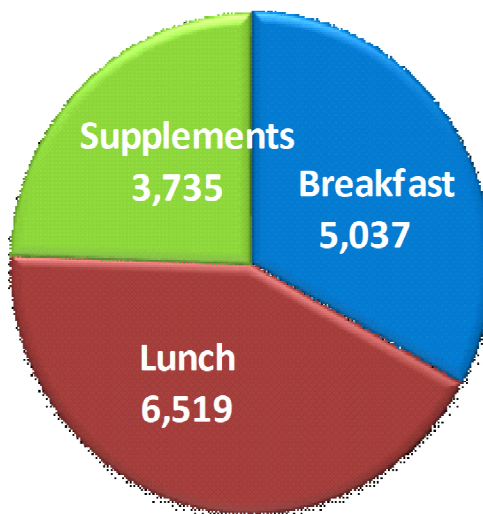
11 Days Meals Served



593 Daily Participation



15,291 Meals Served



**Claim Reimbursement
Total: \$36,557**

Preparing for the First Day of School



- ❖ Have your child go to bed early and get a good night's sleep the week before school starts.
- ❖ Talk to your child about how much fun he/she will have meeting a new teacher, making new friends and learning new information.
- ❖ If you like, take a picture of your child in the morning in front of his/hers class to remember the special day.
- ❖ Remember to say goodbye to your child and remind him/her that you will return soon.
- ❖ After school, celebrate your child's first day. You may ask your child:
 - What are the names of some of the children you met?
 - Who did you eat snack or lunch with?
 - What books did your teacher read today?
 - What activities did your teacher have you do today?
 - What was your favorite part of the day?

ATTENDANCE

in the early grades

Many of our youngest students miss 10 percent of the school year—about 18 days a year or just two days every month. Chronic absenteeism in kindergarten, and even preK, can predict lower test scores, poor attendance and retention in later grades, especially if the problem persists for more than a year. Do you know how many young children are chronically absent in your school or community?

Who Is Affected

Kindergarten and 1st grade classes often have absenteeism rates as high as those in high school. Many of these absences are excused, but they still add up to lost time in the classroom.

1 in 10 kids

in kindergarten and 1st grade are chronically absent. In some schools, it's as high as 1 in 4.¹



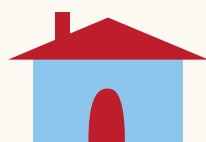
2 in 10
low-income kids

miss too much school. They're also more likely to suffer academically.¹



2.5 in 10
homeless kids

are chronically absent.²



4 in 10
transient kids

miss too much school when families move.²

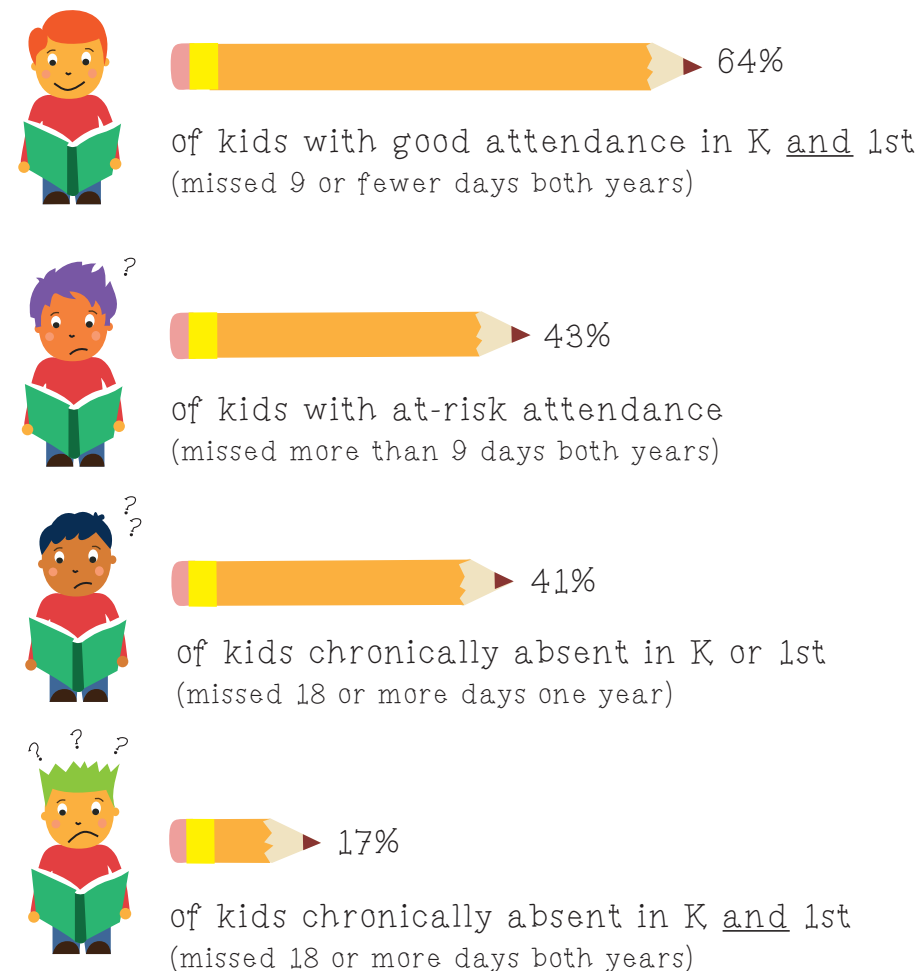


Why It Matters

If children don't show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.

Preliminary data from a California study found that children who were chronically absent in kindergarten and 1st grade were far less likely to read proficiently at the end of 3rd grade.

Who Can Read on Grade Level After 3rd Grade?³



What We Can Do

Engage Families



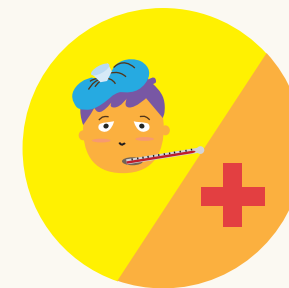
Many parents and students don't realize how quickly early absences can add up to academic trouble. Community members and teachers can educate families and build a culture of attendance through early outreach, incentives and attention to data.

Fix Transportation



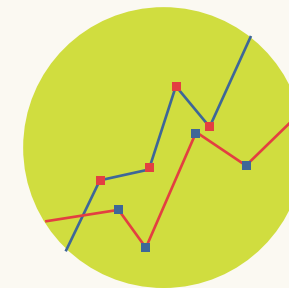
The lack of a reliable car, or simply missing the school bus, can mean some students don't make it to class. Schools, transit agencies and community partners can organize car pools, supply bus passes or find other ways to get kids to school.

Address Health Needs



Health concerns, particularly asthma and dental problems, are among the leading reasons students miss school in the early grades. Schools and medical professionals can work together to give children and families health care and advice.

Track the Right Data



Schools too often overlook chronic absence because they track average attendance or unexcused absences, not how many kids miss too many days for any reason. Attendance Works has free data-tracking tools.

These are a few steps that communities and schools can take. How do you think you can help?

¹ Chang, Hedy; Romero, Mariajose, *Present, Engaged and Accounted For: The Critical Importance of Addressing Chronic Absence in the Early Grades*, National Center for Children in Poverty: NY: NY, September 2008.

² *Chronic Absence in Utah*, Utah Education Policy Center at the University of Utah, 2012.

³ *Attendance in Early Elementary Grades: Association with Student Characteristics, School Readiness and Third Grade Outcomes*, Applied Survey Research, May 2011.

Community Services Bureau Monitoring Report Summary December 2019

Description: Community Services Bureau implements a process of ongoing monitoring of its operations and services that includes: (1) using measures, tools, or procedures to implement the system of ongoing monitoring; (2) assigning staff and consultants to the ongoing monitoring of each service; (3) collecting, analyzing and reporting on the program's progress towards its own goals for quality; and (4) following-up on and correcting any weaknesses identified through ongoing monitoring.

This summary report reflects the compiled results of the monitoring conducted for the period of August 2019 through December 2019.

Summary of Monitoring Activities:

Monitoring was conducted for directly operated CSB centers, partner agency centers, and the Delegate Agency, First Baptist Head Start. This report highlights the monitoring results in the areas of Need and Eligibility, Comprehensive Services, Education, Family Child Care Homes, Curriculum Fidelity, and Classroom Assessment Scoring System (CLASS) for preschool classrooms.

Data sources utilized by the team included: child and family files, classroom observations, CLOUDS database reports, and parent and staff interviews.

- **297** child and family files reviewed
- **7** family child care homes for environment and education monitoring
- **24** directly operated toddler and preschool classrooms were observed for curriculum fidelity
- **27** directly operated infant, toddler and preschool environments were observed
- **19** classrooms received CLASS Observations completed between September-October

NEED AND ELIGIBILITY

Top 3 Strengths:

- Child meets eligibility criteria established by the funding source(s).
- (S) Recertification must not be done before 24 month certification period has expired, with the exception of families with the certified need of "Seeking Employment".
- Over-income waiver completed and approved by ERSEA manager or designee.

Areas Needing Improvement:

- All areas of income worksheet are completed and signed.
- (S) Notice of Action is complete, current, and matches 9600/9600S and Admission Agreement.
- Eligible income snapshot in CLOUDS reflects income and family size.

Corrective Actions:

Corrective actions were taken and validated.

COMPREHENSIVE SERVICES

Top 3 Strengths:

- Any restrictions on contact with child are in file and in CLOUDS. CLOUDS emergency section "Restricted from Picking-up" matches file.
- Staff representation evident in IEP/IFSP meetings.
- Volunteer Health statement is complete & updated annually.

Areas Needing Improvement:

- Immunizations are up-to-date, complete, match Blue Card and entered in CLOUDS.
- Ensure up-to-date child health status. Health Examination - Well Child Check (CSB207) is current, completed, signed, date stamped with the date received/reviewed and entered in CLOUDS.
- (F) Oral Health Assessment is part of Health Examination – Well Child Check (CSB207), reflects periodicity per the Bright Future EPSDT schedule and is entered in CLOUDS with "Health Examination" box checked.

Corrective Actions:

Corrective actions were taken and validated.

EDUCATION FILE

Top 3 Strengths:

- (F) Education referrals, family meetings, and re-screenings are documented in file and CLOUDS.
- (F, I/T) Toddler Transition Plan: Updated at 33 months.
- (F, I/T) Toddler Transition Plan: IFSP information is included.

Areas Needing Improvement:

- ASQ-3 Screening is conducted within 45 days of child's initial enrollment and form is completed, scored, signed, in file, and on CLOUDS.
- ASQ-SE2 is conducted within 45 days of child's initial enrollment during home visit with parent and completed in file and on CLOUDS.
- Parent Conferences: First (90 days) and included individualized goals for child and parent/child home activities. Parent Conference is entered into CLOUDS on the Visit tab.

Corrective Actions:

Corrective actions were taken and validated.

FAMILY CHILD CARE ENVIRONMENT AND EDUCATION

Top 3 Strengths:

- Daily health checks are evident as children arrive.
- Provider interacts with the children in positive ways and uses appropriate language is used.
- Materials, activities, and experiences support individualization.

Areas Needing Improvement:

- Child individualization is evident on lesson plans.
- Health, safety, nutrition social emotional and mental health activities and discussions are reflected on the weekly lesson plans.
- Lesson plan demonstrates an integrated curriculum over a month, has a variety of activities and is posted and followed.

Corrective Actions:

Corrective actions were taken and validated.

PRESCHOOL CURRICULUM FIDELITY**Top 3 Strengths:**

- **Families:** The teacher establishes a meaningful partnership with families to support each child's healthy development and learning.
- **Teacher-Child Interactions:** Teaching assistant(s) interact(s) with children in positive ways that support development and learning.
- **Teacher-Child Interactions:** The teacher establishes a positive classroom climate.

Areas Needing Improvement:

- **Use:** The teacher follows guidance on Book Discussion Cards related to complex or sophisticated stories.
- **Physical Environment:** Interest areas are attractive, available as a choice daily, and supplied with an adequate amount of developmentally appropriate, well-maintained materials.
- **Teacher-Child Interactions:** The teacher uses both child initiated and teacher planned experiences to effectively guide children's language and literacy learning.

Corrective Actions:

Corrective action plan were taken and validated.

INFANT/TODDLER CURRICULUM FIDELITY**Top 3 Strengths:**

- **Families:** The teacher establishes a meaningful partnership with families to support each child's healthy development and learning.
- **Teacher-Child Interactions:** The teacher establishes a positive classrooms climate.
- **Teacher-Child Interactions:** The teacher guides children's behavior in positive, effective ways.

Areas Needing Improvement:

- **Use:** The teacher uses *Mighty Minutes™* effectively to foster relationships and support development and learning during brief moments in routines.
- **Physical Environment:** Classroom area for learning experiences support children's development and learning.
- **Structure:** Transitions between routines and experiences are smooth and used as opportunities to connect and engage with children.

Corrective Actions:

Corrective action plan were taken and validated.

PRESCHOOL ENVIRONMENT RATING SCALE**Top 3 Strengths:**

- **Space and Furnishings:** Space for gross motor
- **Interaction:** Interactions among children
- **Program Structure:** Group time

Areas Needing Improvement:

- **Language Reasoning:** Books and pictures
- **Language Reasoning:** Using language to develop reasoning skills
- **Activities:** Fine motor

Corrective Actions:

Corrective action plan will be developed and validated when all classrooms are observed.

INFANT/TODDLER ENVIRONMENT RATING SCALE**Top 3 Strengths:**

- **Personal Care Routines:** Greeting/departing
- **Listening & Talking:** Helping children understand language
- **Interaction:** Staff-child interaction

Areas Needing Improvement:

- **Space and Furnishings:** Room arrangement
- **Activities:** Nature and Science
- **Parents and Staff:** Staff continuity

Corrective Actions:

Corrective action plan will be developed and validated when all classrooms are observed.

CLASS

Domain	CSB Average Score	CSB Threshold	2019 CSB's CLASS Review <small>Based on 40 classrooms.</small>	Federal Threshold <small>Based on lowest 10% of CLASS Scores of programs reviewed in 2019.</small>
Emotional Support	6.53	6	6.1000	5.6875
Classroom Organization	6.16	6	6.0708	5.3241
Instructional Support	2.64	3	3.5375	2.3333

CSB average scores exceed current Designation Renewal System threshold. A corrective action plan is not required.



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



Date: 5/20/2020

Time Convened: 6:05 PM

Time Terminated: 7:02 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Katie Cisco, Chair, called the meeting to order at 6:05 p.m. • Daisy Templeton, Vice-Chair, reviewed the desired outcomes • Jasmine Cisneros, Parliamentarian, reviewed the ground meeting rules.
Public Comment	None
Correspondence	<p>Katie Cisco, Chair, read correspondence from Dr. Deborah Bergeron, Director, Office of Head Start:</p> <p>From February 10, 2020, to February 14, 2020, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of the Contra Costa County Head Start and Early Head Start programs. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, Improving Head Start for School Readiness Act of 2007.</p> <p>The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, we have found your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.</p> <p>Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.</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 representatives for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • Childcare for emergency and essential workers. We are continuing to provide childcare for these workers in 5 classrooms at Balboa, Los Arboles, and George Miller Concord. Seventeen of these children are county employed workers and we have begun this week enrolling CSB families who are essential workers. We still have over 50 teaching staff and Site Supervisors who have stepped up to provide these important services. • Re-opening Plans: Although the stay-at-home order is still in place, many childcare programs are beginning plans of re-opening at some point in the near future. We have also pulled a committee of staff together who are planning our re-opening and what services will look like. We know that when we are able to provide center-based services again, care will look very different. There are still



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	<p>mandates in place, such as small group sizes of no more than 10 children and social distancing requirements. Re-opening will require many changes that will impact both staff and families.</p> <ul style="list-style-type: none"> • Services to Community Services' Families: As of May 18, all CSB staff are fully deployed and working. We are continuing as we have with individual family touchpoints, grab and go supply distributions, educational activities for families, data entry and planning for the coming year. Our Associate Teachers and some clerks are the last to be deployed and will have a variety of tasks, including remote learning through webinars and assisting in completing the year-end work. • Two critical reports: I am excited to share with you two important reports for your reference. The first is the clearance of the area of non-compliance with regards to the incident at the YMCA, where a child was released to the wrong adult. The second is the Program Performance Summary Report from the Focus Area 2 Review from February 2020. This report shows no area of concern or non-compliances, only highlights. Exciting news! • Head Start Grants: Our administrative team has been working diligently at completing several grant offerings from the Office of Head Start. You will hear about them in more detail at the meeting, but these include a Cost of Living Adjustment (COLA) of approximately 2%; a Quality Improvement grant for the increase of salaries for certain CSB classifications to ensure staff retention; a summer program grant for our part-year program; and a COVID-19 Recovery grant for technology, supplies and facilities' needs as a result of this pandemic. • <p>Enrollment and Attendance statistics: April</p> <ul style="list-style-type: none"> • Enrollment: 97.12% for Head Start; 98.70% for Early Head Start; 95.83% for Early Head Start Child Care Program Partnership #1; and 89.5% for Early Head Start Child Care Program Partnership #2. • Attendance: No attendance to report due to Covid-19 Shelter in Place order. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2019-2020 Head Start Program: March 2020 year to date cash expenditures were \$3,416,570 YTD, which represents 20% of the program budget. ○ 2019-2020 Early Head Start Program: March 2020 year to date cash expenditures were \$332,924 YTD, which represents 9% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership: March 2020 year to date cash expenditures were \$580,570 YTD, which represents 51% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership #2: March 2020 year to date cash expenditures were \$2,043,598 YTD, which represents 55% of the program budget.



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	<ul style="list-style-type: none"> ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for February 2020 were \$13,594.14. ○ Child and Adult Care Food Program: February 2020 total meal served, including breakfast, lunch, and supplements were 29,518. 												
<p>Presentation:</p> <ul style="list-style-type: none"> • 2020 Supplemental Funds in Response to Coronavirus Disease (Covid-19) 	<p>Sarah Reich, ASA III, provided an overview of the 2020 Supplemental Funds in Response to Coronavirus Disease (Covid-19). The Administration for Children and Families (ACF) announced funds are available for Head Start programs in response to COVID-19.</p> <p>On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020. This legislation includes \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to \$500 million is available for programs to operate supplemental summer programs, and about \$250 million is available for one-time activities in response to COVID-19.</p>												
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of the Head Start Summer Program Grant 	<p>Sarah Reich, ASA III, provided an overview of the Head Start Summer Program grant. Contra Costa County Employment and Human Services Department (EHSD) Community Services Bureau (CSB) is submitting this request for Summer 2020 Supplemental funding, as outlined in the Administration of Children and Families' Program Instruction ACF-PI-HS-20-03, dated April 14, 2020. CSB would like to allocate this supplemental funding to cover expenditures in operating five (5) childcare centers for eight (8) weeks.</p> <p>The Summer Program supplemental funds of \$705,000, will be allocated between CSB and our Delegate Agency, First Baptist Head Start (FBHS). CSB's federal allocation is \$580,000 and FBHS's allocation is \$125,000. Per Program Instruction, a Non-federal match is not required due to these funds being associated with COVID-19.</p> <p>Budget</p> <table border="0"> <tr> <td>PERSONNEL</td> <td>\$169,117</td> </tr> <tr> <td>FRINGE BENEFITS</td> <td>\$125,146</td> </tr> <tr> <td>SUPPLIES</td> <td>\$ 30,200</td> </tr> <tr> <td>CONTRACTUAL</td> <td>\$ 39,200</td> </tr> <tr> <td>OTHER</td> <td>\$184,205</td> </tr> <tr> <td>TOTAL DIRECT CHARGES</td> <td>\$547,868</td> </tr> </table>	PERSONNEL	\$169,117	FRINGE BENEFITS	\$125,146	SUPPLIES	\$ 30,200	CONTRACTUAL	\$ 39,200	OTHER	\$184,205	TOTAL DIRECT CHARGES	\$547,868
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	<p>INDIRECT COSTS \$ 32,132</p> <p>CSB TOTAL FEDERAL BUDGET \$580,000</p> <p>DELEGATE AGENCY – FIRST BAPTIST HEAD START \$125,000</p> <p>TOTAL FEDERAL BUDGET \$705,000</p> <p>A motion to approve the Head Start Summer Program Grant was made by Daisy Templeton and seconded by Andres Torres. The motion is approved.</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>Jasmine Cisneros</td> <td>Andres Torres</td> <td></td> <td></td> <td>Nivette Moore Mason</td> </tr> <tr> <td>Nancy Santos</td> <td>Jonathan Bean</td> <td></td> <td></td> <td>Dominique Washington</td> </tr> <tr> <td>Maria Barrios</td> <td>Liliana Gonzalez</td> <td></td> <td></td> <td>Cristal Rodriguez</td> </tr> <tr> <td>Charles Latham</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Earl Smith</td> </tr> <tr> <td>Damaris Santiago</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Mariam Okesanya</td> </tr> <tr> <td>Maria Roxana Alvarado</td> <td></td> <td></td> <td></td> <td>Emma Swafford</td> </tr> <tr> <td>Monica Avila</td> <td></td> <td></td> <td></td> <td>Emily Ferne</td> </tr> <tr> <td>Tracy Keeling</td> <td></td> <td></td> <td></td> <td>Dawn Miguel</td> </tr> <tr> <td>Jamillah Monroe</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Jasmine Cisneros	Andres Torres			Nivette Moore Mason	Nancy Santos	Jonathan Bean			Dominique Washington	Maria Barrios	Liliana Gonzalez			Cristal Rodriguez	Charles Latham	Katie Cisco			Earl Smith	Damaris Santiago	Daisy Templeton			Mariam Okesanya	Maria Roxana Alvarado				Emma Swafford	Monica Avila				Emily Ferne	Tracy Keeling				Dawn Miguel	Jamillah Monroe				
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of April 15, 2020, Policy Council Minutes 	<p>The minutes of April 15, 2020, Policy Council minutes were reviewed, and no corrections were noted.</p> <p>A motion to approve April 15, 2020, Policy Council minutes was made by Charles Latham and seconded by Andres Torres. The motion is approved.</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>Jasmine Cisneros</td> <td>Andres Torres</td> <td></td> <td></td> <td>Nivette Moore Mason</td> </tr> <tr> <td>Nancy Santos</td> <td>Jonathan Bean</td> <td></td> <td></td> <td>Dominique Washington</td> </tr> <tr> <td>Maria Barrios</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Cristal Rodriguez</td> </tr> <tr> <td>Charles Latham</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Earl Smith</td> </tr> <tr> <td>Damaris Santiago</td> <td></td> <td></td> <td></td> <td>Mariam Okesanya</td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Jasmine Cisneros	Andres Torres			Nivette Moore Mason	Nancy Santos	Jonathan Bean			Dominique Washington	Maria Barrios	Katie Cisco			Cristal Rodriguez	Charles Latham	Daisy Templeton			Earl Smith	Damaris Santiago				Mariam Okesanya																				
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Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participants and shared the following announcement:</p> <ul style="list-style-type: none"> Form 700 - Statement of Economic Interests was mailed along with the meeting material; representatives were asked to complete the form and mail back on the self-address envelope. Comprehensive Services Team has done an excellent job addressing the needs of the families calling the Family Resource Hotline. Families are mostly requesting resources related to: Financial assistance, Food distribution, and Diapers/Wipes. Families are also being connected with other community agencies such as Catholic Charities and Monument Impact. 			
Meeting Evaluation	<p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> Good participation 		<p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> None 	

