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## Agenda

<b>Group/Meeting Name:</b> CSB Policy Council Meeting	
<b>Date:</b> February 17, 2021	<b>Time:</b> 6:00-8:00 PM
<b>Zoom:</b> <a href="https://cccouny-us.zoom.us/j/82911447514?pwd=aGdYM1BZaXlRTIR3YVVUcmRycVNEZz09">https://cccouny-us.zoom.us/j/82911447514?pwd=aGdYM1BZaXlRTIR3YVVUcmRycVNEZz09</a>	
<b>Meeting Leader:</b> Jasmine Cisneros	
<b>Purpose:</b> 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 Rita Loza at least 48 hours before the meeting at (925) 852-5835 or at [rloza@ehsd.cccounty.us](mailto:rloza@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 [rloza@ehsd.cccounty.us](mailto:rloza@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.

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An icebreaker to open communication and build connection 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.

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

An approval of the 2019 Head Start/Early Head Start Unobligated Funds.

An approval of the Fiscal Year 2019-2020 Early Head Start Child Care Partnership 2 Unobligated Funds.

An approval of the 1303 Facilities application for the Central Kitchen.

An approval of the 2021 Policy Council Bylaws.

An approval of the January 20, 2020 Policy Council Minutes.

An understanding of the 2018-2022 Program Goals & Objectives semi-annual update in order to be aware of progress in meeting milestones.

An understanding of the 1<sup>st</sup> DRDP Child Outcomes Baseline Assessment report and School Readiness Goals for the 2020-2021 program so that Policy Council members are aware of agency-wide baseline data of children's assessments.

An understanding of Site Reports so that we may celebrate our children, families, and staff co-partnering efforts to build partnerships and community.

An understanding of announcements so that we may be informed of Bureau news and/or available community resources.

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

<b>What (Content)</b>	<b>How (Process)</b>	<b>Who</b>	<b>Time (Minutes)</b>
Review Desired Outcomes	Present Clarify Check for understanding	Matthew Carlson	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Matthew Carlson	1 Minute
Public Comment	Present	Public	2 Minutes
Correspondence	Present Clarify	Karen Medrano	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Jasmine Cisneros	5 Minutes
<b>Ice Breaker</b>	Present Clarify Check for understanding	Jasmine Cisneros	7 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>CSB Interim Director</li> <li>Interim Division Manager</li> <li>Fiscal</li> </ul>	Present Clarify Check for understanding	Katharine Mason Amy Wells Haydee Ilan	20 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>Subcommittee Updates</li> </ul>	Present Clarify Check for understanding	Subcommittee Leads	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of 2019 Head Start/Early Head Start Unobligated Funds</li> </ul>	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of Fiscal Year 2019-2020 Early Head Start Child Care Partnership 2 Unobligated Funds</li> </ul>	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of 1303 Facilities application for the Central Kitchen</li> </ul>	Present Clarify Check for understanding Check for Agreement	Sarah Reich	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of 2021 Policy Council Bylaws</li> </ul>	Present Clarify Check for understanding Check for Agreement	Christina Reich	10 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of January 20, 2020 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Jamillah Monroe	3 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>2018-2022 Program Goals &amp; Objectives semi-annual update</li> </ul>	Present Clarify Check for understanding	Sarah Reich	15 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>1<sup>st</sup> DRDP Child Outcomes Baseline Assessment report and School Readiness Goals for the 2020-2021</li> </ul>	Present Clarify Check for understanding	Ron Pipa Afi Fiaxe	30 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes

Announcements	Present Clarify Check for Understanding	Rita Loza	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute

## 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.

1. **New Central Kitchen:** I provided an update last month. Tonight you'll be asked to consider approval of our "1303 Facilities Application", which is the funding plan for the central kitchen. I encourage you to ask any questions you may have.
2. **Upcoming Review by the State:** We have received 60 Day Notice for the State's review of our childcare programs, some of which are blended with our Head Start and Early Head Start program. It will take place the first two weeks of April. The review will be virtual and will look at child files and services provided to children and families, as well as attendance, enrollment eligibility, and more.
3. **Salary Increases for eight (8) CSB classifications:** On January 19<sup>th</sup> the Board of Supervisors approved salary increases for 8 classifications: TAT, Associate Teacher (preschool and infant/toddler), Building Service Workers, Food Transporters, and Child Nutrition Worker I, II & III. These increases will help us to be more competitive employer to hire and retain employees in these positions, while supporting our staff to be more financially stable.

## **Enrollment and Attendance Report to Policy Council January 2021**

### Enrollment:

- **HS – 58.92%**
- **EHS –88.42%**
- **EHS-CCP2 –73.0%**

### Attendance:

- **HS – 73.80%**
- **EHS – 78.40%**
- **EHS-CCP2 – 75.60%**

Low enrollment and attendance numbers due to Covid-19 concerns & class size restrictions.

Enrollment reflects both in-class and distance learners. Attendance reflects ONLY in-class children.

## ***Informe de Inscripción y Asistencia al Consejo de Políticas Enero 2021***

### *Inscripción:*

- ***HS – 58.92%***
- ***EHS –88.42%***
- ***EHS-CCP2 –73.0%***

### *Asistencia:*

- ***HS – 73.80%***
- ***EHS – 78.40%***
- ***EHS-CCP2 – 75.60%***

*Bajos números de inscripción y asistencia debido a preocupaciones de Covid-19 y restricciones de tamaño de clase. Inscripción refleja tanto a los alumnos en clase como a distancia. La asistencia refleja SOLAMENTE a los niños en clase.*

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF DECEMBER 2020**

DESCRIPTION	DECEMBER YTD Actual	Total Budget	Remaining Budget	100% %YTD
a. PERSONNEL	\$ 3,884,158	\$ 4,812,171	\$ 928,013	81%
b. FRINGE BENEFITS	2,467,590	2,978,208	510,618	83%
c. TRAVEL	-	28,742	28,742	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	528,964	634,000	105,036	83%
f. CONTRACTUAL	3,268,162	3,600,996	332,834	91%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	3,897,137	5,750,452	1,853,315	68%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 14,046,011</b>	<b>\$ 17,804,569</b>	<b>\$ 3,758,558</b>	<b>79%</b>
j. INDIRECT COSTS	342,642	990,786	648,144	35%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 14,388,653</b>	<b>\$ 18,795,355</b>	<b>\$ 4,406,702</b>	<b>77%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 3,816,573</i>	<i>\$ 4,228,594</i>	<i>\$ 412,021</i>	<i>90%</i>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF DECEMBER 2020**

<b>DESCRIPTION</b>	<b>DECEMBER YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>100% %YTD</b>
a. PERSONNEL	\$ 445,457	\$ 421,069	\$ (24,388)	106%
b. FRINGE BENEFITS	286,214	234,303	(51,911)	122%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	11,531	27,800	16,269	41%
f. CONTRACTUAL	1,117,028	1,681,896	564,868	66%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	643,528	1,696,796	1,053,268	38%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 2,503,758</b>	<b>\$ 4,063,864</b>	<b>\$ 1,560,106</b>	<b>62%</b>
j. INDIRECT COSTS	23,982	86,579	62,597	28%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 2,527,739</b>	<b>\$ 4,150,443</b>	<b>\$ 1,622,704</b>	<b>61%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 708,066</i>	<i>\$ 922,786</i>	<i>\$ 214,720</i>	<i>77%</i>



**CONTRA COSTA COUNTY - EHSD COMMUNITY SERVICES BUREAU**  
**EARLY HEAD START - CHILDCARE PARTNERSHIP PROGRAM**  
**BUDGET PERIOD: SEPTEMBER 01, 2020 THROUGH AUGUST 31, 2021**  
**AS OF DECEMBER 2020**

DESCRIPTION	DECEMBER YTD Actual	Total Budget	Remaining Budget	33% % YTD
a. PERSONNEL	385,629	1,044,684	659,055	37%
b. FRINGE BENEFITS	237,769	676,672	438,903	35%
c. TRAVEL	-	7,000	7,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	13,179	27,000	13,821	49%
f. CONTRACTUAL	116,434	1,181,455	1,065,021	10%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	426,196	1,918,123	1,491,927	22%
<b>I. TOTAL DIRECT CHARGES</b>	<b>1,179,207</b>	<b>4,854,934</b>	<b>3,675,727</b>	<b>24%</b>
j. INDIRECT COSTS	-	175,440	175,440	0%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>1,179,207</b>	<b>5,030,374</b>	<b>3,851,167</b>	<b>23%</b>

**Note:** Administration for Children and Families (ACF) approved the non-federal share waiver request for this budget year [Head Start Act Section 640.(b)(4)]. The non-federal share requirement is now \$0 at 0%.

**COMMUNITY SERVICES BUREAU  
SUMMARY CREDIT CARD EXPENDITURE  
December 2020**

<b>Stat. Date</b>	<b>Amount</b>	<b>Program</b>	<b>Purpose/Description</b>
12/22/20	\$ 2.00	Indirect Admin Costs	Office Exp
12/22/20	\$ 26.06	EHS-Child Care Partnership #2	Office Exp
12/22/20	172.91	HS Basic Grant	Office Exp
	<b>200.97</b>		
12/22/20	1,520.40	HS CARES COVID-19	Books, Periodicals
12/22/20	1,140.30	EHS-Child Care Partnership #2	Books, Periodicals
	<b>2,660.70</b>		
12/22/20	686.72	EHS-Child Care Partnership #2	Clothing & Personal Suppl
12/22/20	3,012.58	HS CARES COVID-19	Clothing & Personal Suppl
12/22/20	(17.27)	HS CARES COVID-19	Clothing & Personal Suppl
	<b>3,682.03</b>		
12/22/20	248.00	HS CARES COVID-19	Training & Registration
12/22/20	\$ 711.00	HS CARES COVID-19	Training & Registration
12/22/20	\$ 325.00	HS Basic Grant	Training & Registration
12/22/20	149.00	Head Start T & TA	Training & Registration
12/22/20	2,466.00	HS CARES COVID-19	Training & Registration
	<b>3,899.00</b>		
12/22/20	218.40	HS CARES COVID-19	Educational Supplies
	<b>218.40</b>		
<b>TOTAL</b>	<b>10,661.10</b>		

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2020-21

December 2020

**13** Approved Sites



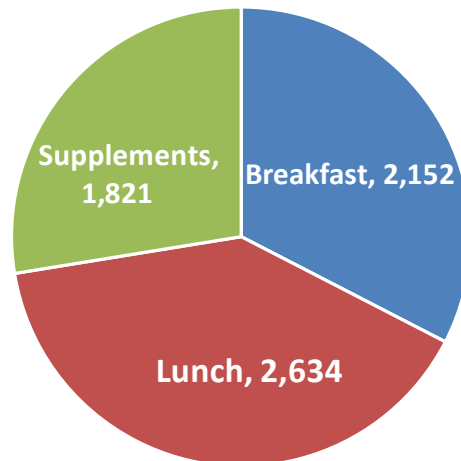
**22** Days Meals Served



**120** Daily Participation



**6,607 Meals Served**



**Claim Reimbursement**

**Total: \$ 15,776**

**CONTRA COSTA COUNTY-EHSD-COMMUNITY SERVICES BUREAU**

**HEAD START AND EARLY HEAD START – 09CH010862/04**

**REQUEST FOR CARRYOVER OF UNOBLIGATED BALANCE**

Contra Costa County Community Services Bureau (CSB) is requesting carryover of unspent/unobligated funds of \$853,265 from YEAR **2019** grant to YEAR **2021** Head Start and Early Head Start Programs, Grant #09CH010862/04. These carryover funds will be used to finance portion of the new Kitchen project as outlined in the 1303 facility application to be submitted to Administration For Children and Families (ACF).

CSB is also requesting a waiver of the Non-Federal match since building of a new kitchen facility cannot generate volunteer activities from the community. Additionally, the pandemic situation brought about by Covid-19 is also a hindrance in generating volunteer hours to support the non-federal match.

The planned expenditures for the unobligated balance will be allocated as follows:

<b>DESCRIPTION</b>	<b>HEAD START</b>	<b>EARLY HEAD START</b>	<b>TOTAL CARRYOVER</b>
a. PERSONNEL	-		
b. FRINGE BENEFITS	-		
c. TRAVEL	-		
d. EQUIPMENT	-		
e. SUPPLIES	-		
f. CONTRACTUAL	-		
g. CONSTRUCTION – Kitchen Project	338,440	514,825,	853,265
h. OTHER			
<b>I. TOTAL DIRECT CHARGES</b>	<b>338,440</b>	<b>514,825</b>	<b>853,265</b>

**CONTRA COSTA COUNTY-EHSD-COMMUNITY SERVICES BUREAU**

**EARLY HEAD START-CCP2 PROGRAM – 09HP000111/04**

**REQUEST FOR CARRYOVER OF UNOBLIGATED BALANCE**

Contra Costa County Community Services Bureau (CSB) is requesting carryover of unspent/unobligated funds of \$1,457,564 from FY2019-20 grant to FY2020-21 Early Head Start-CCP2 Program, Grant #09HP000111/04. These carryover funds will be used to finance projects with Public Works that are already in the pipeline to improve CSB’s various facilities which have the status of work in progress. Likewise, portion of the carryover funds will be used to finance the new Kitchen project as well as to support other necessary program expenditures.

CSB is also requesting a waiver of the Non-Federal match since most of the building and facilities improvement cannot generate volunteer activities from the community. Additionally, the pandemic situation brought about by Covid-19 is also a hindrance in generating volunteer hours to support the non-federal match.

The planned expenditures for the unobligated balance will be allocated as follows:

<b>DESCRIPTION</b>	<b>Carryover Budget</b>
a. PERSONNEL	-
b. FRINGE BENEFITS	-
c. TRAVEL	-
d. EQUIPMENT	-
e. SUPPLIES	-
f. CONTRACTUAL	-
g. CONSTRUCTION – Kitchen Project	257,035
h. OTHER	1,200,529
<b>I. TOTAL DIRECT CHARGES</b>	<b>1,457,564</b>

**Contra Costa County Employment and Human Services Department**  
**Community Services Bureau**  
**Major Facility Renovation Application – 09CH010862, 09HP000111**

**Overview**

Contra Costa County Community Services Bureau (CSB) of the Employment and Human Services Department is requesting a to utilize Head Start funds to contribute to the cost of the relocation and renovation of the CSB's Central Kitchen. The Central Kitchen provides over 30,000 meals a month to 14 centers serving children and families in need, resulting in 2/3 of a child's daily nutritional needs.

The County's Employment and Human Services, Community Services Bureau (CSB) has been providing high quality and nutritious food to all CSB Head Start centers from the Central Kitchen "hub" since 1990. The Central Kitchen which is currently located at the Brookside Center is in urgent need of relocation due to a several major issues. The center, once the County's Juvenile Detention Facility, is located between two active railroad tracks and two retired Chevron and PG&E pipelines. CSB has learned that the location of the center has been contaminated due to petroleum leaks from the pipelines as well as from former underground storage tanks. The proximity of two BNSF railroad tracks on either side of the center also poses health and safety concerns. Research shows that diesel exhaust, which is emitted by freight trains, contributes to cancer, asthma, heart disease, premature birth, and other health conditions. Due to these concerns as well as the fact that the facility is aging and in need of on-going costly repairs, CSB closed the childcare portion of this center in June of 2018 and relocated the children and staff elsewhere.

Since the center closed and the kitchen has remained on site, the growing homeless population around the railroad tracks and center has posed an ongoing health and safety risk for current

**Contra Costa County Employment and Human Services Department  
Community Services Bureau  
Major Facility Renovation Application – 09CH010862, 09HP000111**

staff. CSB pays for Public Works Hazardous-Material crews to come each week to clean feces and needles from the growing encampments around the center; and a fire was started at one of the encampments, forcing the center to evacuate. The county vehicles used to transport food from the kitchen to our centers have been routinely vandalized resulting in costly repairs such as replacement of stolen catalytic converters and gas tank that have been punctured in order to steal the gas contained therein.

Currently the Central Kitchen is still housed at this location; however, CSB has identified an alternate location for it at an existing county building nearby. **We anticipate the total cost of the project to be \$2,356,075.**

**CSB is requesting to allocate available Head Start, Early Head Start, and Early Head Start- Child Care Partnership funds from Grants 09CH010862 and 09HP000111 to the new Kitchen project and is therefore submitting an application in accordance with section 1303 of the Head Start Program Performance Standards.** CSB referred to the Performance Standards, the Head Start Act, and the National Center on Program Management and Fiscal Operations Facility Purchase, Construction, or Major Renovation Using Head Start Funds checklist to prepare this application. An approval will ensure we can continue to serve our 14 locations county-wide each day.

CC Employment and Human Services Department  
Community Services Bureau

# Head Start/Early Head Start Bylaws

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## **I. Name**

The name of this council is the Contra Costa County Head Start and Early Head Start Policy Council, hereinafter referred to as the Policy Council.

## **II. Purpose**

The purpose of the Policy Council is to serve as a governing body using a shared decision-making process with the County Board of Supervisors in all matters relating to the planning and coordination of the Head Start and Early Head Start programs operated by the Employment and Human Services Department Community Services Bureau. The Policy Council serves as the link among public and private organizations, the Grantee and Delegate Agencies, the communities served, and the parents of enrolled children.

## **III. Authority**

The Policy Council will comply with the existing Head Start Performance Standards (CFR 1301.3) and the 2007 Head Start Act (642(c)(2)). Any changes in the Head Start Performance Standards that will affect Policy Council bylaws will be brought to the Policy Council for explanation and approval.

## **IV. Policy Council Membership**

### **A. Composition**

The Policy Council is comprised of 36 members made up of parents of currently enrolled children, past parents and community agency representatives. Policy Council composition is reviewed annually to ensure that it meets the general membership guidelines of Head Start Performance Standards and that the representatives are proportionately selected according to program option (Head Start, Early Head Start, Full Day, Part Day, and Home Base).

At least 51 percent of the Policy Council members must be the parents of currently enrolled Head Start (HS) or Early Head Start (EHS) children (see 45 CFR 1305.2 for the definition of Head Start parent).

No grantee, delegate or childcare partner agency staff members or their immediate family members (spouse, co-parent) may serve on the Policy Council.

#### **1. Parents of Currently Enrolled Children**

Currently enrolled parent representatives and alternates are nominated and elected by the parent committee of the center at which their child is enrolled. To be eligible to serve as a parent representative or alternate, the parent representative or alternate must have one or more children currently enrolled in the Head Start or Early Head Start programs.

The parent nominee who receives the most votes is elected to serve as the primary representative of the center where his or her child attends. The parent nominee who receives the second highest vote number of votes is elected to serve as the alternate representative. When the primary representative is unable to attend a meeting, the alternate representative will attend the meeting and vote in the primary representative's place. Each childcare center shall maintain a

list of its primary and alternate representatives, which it shall send to the Policy Council Secretary.

Since the HS and EHS slots change annually, the number of currently enrolled parent representatives is determined by electing 1 representative for every 60 funded HS and EHS slots.

## **2. Past Parent Representatives**

Parents of children who formerly attended Head Start and Early Head programs may serve on the Policy Council. Past parent representatives may serve on the Policy Council for no more than five years, which includes any terms served while their children were enrolled in a Head Start or Early Start program. Past parents interested in serving as representatives must submit a letter of interest to the Policy Council and are elected during the Policy Council Orientation Meeting.

## **3. Community Agency Representatives**

Community Agency Representatives are members of local community agencies, selected by the Policy Council, that serve low-income children and families.

## **B. Term of Membership**

Each member, including alternate parent representatives, are elected each year to a one-year term that commences on September 1 and ends on August 31 of the following calendar year. Members may serve on the Policy Council for a total of five years.

## **C. Absences**

Policy Council members are required to attend all meetings. If a member will be absent, he or she will confirm that his or her alternate will attend. The member shall give twenty-four hours' notice of his or her absence to the alternate, Policy Council Secretary, and childcare site supervisor. If a member provides less than a 24-hour notice of his or her absence, the absence is unexcused. If notice is over 24 hours and the alternate cannot attend, the absence shall be excused.

If a parent representative has two unexcused absences, the center which he or she represents will be notified, and the center will make the determination as to whether the parent will remain on the Policy Council or an election will be held for a new representative. The center must notify the Policy Council Secretary of any changes in representation.

If a past parent or community representative has two unexcused absences, the Policy Council may choose to terminate his or her membership. In the case of the Community Representative, this action may be taken after notifying the agency represented. These members do not have alternates.

## **D. Resignation**

If a member resigns from the Policy Council, or a parent representative is no longer eligible to serve because his or her children are no longer enrolled in the Head Start or Early Head Start program, the member must submit his or her resignation in writing to the Policy Council Secretary. If the member is an Executive Officer or a Committee Chair, the vacancy shall be filled as outlined in section **IV. F** of the Policy Council Bylaws.

## **E. Termination**

A Policy Council member may be terminated by two-thirds (2/3) vote at any regular meeting for reasons of misconduct or excessive absenteeism. If the termination is due to excessive absenteeism, this vote will take place only after notice has been sent to the center which elected the parent to the Policy Council or to the community agency the member represents and the center or community agency has provided a response as to the course of action to be taken. The member will be notified in writing of his or her termination from the Policy Council. Any decision to terminate a Past Parent or Community Representative is made by the Policy Council itself, with the member being notified in writing.

## **F. Vacancy**

The parent center committee is responsible for filling vacancies by election. If a seat held by a parent representative becomes vacant, the seat will be filled by the center's alternate representative until a new representative can be nominated and elected by the center's parent committee. If a seat held by a community agency representative becomes vacant, the agency must appoint a replacement as soon as possible. The Policy Council Chair will announce vacancies of past parent representative seats.

## **V. Executive Committee**

**Definition:** The Policy Council is presided over by Executive Committee Officers. Executive Committee Officers are nominated and elected annually from among Policy Council members. The Committee's role is to act as leadership over the full body and to oversee the monthly Policy Council meetings. The Executive Committee also meets monthly to plan the general meetings, review the agenda and review the previous month's meeting minutes.

### **A. Officers**

#### **1) Chairperson**

The Chairperson shall preside at all Policy Council meetings. He or she has the authority to call special meetings, maintain order, and appoint a chairperson to ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members, recognize members, staff and visitors who wish to speak and make official written communication.

#### **2) Vice-Chairperson**

The Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent. The Vice Chair will be responsible for reviewing the desired outcomes and meeting rules during the Policy Council meetings.

#### **3) Secretary**

The Secretary shall conduct a roll call of members and declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at Policy Council meetings. He or she shall check for any corrections or clarification on previous month's minutes and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded.

#### **4) Parliamentarian**

The Parliamentarian assists the Chairperson in maintaining order during meetings. He or she states and reviews the principles of conduct and expected behaviors during meetings. He or she acts as timekeeper of the agenda items and notifies the Chairperson when time is an issue. He or she also serves as the Chairperson of the Bylaws Subcommittee.

#### **B. Election of Officers**

Executive Officers will be elected and seated annually at the general meeting in September. Nominations for the officers will be made by the general membership. Only Parent Representative of current Head Start and Early Head Start children and past parent representatives may be nominated as Policy Council Officer candidates. Votes are cast by roll call. No more than three past parent representatives may serve on the Executive Committee.

#### **C. Attendance**

Executive Officers shall attend all Policy Council and Executive Committee meetings. Executive Officers may attend Executive Committee meetings by teleconference. Arriving 15 minutes or more late to an Executive Committee meeting will be considered an unexcused absence.

#### **D Removal from Office**

Executive Officers may be removed from office by a two-thirds (2/3) vote of the general membership at any regular meeting for reasons of misconduct or excessive absenteeism.

#### **E. Officer Vacancies**

The Chairperson of the Policy Council fills officer vacancies by appointment. If the Chairperson position is vacated, the Vice-Chair assumes all the obligations and authority of the Chair. The Policy Council ratifies the filling of any officer position.

### **VI. Subcommittees**

The Policy Council has six standing subcommittees: Executive Subcommittee, Fiscal Subcommittee, Program Services Subcommittee, By-laws Subcommittee, Advocacy Subcommittee and Ongoing Monitoring –Self Assessment Subcommittee. Executive Officers must sit on at least one subcommittee.

Each subcommittee must always maintain at least four members. The Policy Council Chair appoints subcommittee leads and the Policy Council must confirm all appointments by ratification. Subcommittees must follow the Brown Act, keep minutes, and reports must be presented to the Policy Council.

### **VII. Meetings**

Policy Council meetings will take place on the 3<sup>rd</sup> Wednesday of every month, except in the months of July and December.

Meeting notices and agendas shall comply with the Brown Act, the County's Better Government Ordinance, and all applicable local and state meeting laws.

**A. Regular Meetings**

The Policy Council will hold a minimum of nine (9) meetings per year. Meeting agendas will be published 96 hours in advance. All meetings of the Policy Council and its committees will be held in accordance with the Brown Act and the Contra Costa County Better Government Ordinance.

**B. Special Meetings**

A special meeting may be called at any time by the Chairperson. Twenty-four hour notice of a special meeting must be given to Policy Council members.

**C. Quorum**

Since the number of representatives changes from year to year based on program funded slots and allocation of slots by center according to community need, a quorum is met by the meeting attendance of a minimum of 40% of the full Policy Council membership of which at least 51% of Policy Council members in attendance must be currently enrolled parents.

**D. Voting**

Only Policy Council members or their alternates are permitted to vote on any Policy Council action. Motion approvals require a majority vote.

**VIII. Resolution of Disputes**

Disagreements between the Board of Supervisors and the Head Start Policy Council are resolved in accordance with the Impasse Policy as outlined in CSB Policies and Procedures, Program Governance: Section 10, i-iv. The policy is approved by the Board of Supervisors bi-annually.

**IX. Amendments**

Proposed amendments of these bylaws may be initiated by action of the Policy Council. Proposed amendments must be presented to members at least one general meeting prior to sending the amendments to the Board of Supervisors for approval.



**Policy Council Meeting Minutes**  
Virtual Meeting



**Date:** 1/20/2021

**Time Convened:** 6:03 PM

**Time Terminated:** 8:00 PM

**Recorder:** Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:03 PM. Matthew Carlson, Vice Chair, reviewed the desired outcomes and meeting ground rules.
Public Comment	None
Correspondence	None
Staff Recognition	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> <li>Glorious Jackson, Family Child Care Provider, and Vicki Carr-Trotter, Site Supervisor II at Lavonia Allen, were presented with a certificate and a book to acknowledge her dedication to the children and families.</li> </ul>
Ice Breaker	Policy Council Representatives participated in an icebreaker activity - "Word of the Year" - to open communication and build connections among members.
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>CSB Interim Director</li> <li>Interim Division Manager</li> <li>Fiscal</li> </ul>	<p>Katharine Mason, CSB Interim Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> <li>COVID-19 Response and Relief Act 2021 has allocated \$250 Million to Head Start programs nationwide. Similar to the 2020 funding received, 2021 funding will be provided to prevent, prepare for, and respond to COVID-19.</li> <li>In November, we have an opportunity to consolidate our HS/EHS grant with our EHS-CCP grant (one grant application, one set of reporting, etc.). We will be working on this proposal for approval and submission in the coming weeks.</li> <li>CSB is currently revising our application (previously approved by PC in May 2020) to fund a much needed new central kitchen. Because it is a new fiscal year for the Federal Government, we will be bringing this revised application to Policy Council for review and approval in the coming weeks.</li> <li>Vickie Wetzel-Kaplan, CSB's Departmental Fiscal Officer (DFO), will be leaving us at the end of the month to return to her position in the EHSD Contracts Unit to support their efforts to process Department/Bureau contracts timely and efficiently. Vickie returned to us in 2019 as DFO and was formerly CSB's Head Start/Early Head Start accountant. The Department is working to open, recruit for and hire a new DFO, and in the interim, EHSD will support our accountants and Bureau with fiscal needs. The recommended new DFO, as a "key position" under Head Start, will be presented to Policy Council for approval once selected.</li> <li>Interviews for CSB Director will be held in late February or early March. As a "key position" under Head Start, the recommended new Director will be presented to Policy Council for approval once selected.</li> </ul>

Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of November and December as follows:

November:

- Enrollment for the month was 57.29% for Head Start, 84.89% for Early Head Start, and 68% for Early Head Start Child Care Partnership #2.
- Attendance for the month was 78.7% for Head Start, 87.9% for Early Head Start, and 79.50% for Early Head Start Child Care Partnership #2.

December:

- Enrollment for the month was 57.59% for Head Start, 88.74% for Early Head Start, and 72.53% for Early Head Start Child Care Partnership #2.
- Attendance for the month was 63.24% for Head Start, 68.80% for Early Head Start, and 74.15% for Early Head Start Child Care Partnership #2.

Program updates:

- All classrooms remain open, and we continue to operate at a smaller capacity, as previously mentioned. Classrooms have now operated for 10 weeks with only 1 cohort closure (in September).
- Contra Costa County is now back in the Red tier; as a result, we will not be placing additional children in our in-class instruction at this time. We will revisit gradually adding children for in-class instruction when we move back up to the Orange tier. We will continue to enroll new families for DL.
- CSB staff held a call with the Office of Head Start T/TA Specialist, Croshoun Austin, on Thursday, October 29. CSB was given the opportunity to share the many strengths and accomplishments within our program's various content areas, including Education, Comprehensive Services, Partnerships, Wellness, ERSEA, and Technology. Croshoun was very pleased with what CSB is doing to meet the needs of children, families, and staff and plans to share some of our strategies with other Grantees. No T/TA needs were identified or recommended.
- CSB held its first virtual Health and Nutrition Services Advisory Committee Meeting, a meeting required by the Head Start Performance Standards. There were many health professionals from the county and community-based programs. The agenda included presentations by WIC, Health Services Testing Program, Help Me Grow, Regional Center of the East Bay, Anthem Blue Cross, and Cal State East Bay Nursing Program.
- We were so pleased to offer the opportunity for virtual Program for Infant Toddler Care (PITC) training to three of our CSB staff. The goal of PITC is to help infant/toddler care teachers/staff recognize and implement crucially important relationship-based practices and design care environments that are responsive to infants, toddlers, and their families. In these unprecedented times, the implementation of PITC principles is crucial in the care and well-being of caregivers, teachers, families, and children.
- All CSB's Site Supervisors and Education Managers attended the third in a series of training provided by the Ounce of Prevention called, Lead, Learn, Excel. Lead, Learn, Excel is a professional learning program that helps early childhood education leaders develop skills to support everyday learning and continuous improvement. The most recent training focused primarily on "Team Lesson Planning" and how to incorporate the "parent voice" in all aspects of classroom planning.



	<ul style="list-style-type: none"> <li>CSB had several staff who participated in the wonderful department-wide wellness initiative of the I Walk Challenge. Congrats to Contra Costa College, who took home first place and our awesome Bayo Vista team who took home second place! Congrats to all the top individual walkers/honorable mentions, all of whom are from CSB! We were also the bureau with the most walkers, and shout out to GMC for winning the "most spirited" building! These wonderful "walkers" are such an inspiration to us all.</li> </ul> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> <li><b>2020-2021 Head Start Program: November 2020</b> year to date cash expenditures were \$11,667,876 YTD, representing 62% of the program budget.</li> <li><b>2020-2021 Early Head Start Program: November 2020</b> year to date cash expenditures were \$2,096,852 YTD, representing 51% of the program budget.</li> <li><b>2020-2020-2021 Early Head Start – CC Partnership: November 2020</b> year to date cash expenditures were \$519,340 YTD, representing 100% 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>November 2020</b>, were \$21,744.23.</li> <li><b>Child and Adult Care Food Program: November 2020</b>, total meals served, including breakfast, lunch, and supplements, were 8,930.</li> </ul>
<p><b>Presentation:</b> Summary of Recent Changes to Open Meeting Laws</p>	<p>Rita Loza, Comprehensive Services Manager (on behalf of Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement), provided an overview of the Summary of Changes to Open Meetings Laws.</p> <p>New Rules for Board Members:</p> <ul style="list-style-type: none"> <li>Use of Social Media – The Brown Act prohibits the board member from using a series of outside communications of any kind, whether directly or indirectly or through intermediaries, to discuss, deliberate, or take action on any matter that is within the board's jurisdiction. <ul style="list-style-type: none"> <li>Individual Board Member's Used of Social Media Permitted: A board member may engage in separate conversations or communication about agency business on any internet-based social media platform that is open and accessible to the public, for the following purposes: <ul style="list-style-type: none"> <li>To answer questions</li> <li>To provide information to the public</li> <li>To solicit information from the public regarding a matter in the board's jurisdiction</li> </ul> </li> <li>Response or Reaction by Second Board Member Prohibited: Board members may not post any reply to the first board member's post about agency business, even though the reply is just a "smiley face" emoji. Similarly, board members may not "like," "dislike," or otherwise react to the first board member's port. The new rules apply to all internet-based social media platforms that are open and accessible to the public. For example, they apply to Facebook, Instagram, and Twitter;; to comment sections on blogs, news articles, and chatrooms.</li> </ul> </li> </ul> <p>Threats of litigation must be included in the agenda packet.</p> <ul style="list-style-type: none"> <li>Public agencies must make a written record of the verbal threat of litigation and if that is to be discussed in a closed session.</li> </ul> <p>A Return to Live Meetings</p>

	<ul style="list-style-type: none"> <li>One of many actions the Governor took to address the pandemic was the issuance of Executive order 29-20. This order expressly waived all Brown Act requirements for board members' physical presence, the clerk, or the public as a condition of participation in or to establish a quorum for a public meeting. The order permits boards to hold public meetings entirely via teleconference or electronically by Zoom until the stay home order is lifted.</li> </ul>																																																												
<b>Subcommittee Updates</b>	<p><b>Program Services:</b> Magda Bedros, Assistant Director, shared the information presented and discussed during the subcommittee meeting, including the 2019-2020 Annual Report and Using the Home as a Learning Environment.</p> <p><b>Fiscal:</b> Myriah Herrington shared the information reviewed during their subcommittee meeting, including Fiscal reports from November, which were reviewed in depth.</p>																																																												
<p><b>Action:</b> Consider Approval of the 2021-2022 CSB Admissions Priorities and Selection Criteria - Recruitment and Enrollment Plan</p>	<p>Tracy Lewis, ASA II, provided an overview of the 2021-2022 CSB Admissions Priorities and Selection Criteria - Recruitment and Enrollment Plan. The Program Services Subcommittee reviewed documents, and there were no changes suggested.</p> <p><b>A motion to approve the 2021-2022 CSB Admissions Priorities and Selection Criteria - Recruitment and Enrollment Plan was made by Delia Zarges and seconded by Devlyn Sewell. The motion passed</b></p> <table border="1" data-bbox="390 586 1967 987"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros</td> <td>Deanna Carmona</td> <td></td> <td></td> <td>Deniedre Henry</td> <td>Jason Streffery</td> </tr> <tr> <td>Joel Nickelson-Shanks</td> <td>Nivette Moore-Abalo</td> <td></td> <td></td> <td>Jasmine Jackson</td> <td>Priscilla Proteau</td> </tr> <tr> <td>Delia Zarges</td> <td></td> <td></td> <td></td> <td>Maria Roxana Alvarado</td> <td>Luis Acuna</td> </tr> <tr> <td>Matthew Carlson</td> <td></td> <td></td> <td></td> <td>Matthew Carlson</td> <td></td> </tr> <tr> <td>Maria Barrios</td> <td></td> <td></td> <td></td> <td>Kara Simmons</td> <td></td> </tr> <tr> <td>Myriah Herrington</td> <td></td> <td></td> <td></td> <td>Karen Medrano</td> <td></td> </tr> <tr> <td>Maria Palestino</td> <td></td> <td></td> <td></td> <td>Evelyn Garcia</td> <td></td> </tr> <tr> <td>Jamillah Monroe</td> <td></td> <td></td> <td></td> <td>Folakemi Omole</td> <td></td> </tr> <tr> <td>Devlyn Sewell</td> <td></td> <td></td> <td></td> <td>Maria Chavez</td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present		Jasmine Cisneros	Deanna Carmona			Deniedre Henry	Jason Streffery	Joel Nickelson-Shanks	Nivette Moore-Abalo			Jasmine Jackson	Priscilla Proteau	Delia Zarges				Maria Roxana Alvarado	Luis Acuna	Matthew Carlson				Matthew Carlson		Maria Barrios				Kara Simmons		Myriah Herrington				Karen Medrano		Maria Palestino				Evelyn Garcia		Jamillah Monroe				Folakemi Omole		Devlyn Sewell				Maria Chavez	
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<p><b>Action:</b> Consider Approval of the November 18, 2020, Policy Council Minutes</p>	<p>The minutes of the November 18, 2020, Policy Council meeting were reviewed and no corrections were noted.</p> <p><b>A motion to approve the minutes from the November 18, 2020, Policy Council meetings was made by Nivette Moore-Abalo and seconded by Delia Zarges. The motion was approved.</b></p> <table border="1" data-bbox="390 1102 1967 1502"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros</td> <td>Deanna Carmona</td> <td></td> <td></td> <td>Deniedre Henry</td> <td>Jason Streffery</td> </tr> <tr> <td>Joel Nickelson-Shanks</td> <td>Nivette Moore-Abalo</td> <td></td> <td></td> <td>Jasmine Jackson</td> <td>Priscilla Proteau</td> </tr> <tr> <td>Delia Zarges</td> <td></td> <td></td> <td></td> <td>Maria Roxana Alvarado</td> <td>Luis Acuna</td> </tr> <tr> <td>Matthew Carlson</td> <td></td> <td></td> <td></td> <td>Matthew Carlson</td> <td></td> </tr> <tr> <td>Maria Barrios</td> <td></td> <td></td> <td></td> <td>Kara Simmons</td> <td></td> </tr> <tr> <td>Myriah Herrington</td> <td></td> <td></td> <td></td> <td>Karen Medrano</td> <td></td> </tr> <tr> <td>Maria Palestino</td> <td></td> <td></td> <td></td> <td>Evelyn Garcia</td> <td></td> </tr> <tr> <td>Jamillah Monroe</td> <td></td> <td></td> <td></td> <td>Folakemi Omole</td> <td></td> </tr> <tr> <td>Devlyn Sewell</td> <td></td> <td></td> <td></td> <td>Maria Chavez</td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present		Jasmine Cisneros	Deanna Carmona			Deniedre Henry	Jason Streffery	Joel Nickelson-Shanks	Nivette Moore-Abalo			Jasmine Jackson	Priscilla Proteau	Delia Zarges				Maria Roxana Alvarado	Luis Acuna	Matthew Carlson				Matthew Carlson		Maria Barrios				Kara Simmons		Myriah Herrington				Karen Medrano		Maria Palestino				Evelyn Garcia		Jamillah Monroe				Folakemi Omole		Devlyn Sewell				Maria Chavez	
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**Report:**  
2019-2020 Annual Report

Monica DeVera, ASA III, provided an overview of the 2019-2020 Annual Report. The Annual Report showcases the work we do in our community. It summarizes all of CSB's services and innovation, and work that has been done in 2019-20. The following is a brief summary of the report; a hard copy of the full report will be provided at the next meeting and are available online.

Key Highlights include the following

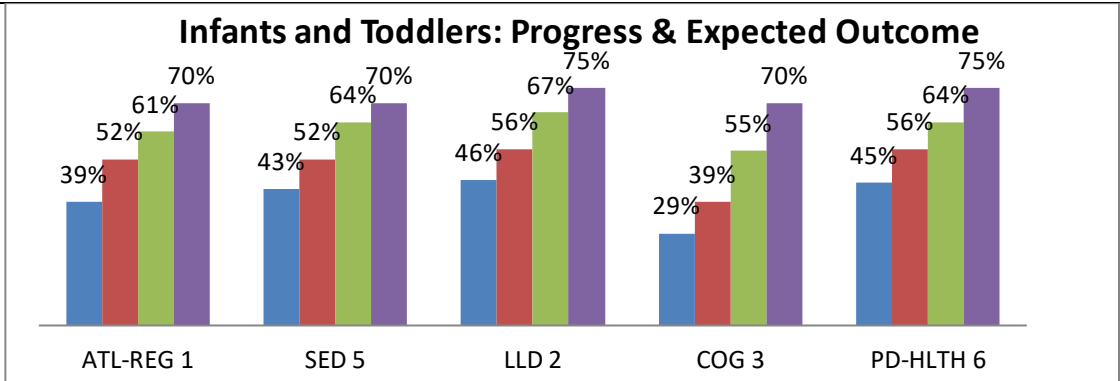
- Kiosks have now been installed at several of our centers (GM III, GMC, Marsh Creek, Civic)
- CSB began providing CLASS coaching services for Early Head Start teachers at partner sites. Two groups were established: Making the Most of Classroom Interaction (MMCI), a face-to-face coaching group, and My TeachStone Direct coaching online group.
- Due to COVID-19 & Shelter-in-Place, CSB adapted and implemented several items such as grab-and-go educational materials for families, a hotline for families to receive support in meeting needs; teachers provided virtual learning via CLOUDS and social media.
- CSB now has a partnership with the Early Childhood Mental Health Program to enhance Mental Health services for children, families, and staff.

CLASS Results - Countywide domain scores indicate that CSB was above our internal threshold, as well as the 2019 Federal Head Start threshold.

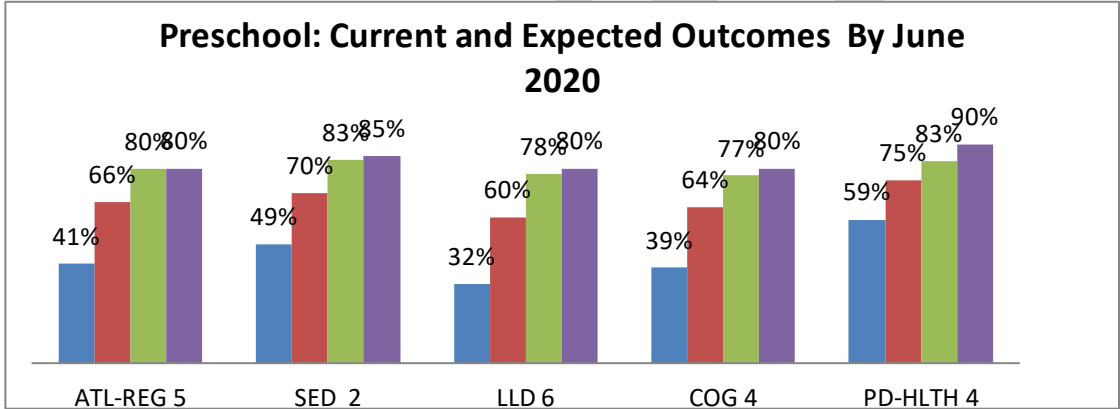
- 2019-20 Countywide Total Average Domain Scores

Domains	Scores		
	Countywide Total Average Domain Score	2019-20 CSB Threshold	Lowest 10% Threshold Nation-Wide
Emotional Support	6.1	6	5.66
Classroom Organization	6.07	6	5.28
Instructional Support	3.54	3	2.31

2019-20 Outcomes



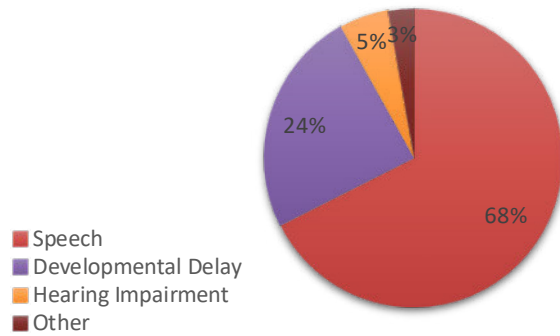
Baseline, mid-year, and year-end outcomes of Infants and Toddlers: Progress and Expected Outcomes. The domain with the greatest improvement was **Cognition, including Math and Science**: Number Sense of Quantity (COG 3), with a **forty-one (41%)** increase in improvement in children from baseline to year-end assessment.



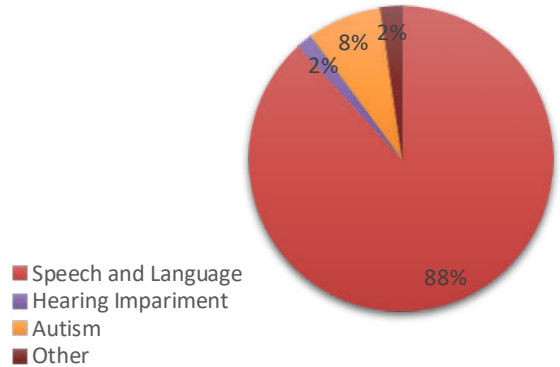
Baseline, mid-year, and year-end outcomes of Preschool: Current and Expected Outcomes by June 2020. The domain with the greatest improvement was **Cognition, including Math and Science**: Number Sense of Quantity (COG 3), with a **forty-one (41%)** increase in improvement in children from baseline to year-end assessment.

Disabilities

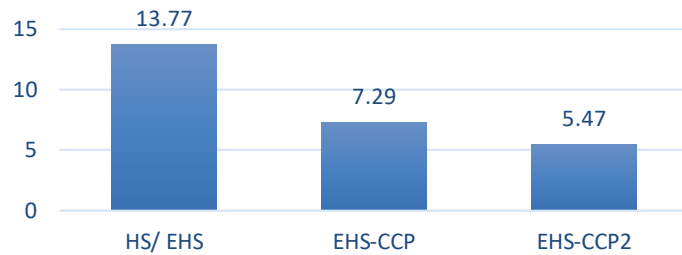
2019-2020 EHS Disability by type



2019-2020 HS Disability by Type



Total Enrollment % for Children with a Disability



	<p>Community Services Block Grant  CSB and the Economic Opportunity Council (EOC) awarded  <b>12</b> subcontractors with Community Services Block Grant (CSBG) funding to support our most vulnerable residents in the community.  Through CSBG funding, CSB assisted residents with the following:</p> <ul style="list-style-type: none"> <li>• Over one hundred residents received employment training that eliminated employment barriers.</li> <li>• <b>135</b> families were housed in Emergency Family Shelter and received nutritious meals daily.</li> <li>• Over <b>100,000</b> hot meals were served to residents in the community.</li> <li>• <b>Five</b> Student Interns who graduated from the Student Intern program obtained permanent employment in the public and private sector, which allowed them to receive health and retirement benefits.</li> </ul> <p>Audits &amp; Reviews  In 2019 and 2020, Federal, State, and CPA firms performed six audits. The outcome of all was no findings. The areas audited were:</p> <ul style="list-style-type: none"> <li>• Office of Head Start 2020 Focus Area Two (FA2) Federal Review</li> <li>• FY 2017-2018 Single Audit</li> <li>• FY 2018-2019 State Child Development Audit</li> </ul>
<p><b>Training:</b>  Make Parenting a Pleasure</p>	<p>Melissa Molina, CS Assistant Manager, and Iris Lopez, Senior Clerk, provided an overview of the Make Parenting a Pleasure curriculum.</p> <p>The Head Start program performance standard Code of Federal Regulation (CFR)1302.51(b) indicates that "A program must, at a minimum, offer opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice skills to promote children's learning and development. A program that chooses to make significant adaptations to the parenting curriculum to better meet the needs of one or more specific populations must work with an expert or experts to develop such adaptations."</p> <p><b>Basic assumptions for being a parent</b></p> <ul style="list-style-type: none"> <li>• Parenting is the most challenging and most important job there is!</li> <li>• Parents care deeply about their children.</li> <li>• There is no one right way to be a parent or a child.</li> <li>• Parents are the experts about their children.</li> <li>• Parents are the foundation of the family.</li> <li>• Parents who come to parenting classes are special!</li> </ul> <p><b>The beginning of Make Parenting a Pleasure</b></p> <ul style="list-style-type: none"> <li>• This program started in Eugene, Oregon, in 1983, in response to the needs of parents experiencing stress. It was designed to address and support many parents experiencing isolation, stress, lack of parent information, and social support.</li> <li>• Several professionals got together and developed a curriculum that was made possible through a grant from the US WEST Foundation. Based on parents and children who participated in Make Parenting a Pleasure and who were invaluable in helping create the program, the 13 curriculum topics were developed.</li> </ul>

	<ul style="list-style-type: none"> <li>• This program is designed for families to meet once a month during the evening, in a classroom type setting (daycare provided if needed).</li> <li>• In this class, a social system is developed among the participating families.</li> <li>• Each topic can easily be individualized to meet the needs of each group. Each module offers the material in a variety of learning methods.</li> <li>• What is said in class is confidential and would not be repeated outside of class.</li> </ul> <p><b>Curriculum Topics:</b></p> <ul style="list-style-type: none"> <li>• Getting Started</li> <li>• Nurturing: Taking care of ourselves</li> <li>• Understanding Stress</li> <li>• Stress and Anger Management: Techniques</li> <li>• Managing anger, modeling alternatives</li> <li>• The dance of communication: Nonverbal</li> <li>• Communication: Listening skills</li> <li>• Verbal communication</li> <li>• Child development: The basics</li> <li>• Discipline: Laying the foundation</li> <li>• Discipline: A parent's toolbox</li> <li>• Discipline: Challenging behaviors</li> <li>• Closure: Saying goodbye</li> </ul> <p><b>Filling the glass demonstration</b></p> <p>To demonstrate the importance of taking care of ourselves, the group participated in a "Filling the Glass" activity as the day goes by, your glass (stress level declines). <i>How do we refill our glass again?</i></p> <p>Taking care of ourselves reduces the stress of being a parent. When we give positive attention to ourselves, we can provide positive attention to our children too.</p> <p>Sites will present three topics during the parent meeting via zoom. Tip sheets and activities from the curriculum are being sent via group email once a week.</p>
Site Reports	<p><b>Ambrose</b></p> <ul style="list-style-type: none"> <li>• Contra Costa Sheriff's Department gifted all children at the center and Distance Learners with beautiful toys. Teachers keep supporting Distance Learners through ZOOM and weekly check-ins.</li> <li>• Isabel Renggenathen brought hot chocolate for the staff.</li> <li>• Grab-N-Go bags with family activities were distributed.</li> <li>• Diapers were donated to one of our families.</li> </ul> <p><b>Bayo Vista</b></p> <ul style="list-style-type: none"> <li>• Bayo Vista celebrates good attendance from the children participating in in-service instruction and the Distance Learning children at home.</li> </ul>

	<ul style="list-style-type: none"> <li>• The families received winter jackets from the Contra Costa County Sheriff Department and Macy's Department store of Walnut Creek with the help of the Rodeo Housing Authority. Each child in the center, including siblings, were provided with warm winter coats.</li> <li>• Classrooms received new tablets to be used for Distance Learning. The Distance Learning teachers received new cassette players to be used for activities during Zoom sessions.</li> <li>• A large tree located in front of the building was removed due to the tree roots creating damage. The front entranceway is clear and open.</li> <li>• Teacher staff lounge work has begun, space will be made entirely over for teachers enjoyment during breaks</li> <li>• Activities are sent to families through emails and Facebook.</li> </ul> <p><b>Contra Costa College</b></p> <ul style="list-style-type: none"> <li>• Contra Costa College celebrates the success of remaining open during these trying times to help our children and their families.</li> <li>• A new dryer and refrigerator were installed.</li> <li>• The toddler room is learning about trains. The children seem to be excited about the trains, and they love all the books that the teachers are reading.</li> <li>• CS staff shared resources with the parents about the food bank and COVID testing sites to help stop the spread.</li> </ul>				
Announcements	<p>Rita Loza, Comprehensive Services Manager (on behalf of Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement), provided the following announcements and resources:</p> <ul style="list-style-type: none"> <li>• United Way of California link <a href="https://myfreetaxes.org/spread-the-word">https://myfreetaxes.org/spread-the-word</a></li> <li>• Rental assistance help link <a href="https://www.shelterinc.org/renthelp">https://www.shelterinc.org/renthelp</a></li> <li>• Free Internet Link <a href="https://www.everyoneon.org/find-offers">https://www.everyoneon.org/find-offers</a></li> <li>• Turn Power @ Home Training Series (sends flyers)</li> <li>• Make Parenting a Pleasure Tips Sheets and Activities will be emailed on a weekly bases</li> </ul>				
Meeting Evaluation	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><u>Pluses / +</u></th> <th style="width: 50%; text-align: center;"><u>Deltas / Δ</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Excellent facilitation</li> <li>• Kudos to Melissa and Iris for their presentation</li> <li>• Remaining positive and grateful</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• None</li> </ul> </td> </tr> </tbody> </table>	<u>Pluses / +</u>	<u>Deltas / Δ</u>	<ul style="list-style-type: none"> <li>• Excellent facilitation</li> <li>• Kudos to Melissa and Iris for their presentation</li> <li>• Remaining positive and grateful</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
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