

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b)(2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: June 16, 2021	Time: 6:00-8:00 PM
Zoom Meeting ID: 82911447514 Password: 303022	
Meeting Leader: Jasmine Cisneros	
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 Rita Loza at least 48 hours before the meeting at (925) 864-0837 or at 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 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.

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 overview of the Single Audit Results Fiscal Year 2020.

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

An approval of Departmental Fiscal Officer for the Community Services Bureau.

An approval of the 2021-2023 CSB Policies and Procedures.

An approval of the May 19, 2021 Policy Council Minutes.

An understanding of the Community Assessment.

An understanding of the Parent Survey Results.

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.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Matthew Carlson	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Matthew Carlson	3 Minutes

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
Ice Breaker	Present Clarify Check for understanding	Jasmine Cisneros	10 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Director Interim Division Manager Fiscal 	Present Clarify Check for understanding	Aaron Alarcon-Bowen Amy Wells Haydee Ilan	20 Minutes
Report: <ul style="list-style-type: none"> Single Audit Report FY2020 	Present Clarify Check for understanding	Haydee Ilan	5 Minutes
Report: <ul style="list-style-type: none"> Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	5 Minutes
Action: <ul style="list-style-type: none"> Consider approval of Departmental Fiscal Officer for the Community Services Bureau 	Present Clarify Check for understanding Check for Agreement	Christina Reich	10 Minutes
Action: <ul style="list-style-type: none"> Consider approval of 2021-2023 CSB Policies and Procedures 	Present Clarify Check for understanding Check for Agreement	Amanda Cleveland	15 Minutes
Action: <ul style="list-style-type: none"> Consider approval of May 19, 2021 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Carmina Hernandez	3 Minutes
Report: <ul style="list-style-type: none"> Community Assessment 	Present Clarify Check for understanding	Amanda Cleveland	15 Minutes
Report: <ul style="list-style-type: none"> Parent Survey Results 	Present Clarify Check for understanding	Nelly Ige	15 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	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.

Director's Report
Policy Council
June 16, 2021

1. **Program Instruction** ACF-PI-HS-21-04 was issued on May 20, 2021 and urges programs to return to in-person, full enrollment by January 1, 2022 or to the extent possible, as local conditions allow. Our directly operated and partner programs are in the process of ramping up operations in a safe manner beginning in September with the intent to be fully enrolled by January 1. Waiting lists are robust.

2. **Information Memorandum** ACF-IM-HS-21-02 was issued on June 2, 2021 and provides guidance for programs should they wish to develop policies to continue paying insurance premiums (all or part), while employees are furloughed for 90 days or less. This would apply to CSB in the years that we lay off our part-day, part-year teachers for the summer but we are not doing that this year as we are extending some of our programs and need the teaching staff.

3. Community Services Bureau's (CSB) first Digital Online Hub called **CSB Connect** is currently being developed. Due to pandemic-related restrictions, CSB has had to change the way services is provided to clients. As CSB provides high-quality child development services to low-income and high need children and is the largest childcare provider in Contra Costa County, new requirements for Distance Learning and online communication emerged. Thus, the Bureau has identified the need for a web-based digital hub which is easily accessible to families, staff, and partner providers. Created out of necessity for health and safety, virtual interfacing has become a tool that could be utilized to increase productivity and engagement virtually. Phase I of the digital online hub, www.CSBConnect.org, would provide the following features:
 - Public Site
 - About CSB
 - Search for Child care locations
 - Apply for services
 - Request information
 - Career & Volunteering
 - Community resources
 - Information on services - Head Start, State Preschool, Subsidized childcare, Energy Assistance
 - Portal Login for Staff and Clients
 - Calendar & Events
 - Message Center
 - Virtual ClassroomCSB Connect is scheduled to go live by July 1st, 2021.

Enrollment and Attendance Report to Policy Council May 2021

Enrollment:

- HS – 64.10%
- EHS –88.75%
- EHS-CCP2 –83%

Attendance:

- HS –80.49%
- EHS –84.09%
- EHS-CCP2 –83.12%

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 Mayo 2021

Inscripción:

- HS – 64.10%
- EHS –88.75%
- EHS-CCP2 –83%

Asistencia:

- HS –80.49%
- EHS –84.09%
- EHS-CCP2 –83.12%

Bajos números de inscripción y asistencia debido a preocupaciones de Covid-19 y restricciones de tamaño de clase.

La inscripción refleja tanto a los alumnos que están en clase como a distancia. La asistencia refleja SOLAMENTE a los niños que están en clase.

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2021 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2021

AS OF APRIL 2021

DESCRIPTION	APRIL YTD Actual	Total Budget	Remaining Budget	33% %YTD
a. PERSONNEL	\$ 1,278,520	\$ 4,147,590	\$ 2,869,070	31%
b. FRINGE BENEFITS	835,984	2,834,447	1,998,463	29%
c. TRAVEL	-	22,060	22,060	0%
d. EQUIPMENT	12,552	30,000	17,448	0%
e. SUPPLIES	37,220	213,000	175,780	17%
f. CONTRACTUAL	831,816	4,027,919	3,196,103	21%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	270,051	5,545,028	5,274,977	5%
I. TOTAL DIRECT CHARGES	\$ 3,266,142	\$ 16,820,044	\$ 13,553,902	19%
j. INDIRECT COSTS	(132,835)	788,042	920,877	-17%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 3,133,307	\$ 17,608,086	\$ 14,474,779	18%
<i>In-Kind (Non-Federal Share)</i>	\$ 783,327	\$ 4,402,022	\$ 3,618,695	18%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2021 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2021

AS OF APRIL 2021

DESCRIPTION	APRIL YTD Actual	Total Budget	Remaining Budget	33% %YTD
a. PERSONNEL	\$ 165,820	\$ 479,714	\$ 313,894	35%
b. FRINGE BENEFITS	109,088	295,675	186,587	37%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	8,655	17,100	8,445	51%
f. CONTRACTUAL	422,433	1,877,348	1,454,916	23%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	5,968	1,114,151	1,108,183	1%
I. TOTAL DIRECT CHARGES	\$ 711,963	\$ 3,785,988	\$ 3,074,025	19%
j. INDIRECT COSTS	(14,508)	91,146	105,654	-16%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 697,455	\$ 3,877,134	\$ 3,179,679	18%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 174,364</i>	<i>\$ 969,284</i>	<i>\$ 794,920</i>	<i>18%</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 APRIL 2021

DESCRIPTION	APRIL YTD Actual	Original Budget Sep 20-Aug 21	Remaining Budget Mar-Aug 21	50% Budget % YTD
a. PERSONNEL	702,122	1,044,684	342,563	67%
b. FRINGE BENEFITS	444,253	676,672	232,419	66%
c. TRAVEL	-	7,000	7,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	18,510	27,000	8,490	69%
f. CONTRACTUAL	512,476	1,181,455	668,979	43%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	713,239	1,918,123	1,204,884	37%
I. TOTAL DIRECT CHARGES	2,390,599	4,854,934	2,464,335	49%
j. INDIRECT COSTS	95,854	175,440	79,586	55%
k. TOTAL-ALL BUDGET CATEGORIES	2,486,453	5,030,374	2,543,921	49%

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
April 2021**

Stat. Date	Amount	Program	Purpose/Description
04/22/21	169.29	EHS-Child Care Partnership #2	Office Exp
	169.29		
04/22/21	228.83	HS CARES COVID-19	Books, Periodicals
04/22/21	213.57	HS CARES COVID-19	Books, Periodicals
04/22/21	625.64	EHS Basis Grant	Books, Periodicals
04/22/21	268.13	HS CARES COVID-19	Books, Periodicals
	1,336.17		
04/22/21	65.24	Facilities	Minor Furniture/Equipment
04/22/21	3,389.93	HS CARES COVID-19	Minor Furniture/Equipment
	3,455.17		
04/22/21	755.00	Indirect Admin Costs	Computer Software Cost
04/22/21	359.88	HS Basic Grant	Computer Software Cost
	1,114.88		
04/22/21	2,448.00	Head Start T & TA	Training & Registration
04/22/21	1,500.00	Head Start T & TA	Training & Registration
04/22/21	125.00	HS Basic Grant	Training & Registration
04/22/21	399.00	Facilities	Training & Registration
04/22/21	1,642.85	Head Start T & TA	Training & Registration
	6,114.85		
04/22/21	130.40	HS Basic Grant	Educational Supplies
04/22/21	593.96	EHS-Child Care Partnership #2	Educational Supplies
04/22/21	697.90	HS CARES COVID-19	Educational Supplies
04/22/21	193.04	EHS Basis Grant	Educational Supplies
04/22/21	60.83	Indirect Admin Costs	Educational Supplies
04/22/21	1,974.53	Comm. Svc Block Grant	Educational Supplies
04/22/21	164.63	Indirect Admin Costs	Educational Supplies
04/22/21	160.18	Comm. Svc Block Grant	Educational Supplies
04/22/21	65.20	HS Basic Grant	Educational Supplies
04/22/21	97.80	HS CARES COVID-19	Educational Supplies
	4,138.47		
04/22/21	911.87	Comm. Svc Block Grant	Other Special Dpmtal Exp
	911.87		
Total	17,240.70		

Recommendation for Approval of Hire of a Departmental Fiscal Officer for the Community Services Bureau Pending Policy Council and Board of Supervisors Approval*

On March 12, 2021, interviews were conducted to fill the vacant position of Community Services Bureau Departmental Fiscal Officer. A panel that included the Interim Director of CSB, Chief Fiscal Officer of the Employment and Human Services Department, and a Departmental Fiscal Officer for the Employment and Human Services Department interviewed and unanimously selected Nancy Benavides for the position. The following attributes contributed to this selection:

- Current experience as an Operations Finance Manager, including supervision of staff, fiscal management and administration, in accordance with the requirements of HSPPS 1302.91(c) for a Head Start Fiscal Officer
- Experience with developing Budgets for Federal, State, and Private foundations' grants
- Experience in information preparation and management of fiscal audits county departments
- Is multilingual
- Education: Dual Bachelor's Degree in Business Administration and Modern Foreign Languages from and a Master's Degree with an emphasis in International Management

**As per Head Start Act of 2007, Section 642(c)(1)(E)(1X) and as requested by the Administration of Children and Families, Region IX.*

Grammatical and punctuation changes are NOT included in the Summary of Changes.

Part I: Program Governance → Governance
<ul style="list-style-type: none"> • Part I. C- 2, 3, 4 <ul style="list-style-type: none"> ○ Updated information on Policy Council Composition & Formation ○ Updated Procedures for Electing Parent Representatives to PC ○ Updated information on electing past parent community representatives • Part I, C-10-iii & iv <ul style="list-style-type: none"> ○ Added notification within 30 days for informal resolution ○ Changed verbiage for mediation ○ Added the Arbitration section
Part I: Program Governance → Communications
<ul style="list-style-type: none"> • Part II.E- 3, iv <ul style="list-style-type: none"> ○ Added notification to Administration of Children & Families (ACF) regional office for significant incidents • Part II. F <ul style="list-style-type: none"> ○ Added notification to CSB from Child Care Partners for significant incidents
Part 2: Program Operations → ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)
<ul style="list-style-type: none"> • Part 1-A, D, F, G, H, K, M, BB, DD, JJ <ul style="list-style-type: none"> ○ Updated matrix Maintaining Ongoing Eligibility for Ca State Preschool Program (CSPP) and General Child Care and Development (CCTR) and Maintaining Ongoing Need for CSPP and CCTR to align with 24-month eligibility ○ Deleted definition for Update the Application; added this information later in section to align with CCTR/CCSP funding terms ○ Updated recruitment policy to note that all staff responsible for enrollment inquiries ○ Updated section on CLOUDS Waitlist, including information on maintain and accepting families from waitlist & responsibilities of Centralized Enrollment Unit (CEU) staff & Site supervisors ○ Updated General Enrollment Policy to note that children are eligible for 24 months before needing income recertification ○ Updated Enrollment Placement to include step to verify and enter hours of care into CLOUDS ○ Updated Documentation of Training toward Vocation Goals period of eligibility to 24 months, and if limitation is reached, eligibility continues to the end of the fiscal year ○ Updated Re-Certification for Part Day State Preschool Children section to note certification valid for two 180 day programs within a 24-month period ○ Under General Recertification Procedures changed 12-month period to 24; also deleted sentence re previously enrolled part day preschool children and updated to “Continuing Part-Day State Preschool children are not re-enrolled as part of the roll-over process as the program year does not start on July 1. Staff will follow guidelines for continuing eligibility.” ○ Updated definition for poor attendance to include “if a child has not attended for 30 consecutive days.” ○ Under Attendance Accounting, specified that parents will sign their children into CLOUDS via wallpads, QR Code System, or tablets

Community Services Bureau
2021-2023 Policies & Procedures
Summary of Changes

- Under Attendance Accounting specified “attendance App” as app used to sign in on Galaxy tablets
- Updated section on Monthly report (CD 9400) process to include:
 - Clarification on verification of forms by the 5th
 - Confirmation of verifications completed by the 6th
 - Specification to forward to Business Systems Unit by the 10th
 - Updated section to note that business systems will no longer notify fiscal; Assistant Directors and CSB Partner Assistant Director will now notify fiscal
 - Updated fiscal’s task to note the report submitted to state will be from CLOUDS and submitted via mail or electronically, by the 15th of each month
- Under excused absences, “parent or sibling illness” added as a family emergency
- Confidentiality of Records updated to include the following:
 - CSB respects each family’s right to privacy and confidentiality. Staff members will secure the parent’s or guardian’s written consent before disclosing information to other agencies and professionals. Information will be shared for reasons that will enhance the family and ensure that services are provided in the most efficient and effective manner. In cases such as threats of suicide, harm to others, or suspected child abuse, staff will consult with supervisors and outside professionals for assistance (see Child Abuse Reporting Law section below). Written records of individual children and their families are confidential information that is kept in locked cabinets at each site. Access to records is limited to the staff that directly works with the child and or the family. Parents and legal guardians always have access to all of their children’s records, including information in confidential files. Data records in CLOUDS data system are also password protected and with various access levels for staff that works with the child and the family

Part 2: Program Operations → Planning

- Section A
 - Updated program goals to align with current CSB program goals
- Section B, 1-2
 - Added that the Community Assessment is also presented to the Program Services Subcommittee of Policy Council
 - Under Self-assessment added the following: “In partnership with the advisor and/or Senior Administrative Management, the Team Leader and consultant (if applicable) establish the self-assessment plan, including the formation of teams, that ensures preparation and successful completion of the self-assessment in a timely and organized manner”

Part 2: Program Operations → Education & Child Development Program Services

Community Services Bureau
2021-2023 Policies & Procedures
Summary of Changes

- Sub-Part I- A, B, E, H,
 - Throughout subpart, the term “parent(s)” was updated to “family”/” families”
 - Identified screenings as ASQ3 & ASQSE2 (Ages & Stages Questionnaire & Ages & Stages Questionnaire Social Emotional)
 - Under Lesson Plans, added step to share lesson plans with family for suggestions and ideas after site supervisor approval; also obtaining the family’s initials
 - Under Program Transitions, specified that the transition for infants and toddlers begins at 30 months of age
 - Under Kindergarten Transition, specified the resources given to families
- Sub-Part II- Curriculum
 - Under Child Development & Education Approach, added_California Center on the Social and Emotional Foundations for Early Learning (CSEFEL - Teaching Pyramid)
 - Deleted sections on home based education options
 - Project Approach and Second Step information removed from CSB Educational Programs, as they are referenced in the section before
 - Under Curriculum Implementation, it is noted that orientation occurs through the year based on the child’s enrollment date
 - Under Classroom Transitions, added “as few as possible and intentionally planned throughout the day”
 - Under Supporting Child and family Culture and Diversity added 3 specific methods of how CSB staff supports families’ cultures and diversity
 - Under Language/Literacy Curriculum Enhancements, removed “Learning through Literature Curriculum Enhancement” and Books at Naptime
 - Lesson Plans section updated to change language from head Start Performance Standards to Head Start Early Learning Outcomes framework and to include Teaching Pyramid
 - Section 17 heading updated to read “Family Engagement in the Classroom”
 - Part C was retitled to “Other Elements of family Engagement” and added a bullet point that “families may be asked to be visiting experts as part of a classroom study or project
 - Section D “Home Based Option” removed.
 - Section H updated title to “Classroom Celebration Policies”

Part 2: Program Operations → Health Program Services

- Subpart I- Prevention & Early Intervention
 - Throughout section, “Red/Yellow Flag system” updated to “Electronic Flag system” (used in CLOUDS)
 - Throughout section, Well Child Check form # updated to CSB207IT & CSB207PS
 - Under section B, 2, i. removed responsibility for Comprehensive Service Clerk to obtain consent to search CA Immunization registry
 - Updated section G, 1, Child & Family mental Health Services to note that CSB collaborates with community based mental health programs to provide services to children & families
 - Under Mental Health Services, added screening PSC-35, Parent-Child Psychotherapy, Social Skills Groups and Transition to Kindergarten Support Services, and Parent & Staff Training on Trauma Informed Care in the Classroom
 - Under Mental Health Referral Procedures, the Mental Health Clerk responsibilities were updated to remove steps that are to be completed by CSB partners or through streamlining through CLOUDS electronic system

Community Services Bureau
 2021-2023 Policies & Procedures
 Summary of Changes

- Under section 3, iv., Outside agency providing services at CSB Sites, updates made to include collection of the following documentation from the outside agency:
 - Copy of Outside Consultant/ Therapist On Site Orientation Checklist
 - Letter on Agency letterhead stating all CCL requirements met:
 - Proof of clear background check
 - Proof of MMR and pertussis vaccine
 - Proof of annual Flu state (optional)
 - Proof of physical health
 - Proof of current clear TB
- Under Section H, Strategies for Behavior Management to include specific strategies on Providing nurturing & responsive social relationships; Provide a supportive environment for appropriate behavior; Directly teach social and emotional skills; Build and maintain supportive teams for child observations, planning, and plan implementation
- Subpart II- Child Nutrition
 - Section B, Nutrition Referral includes additional tasks for making nutrition referrals for Comprehensive Service Assistant Managers and Clerks including scheduling family meetings and entering case notes into CLOUDS
 - Under guidelines for Identification and Management of Nutritional Risk, Steps for CSB staff to assist families in resolving issues identified when monitoring blood iron
 - Under Overweight & Obese section, additional steps to include entering data in CLOUDS and scheduling meetings w/ families
 - Section C, Child Adult Care Food Program, updated to include additional steps for CSB staff including checking information in CLOUDS, Parent rights to decline offered foods and procedures to do this
 - Added Section E, Monthly Menu, which outlines staff roles & responsibilities regarding creating, reviewing, and posting monthly menus for classrooms
- Subpart III- Child Health & Safety
 - Throughout section, updates to the bulleting structure; changes in letters, numbers, and bulleting for sections
 - Section D, Napping Policy updated to include additional steps promoting safe sleep practices including children under 12 mo. Needing a sleeping plan, providers checking on and documenting sleeping children every 15 minutes, mattress requirements, placing sleeping infants into cribs, swaddling, and not using car seats for sleeping
 - Dental hygiene section updated to make cutoff 2 years old instead of 3
 - Under AA, food for infants, added steps for families to decline infant formula or food, or declining participation in CACFP (Child & Adult Care Food Program)
 - Under CC, added clarification that family participation in potlucks is never mandatory, nor is it a condition of enrollment

Part 2: Program Operations → Family & Community Engagement Program Services

- Subpart I- Family Partnership Building
 - Throughout sections, Family Assessment updated to Strength Building Family Assessment
 - Under Accessing Resources and Services, added that resources can be given to families as needed, not just for assessments and goals
 - Under Strength Building Family Partnership Agreement Process, added that within 60 days father/father figure participation should be documented
 - Added bullet point that when families leave program, referrals should be closed out

Community Services Bureau
 2021-2023 Policies & Procedures
 Summary of Changes

<ul style="list-style-type: none"> ○ Added bullet to update CLOUDS throughout program year ○ Under Family Resources, <ul style="list-style-type: none"> ▪ Surviving Parenthood link has been updated ▪ Frequent community resources added include Family Justice Center workshops, Counseling Options & Parent Education (COPE) Workshops ● Subpart II- Parent Engagement <ul style="list-style-type: none"> ○ Section C updated title to “Parent Engagement in the Classroom as Paid Employees, Volunteers, Observers, or Male Involvement/Father Engagement ○ Section D updated to remove info re home visiting planning and Child care and transportation availability for parent orientation ○ Section E updated specify how Parent Interest Surveys are implemented at the site level ○ Section F updated to remove line about lending libraries in centers, and refers to Education Section for Home Activities ○ Section g updated to note that Program updates that impact sites and/or families will be sent to parents in writing ○ Section H updated to include itsy bitsy READ and Parent Power READ as family literacy opportunities ○ Section L updated to remove home based option information ○ Section M updated to specify that CSB job announcements are available via newsletters, Parent Boards, PC Meetings and social media. ● Subpart III- Community Partnerships <ul style="list-style-type: none"> ○ Updated Section B to include/update current Child Care Partnerships ○ Updated Section C to include/update current partnerships with agencies, entities and individuals ○ Section M, regarding Parent participation in interview panels, removed as this is no longer practice. Families are engaged in the approval of the Bureau Director and Bureau Fiscal Officer (as noted in the Governance Section)
<p>Part 2: Program Operations → Additional Services for Children with Disabilities</p>
<ul style="list-style-type: none"> ● Throughout section, “red/yellow flag system” updated to “Eligibility/Enrollment checklist” on EDocs
<p>Part 2: Program Operations → Services to Enrolled Pregnant Women</p>
<ul style="list-style-type: none"> ● No changes to the section
<p>Part 2: Program Operations → Human Resource Management</p>
<ul style="list-style-type: none"> ● Under governing Board, added that PC will approve or disapprove hiring of the CSD and Department Fiscal Officer assigned to CSB. ● Under Section D regarding LiveScan, updated that standard is under Head Start Performance Standards ● Removed Emergency Procedures under HR Management and moved under Emergency Section under Business Systems ● Moved “Employee Relations” to Standards of Conduct as separate section ● Removed “Smoke Free Environment” & “Drug Free Work Environment” sections and moved to Standards of Conduct as individual sections ● Sections “CSB Telephone Usage Policy” moved to individual section later in document ● Section “Food In the Classroom” moved to individual section

Community Services Bureau
2021-2023 Policies & Procedures
Summary of Changes

- Section E, "Analysis of Staff Needs"" moved to individual section GG in document (p.33)
- "Hiring of CSB Staff updates to align with countywide HR process
- Section H "Reject from Probation"" moved under "Probationary Period" Section
- Section on Resignation updated with definition and steps on accepting an oral resignation.
- Items under "Classroom Staffing & Ratios removed as they are referenced in other areas of the P&Ps
- Section Teacher Assistant Trainees (TATs) updated to include the minimum qualifications
- Section "Volunteers" updated to include Health clearance per CA Care Licensing Regulations
- Section "Professional Behavior & Attire" updated type of appropriate attire for Kitchen, child care centers, and admin office
- New Section added "Prohibition on Lobbying" referencing US Code and HS Act limitations for state and federal funding
- Section on FMLA (Family Medical Leave Act) updated to include Paid Family Leave
- Section "Confidentiality" updated to include that breaches of confidentiality will be investigated and reported
- Section "Staff & Volunteer Health" updated to Staff Health and portion overviewing Volunteer health removed
- Section on Health & Wellness added under ""Staff Health" & Staff Health title change to "Staff Health Screening & Vaccinations"
- New policy on Trauma Informed Care added under the Staff Health section. This new policy was developed to:
 - Promote resiliency, health, and wellness for those who have experienced trauma
 - Create a standard of self-care to address the impact of trauma
 - Establish practices to provide services in a trauma informed manner
 - Provide effective and appropriate services for individuals who have experienced trauma
- Staff Training & Development Section updated to include mandatory trainings for all CSB personnel
- Section on New Employment Orientation updated to include CSB & Head Start content areas overview and training guidelines for Teacher Assistant trainees (TATs)
- Section on Approval of Personnel Policies updated to align with countywide HR requirements re bargaining groups and Health related policies
- Delegate Agency policies moved from mid-section of document to end

Part 3: Alternative Payment Program

- Throughout section, At Risk of abuse/neglect has been updated to include Exploitation
- Under Part II, section A, Reimbursement policy, attendance sheets information is updated to show reimbursement will occur within 21 days per federal regulations
- Section H, "Sexual Harassment" updated to "Anti-Harassment"
- Under part IV, Section B, noting staff roles and responsibilities, responsibilities have been added for Personnel staff

Part 4: Low Income Home Energy Assistance Program (LIHEAP)

- Income guidelines matrix updated for sections on Insurance payments/irregular payments, Cash gifts, and child support
- Under "Priority Plan Section" added specification on when Priority plan is implemented
- Under Quality Assurance updated to show that the Quality Monitoring Unit (QMU) will conduct random file reviews on an annual basis, with additional information found in Part 5 of the P&P's

Part 5: Financial & Administrative Requirements → Business Systems

- Part 1:
 - Section C.: travel reimbursement for PC activities updated to note that mileage rates are subject to change according to county auditor controller
 - Section P updated to note that CalWORKS and CAPP will be administered by CA Department of Social Services effective July 1, 2021
- Part 2, Subpart I
 - Section C: Multi-level Monitoring updated to specify that ASAIII's and ADs assist with monitoring; also updated the areas of monitoring for programs including directly operated sites, delegate sites, Alternative payment program and LIHEAP
 - Section H: throughout section, monitoring analyst changed to ASAIII
- Part 2, Subpart II
 - Under Self-assessment, updated to allow flexibility in the dates it is administered
- Part 2, Subpart III
 - Section on Procedure of submission of requests updated to include current timelines, specifics on items needed, tasks for the CSB Contracts Liaison team,
- Part 3
 - Under section C, Family files, updated to include how confidentiality is maintained for family files



Policy Council Meeting Minutes
Virtual Meeting



Date: 5/19/2021

Time Convened: 6:06 PM

Time Terminated: 7:56 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:06 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"> • Consuelo Hanson, Teacher at Lavonia Allen, and Monica Barajas, Family Support Specialist at Aspiranet, were presented with a certificate and a book to acknowledge their dedication to the children and families.
Ice Breaker	Policy Council Representatives participated in an icebreaker activity to open communication and build connections among members. They were prompted to "Share your favorite Nursery Rhyme."
Administrative Reports <ul style="list-style-type: none"> • CSB Interim Director • Interim Division Manager • Fiscal 	<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"> • The recommendation for the new Executive Director was included in your packet for reference; we will ask for your approval of his appointment at this meeting. Interviews for the Fiscal Officer are in process. • On Thursday, May 13, Monica Carlisle, a new CAO Analyst assigned to CSB, visited our Rodeo childcare center. The purpose of this visit was to orient and familiarize Ms. Carlisle with CSB's Head Start & Early Head Start programs, staffing models, parent engagement, and Head Start governance. • American Rescue Plan Head Start one-time relief funds application is in process. We anticipate receiving \$2,302,066. If awarded, these funds will be allocated to our federal childcare Partners and Delegate agency in accordance with their slots. • CSB has officially requested pre-approval for the Central Kitchen relocation and renovation project from the Regional Office of Head Start via the federal 1303 application process. This project can commence once Head Start approval is obtained. <p>Amy Wells, Interim Division Manager, provided an overview of the Las Deltas Children Center relocation. CSB has decided to relocate the children from Las Deltas Children Center to our Crescent Park facility due to concerns of health and safety, demolition and construction, and taking into account community assessment data. All Las Deltas teaching/site staff will continue to work in the role as they are currently doing. No jobs will be lost or eliminated in the relocation, and no family will lose services due to the relocation. Children currently enrolled at Las Deltas who remain age-eligible will continue receiving services at the Crescent Park location. Priority placement at these other centers will be granted if Crescent Park is not the desired location for families: Verde, Contra Costa College, YMCA 8th Street, or YMCA CDC.</p>

Enrollment and attendance statistics for the month of April as follows:

- The month's enrollment was 62.10% for Head Start, 90.03% for Early Head Start, and 75.0% for Early Head Start Child Care Partnership #2.
- The month's attendance was 79.06% for Head Start, 85.13% for Early Head Start, and 82.82% for Early Head Start Child Care Partnership #2.

Program updates:

- Classroom Operations
 - County tier system update-Remain in Orange tier; continue with gradual increases to in-class capacity
 - More increases when in yellow tier-stay on this course for a bit
- Self-Assessment-Led by Amanda Cleveland
 - Program Management & Governance, Education, Health and Safety, and Community Engagement.
 - Led by Comprehensive Services Assistant Managers
 - Sites assessed include: FBHS, Crossroads, GMIII, FCC, Verde, Los Arboles, Aspiranet, Balboa
- Teacher Appreciation Week-Last week, we celebrated our wonderful teachers and the wonderful support they provide to our children and families each day! We celebrated at varying levels-decorating break rooms, snacks for staff, cards, letters, and videos.
- CSB Health Manage is focusing on sending COVID vaccine information to families and staff to keep them informed on accessing the vaccine and debunk myths that may prevent access to the vaccine.
- Teaching staff, Site Supervisors, and Comprehensive Services staff attended a half-day training on Thursday, April 22, 2021 focusing on anti-bias and equity in early childhood. The training included opportunities to engage in brave and difficult conversations, reflect on personal biases and how they may impact our work and personal lives. Strategies learned also included a framework for anti-bias teaching, which includes listening carefully, making topics accessible to children, and appropriately sharing anti-bias learning with children and families.
- CSB was proud to partner with local Girl Scout Troop 31769 to support the completion of their silver award bookshelf project! The bookshelf is proudly displayed at our Civic office and is inviting to children and families with the many books and educational toys lining the shelves.
- Parents received information on keeping children safe. The information contains safety tips for drop-off and pick-up at the centers and while outdoors.

Sarah Reich, ASAIII, presented the following financial reports on behalf of Haydee Ilan:

- **2020-2021 Head Start Program: March 2021** year-to-date cash expenditures were \$2,409,576 YTD, representing 14% of the program budget.
- **2020-2021 Early Head Start Program: March 2021** year-to-date cash expenditures were \$494,790 YTD, representing 13% of the program budget.
- **2020-2021 Early Head Start – CC Partnership: March 2021** year-to-date cash expenditures were \$2,317,127 YTD, representing 46% of the program budget.
- **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for **March 2021** were \$14,591.97.

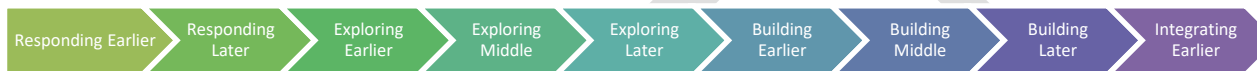
	<ul style="list-style-type: none"> • Child and Adult Care Food Program: March 2021, total meals served, including breakfast, lunch, and supplements, were 11,739. 																																																					
Subcommittee Updates	Fiscal: Myriah Herrington reported that during their subcommittee meeting, they discussed the Fiscal reports in detail. Program Services: Matthew Carlson reported that during their subcommittee meeting, they discussed the closure of Las Deltas, changes to the Policies and Procedure, and the Planning Calendar.																																																					
Action: Consider approval of the CSB Executive Director	Kathy Gallagher, EHSD Director, introduced Aaron Alarcon-Bowen as a recommendation for CSB Executive Director and shared some details of his education and experience. Mr. Aaron Alarcon-Bowen addressed the participants with an anecdote of why the Head Start program is important to him and is excited to start working with CSB. A motion to approve the CSB Executive Director was made by Matthew Carlson and seconded by Melanie Graves. The motion passed. <table border="1" data-bbox="375 532 1944 933"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Carmina Hernandez</td> <td>Jamyisha Portis</td> <td></td> <td></td> <td>Dana Von Austin</td> </tr> <tr> <td>Deanna Carmona</td> <td>Joel Nickelson-Shanks</td> <td></td> <td></td> <td>Denae Johnson</td> </tr> <tr> <td>Delia Zarges</td> <td>Karen Medrano</td> <td></td> <td></td> <td>Jason Streffery</td> </tr> <tr> <td>Deniedre Henry</td> <td>Laura Brum</td> <td></td> <td></td> <td>Kara Simmons</td> </tr> <tr> <td>Desirae Jordan</td> <td>Maria Palestino</td> <td></td> <td></td> <td>Maria Chaves (Arrived after roll call)</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Matthew Carlson</td> <td></td> <td></td> <td>Melrelease Epperson</td> </tr> <tr> <td>Folakemi Omole</td> <td>Melanie Graves</td> <td></td> <td></td> <td>Nivette Moore-Abalo (Arrived after roll call)</td> </tr> <tr> <td>Irais Vargas</td> <td>Myriah Herrington</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Jasmine Cisneros</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Carmina Hernandez	Jamyisha Portis			Dana Von Austin	Deanna Carmona	Joel Nickelson-Shanks			Denae Johnson	Delia Zarges	Karen Medrano			Jason Streffery	Deniedre Henry	Laura Brum			Kara Simmons	Desirae Jordan	Maria Palestino			Maria Chaves (Arrived after roll call)	Devlyn Sewell	Matthew Carlson			Melrelease Epperson	Folakemi Omole	Melanie Graves			Nivette Moore-Abalo (Arrived after roll call)	Irais Vargas	Myriah Herrington				Jasmine Cisneros				
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Action: Consider Approval of April 21, 2021, Policy Council Minutes	The minutes of April 21, 2021, Policy Council meeting were reviewed and no corrections were noted. A motion to approve the minutes from April 21, 2021, Policy Council meetings was made by Matthew Carlson and seconded by Melanie Graves. The motion passed. <table border="1" data-bbox="375 1057 1944 1453"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Carmina Hernandez</td> <td>Jamyisha Portis</td> <td></td> <td></td> <td>Dana Von Austin</td> </tr> <tr> <td>Deanna Carmona</td> <td>Joel Nickelson-Shanks</td> <td></td> <td></td> <td>Denae Johnson</td> </tr> <tr> <td>Delia Zarges</td> <td>Karen Medrano</td> <td></td> <td></td> <td>Jason Streffery</td> </tr> <tr> <td>Deniedre Henry</td> <td>Laura Brum</td> <td></td> <td></td> <td>Kara Simmons</td> </tr> <tr> <td>Desirae Jordan</td> <td>Maria Palestino</td> <td></td> <td></td> <td>Maria Chaves (Arrived after roll call)</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Matthew Carlson</td> <td></td> <td></td> <td>Melrelease Epperson</td> </tr> <tr> <td>Folakemi Omole</td> <td>Melanie Graves</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Irais Vargas</td> <td>Myriah Herrington</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Nivette Moore-Abalo</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Carmina Hernandez	Jamyisha Portis			Dana Von Austin	Deanna Carmona	Joel Nickelson-Shanks			Denae Johnson	Delia Zarges	Karen Medrano			Jason Streffery	Deniedre Henry	Laura Brum			Kara Simmons	Desirae Jordan	Maria Palestino			Maria Chaves (Arrived after roll call)	Devlyn Sewell	Matthew Carlson			Melrelease Epperson	Folakemi Omole	Melanie Graves				Irais Vargas	Myriah Herrington				Jasmine Cisneros	Nivette Moore-Abalo			
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Report:
2020-2021 Mid-Year DRDP Child Outcomes and School Readiness Report

Ron Pipa and Julia Kittle-White, Education Managers, provided an overview of the 2020-2021 Mid-Year DRDP Child Outcomes and School Readiness Report. Community Services Bureau (CSB) utilizes DRDP-2015[®] to assess the development of all children enrolled in the program. The tool assesses children based on different developmental domains, measures, and levels. Three assessments are conducted each program year using this instrument to monitor children's development. Today we will discuss the results of the **second assessment**, also called the **mid-year**.

Developmental Domains

- Social and Emotional Development (**SED**)
- Language and Literacy Development (**LLD**)
- English Language Development (**ELD**)
- Cognition Including Math and Science. (**COG**)



Key Findings for Infants & Toddlers

The scores for all infants and toddlers in Language and Literacy Development, Cognition, including Math and Science, and Social-Emotional Development are as follows:

- 56% scored at the Exploring Later and Above level in the Social-Emotional Development Measure of Identify of Self in Relation to Others.
- 65% scored at the Exploring Later and Above level in the Language and Literacy measure of Interest in Literacy
- 62% scored at the Exploring Later and Above level in the Cognition measure of Spatial Relationships

Infant and Toddler – Current and Expected Outcomes by June 2021

- Social and Emotional Development (**SED**)
 - Baseline – 35%
 - Mid-Year – 56%
 - SR Goal – 70%
- Language and Literacy Development (**LLD**)
 - Baseline – 55%
 - Mid-Year – 65%
 - SR Goal – 70%
- Cognition Including Math and Science. (**COG**)
 - Baseline – 40%
 - Mid-Year – 62%
 - SR Goal – 70%

Key Findings for Preschool

The scores for all preschool children in Social-Emotional Development, Language and Literacy Development, Cognition, including Math and Science, and English Language Development are as follows:

- 73% scored at the Building Earlier and Above level in the Social-Emotional Development Measure of Social-Emotional Understanding
- 71% scored at the Building Earlier and Above level in the Language and Literacy measure of Phonological Awareness
- 65% scored at the Building Earlier and Above level in the Cognition measure of Number Sense of Math Operations
- 60% scored at the Building Earlier and Above level in English Language Development measure of Symbol, Letter and Print Knowledge in English

Preschool – Current and Expected Outcomes by June 2021

- **Social and Emotional Development (SED)**
 - Baseline – 62%
 - Mid-Year – 73%
 - SR Goal – 75%
- **Language and Literacy Development (LLD)**
 - Baseline – 53%
 - Mid-Year – 71%
 - SR Goal – 75%
- **Cognition Including Math and Science. (COG)**
 - Baseline – 44%
 - Mid-Year – 65%
 - SR Goal – 75%

Key Findings for Pre-Kindergarten

The scores for all pre-kindergarten children in Social-Emotional Development, Language and Literacy Development, Cognition, including Math and Science, and English Language Development are as follows:

- 80% scored at the Building Later and Above level in the Social-Emotional Development Measure of Social-Emotional Understanding
- 73% scored at the Building Later and Above level in the Language and Literacy measure of Phonological Awareness
- 74% scored at the Building Later and Above level in the Cognition measure of Number Sense of Math Operations
- 75% scored at the Building Later and Above level in English Language Development measure of Symbol, Letter and Print Knowledge in English

Pre- Kindergarten: Current and Expected Outcomes by June 2021

- **Social and Emotional Development (SED)**
 - Baseline – 42%
 - Mid-Year – 73%
 - SR Goal – 80%
- **Language and Literacy Development (LLD)**
 - Baseline – 57%
 - Mid-Year – 77%
 - SR Goal – 80%

	<ul style="list-style-type: none"> ▪ Cognition Including Math and Science. (COG) <ul style="list-style-type: none"> ○ Baseline – 51% ○ Mid-Year – 75% ○ SR Goal – 80%
<p>Training: Kindergarten Transition</p>	<p>Afi Fiaxe and Jennifer Kirby, Education Managers, provided training on Kindergarten Transition to ensure that parents are aware of what steps they can take to ensure this important transition is a smooth one.</p> <p>Getting Your Child Ready for Kindergarten We have been preparing your child for kindergarten since they have been enrolled in our program. Some of the skills they have developed are:</p> <ul style="list-style-type: none"> • Skills for Learning: Your child gained skills to help him/her become a better learner, including focusing attention, listening carefully, and asking for help. • Empathy: Your child learned to identify and understand his/her own and others’ feelings. Your child also learned how to show care for others. • Emotion Management: Your child learned how to calm down when having strong feelings, such as worry or anger. • Friendship Skills and Problem Solving: Your child learned how to make and keep friends and positively solve problems with others. <p>What Can Parents Do? Practice listening and thinking skills:</p> <ul style="list-style-type: none"> • Read aloud to your child - Listening to sounds and words will help your child connect spoken sounds to written letters and words. • Ask your child questions about his/her day and the stories you read together. For example: <ul style="list-style-type: none"> ○ What was your favorite thing we did today, and why? ○ What was your favorite activity in school today? ○ What do you think will happen next in this story? • Talk to your child and make everyday activities into fun learning opportunities. <p>For example, A fun way to play with words and letters is with magnetic letters that you can place on your refrigerator.</p> <p>Practice responsibility</p> <ul style="list-style-type: none"> • Encourage your child to take responsibility and accomplish tasks independently: <ul style="list-style-type: none"> ○ Self-help skills that will help your child in kindergarten are: <ul style="list-style-type: none"> ○ Dressing, tying shoes ○ Using the bathroom, washing hands ○ Putting personal items away • Let your child: <ul style="list-style-type: none"> ○ Help you prepare a meal, such as tearing lettuce for a salad or washing the vegetables. ○ Help set the table before meals. ○ Put away his/her toys before bedtime. <p>Practice Social Skills</p>

Some social skills your child will need in kindergarten are:

- To get along well with other children, play and share with other children
- To be able to stay on task and able to work independently

You can help meet the social-emotional needs of your child by encouraging participation in some of these activities:

- Ask permission to use someone else's things
- Know that they must wait their turn in group activities, but allow them to be first at times
- Practice using words like "excuse me" and "please and thank you" to show that they are polite to others.

Practice Cognitive Skills

Some cognitive skills your child will need in kindergarten are:

Numbers

- Count out loud to number 10 or higher
- Knows what a number is
- Counts objects in one-to-one correspondence

Size Colors & Shapes

- Understands big, little, long, and short
- Recognizes and names the colors red, green, blue, yellow
- Recognizes and copies shapes (circle, rectangle, triangle, square)

Practice Motor Skills

Some motor skills your child will need in kindergarten are:

- Able to run, jump, hop
- Able to walk a straight line
- Able to march
- Able to throw a ball
- Pastes objects onto paper
- Match simple objects
- Build with blocks
- Complete simple puzzles (five pieces or less)
- Hold pencil and crayon
- Cut with scissors

Final Preparations

- Label your child's personal items with his or her name or the inside of the object where others cannot see
- Talk with your child about plans for drop-off and pick-up. Ask your child to repeat the information to ensure they are clear on the drop off/pick up procedure
- Ask your child if they would want you to walk them to the classroom or if they would want to play on the school playground before school starts
- Talk about any last-minute fears that your child might have.

Example: *"What if I have to go to the bathroom when the teacher is talking?"*

	<p>The Night Before</p> <ul style="list-style-type: none"> • Review the weekday routine with your child (bath time, bedtime, wake up time, homework time) • Put a small clock in your child's room, so he/she knows what the time looks like when he/she wakes up. • Put clothes out the night before. Let your child help choose the outfit that he or she wants to wear for the first day of school.
Site Reports	<p>Ambrose</p> <ul style="list-style-type: none"> • Ambrose celebrated Teacher Appreciation Week. Teachers got many treats and "Thank you's" from families. • Ms. Lorena Perea is our new Master Teacher. Welcome to Ambrose, Ms. Lorena! • We enrolled three (3) new infants/toddlers. • New easels were installed on the fence in our playground. • We continue planting at the Ambrose Community garden. • Jessie Black, Assistant Director TU, visited our Center on May 3, 2021. She brought a basket full of treats for the teachers to enjoy. • Grab-N-Go bags with family activities were distributed. • We shared Make Parenting A Pleasure, lessons 9, 10, 11, and 12 with families. <p>Balboa</p> <ul style="list-style-type: none"> • Balboa celebrated our wonderful teachers during Teacher Appreciation Week: Movie night and a visit from all Cluster A Site Supervisors to deliver goody bags. • New outdoor paint easels and mud kitchens were installed for the preschool playground. • Organic recycling from the West County Waste and Recycling Services will begin on May 20, 2021. • Classroom #2 continue its Building Project by recycling boxes. • Staff participated in an Anti-Racism, Anti-Bias in Early Childhood Training. <p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista is celebrating Teachers Appreciation Week and Mothers Day. Teachers were treated to goodies each day; a few thank you's from families and a thank you luncheon for all their hard work and dedication to the children and families of Bayo-Vista. Bayo Vista would also like to acknowledge Mrs. Divina Tiamzon, who retired after working for CSB for 30 years Congratulations, Mrs. Divina; we wish her the best on her new journey. • The staff breakroom has temporary furnishings, as the new ones are soon to come. • A day of beautification took place at Bayo Vista. The front entrance and the playground were cleaned, and power washed. Also ceiling lights that were burned out were replaced in Rooms #2 & #3. • Room #3 preschool classroom is continuing their project on balls, exploring balls, and being made of many different materials. • Bayo-Vista welcomed County Administration Office- Analyst Monica Carlisle, Interim Bureau Director Katharine Mason, and TU Division Manager Amy Wells on our site tour. • Parents were provided resources for the food bank that visits Bayo-Vista on the 2nd Tuesday of each month. • Phillips 66 Refinery donated pencils, crayons, markers, erasers, notes pads, and scissors to the children moving on to kindergarten this year. <p>George Miller Concord</p> <ul style="list-style-type: none"> • GMC celebrated Teacher Appreciation Week May 3 to 7, 2021. Parents showed appreciation to the teachers. • Enrollment for In-Class and Distance Learners increased.

- Preparation started for the Head Start Part Day Program end of the year.
- On April 27, 2021, during the Parent Committee Meeting, Andrea Bailey, Special Education Teacher of Mount Diablo District, shared information about kindergarten classroom expectations. Mr. Jose Chavez, a preschool teacher, discussed the creative curriculum and showed what their classroom looks like in a video clip. Also, parents were provided resources for Child Readiness Developmental Perspective, Kindergarten Readiness, and Parent Readiness.
- Our next Parent Committee Meeting will be on May 26, 2021 and Cecilia Valdez of TANDEM will be our guest to talk about their TANDEM program.

GMIII

- We celebrated all GMIII teachers during Teacher Appreciation Week May 3 to 7, 2021. Thank you, parents, for making this week so special for the teachers. The teachers loved receiving some of the thank you cards that your children made.
- Some classroom learning projects included the recycling of paper products into Paper Mache (in classroom #6), the study of trees continued (in classroom #5), study of the Coral Reef (in classroom #3), and composting/planting project (in classroom #10).
- Posted at the center are updated COVID-19 vaccination information for families to see and read.

Las Deltas

- The staff celebrated Teacher Appreciation Week with lots of love! The Las Deltas staff continues to support each other and the center as a whole during this transitional time.
- Las Deltas will soon close its doors and reopen at Crescent Park.
- Preschool is focusing on nature and living things like plants and nature, while infants and toddlers are focusing on sensory experiences like water play and mixing textures.

Lavonia Allen

- The Policy Council recognized Ms. Consuelo Hanson for being an Outstanding Teacher.
- New Teacher Assistant in Training, Danni Pan that who is also a parent at one of our sites, is going to college to become a Teacher.
- Gardening project: Lavonia has two beautiful gardens, a flower and vegetable garden.
- Parents were given information for COVID-19 vaccinations sites.

Los Arboles

- We celebrated the Week of the Young Child. It was a success with many fun activities for the children to enjoy.
- Children received book bags to read at home from Tandem Story Cycle Program.
- The rugs and floors were deep cleaned.
- Preschool children are learning about the ocean and marine animals.
- Amy Wells, Interim Division Manager, and Amanda Cleveland, Administrative Services Assistant III, visited our center during the week of the young child and participated in children's activities.
- Parents participated in the Child Nutrition Unit virtual meeting to discuss the CSB's nutrition program and gather input from parents.
- Parents were provided resources for Income Taxes and weekly child development reports.

Los Nogales

- At this time, we are celebrating the good health of our staff and children.

	<ul style="list-style-type: none"> • We now have a Policy Council Representatives. • Room 2 is doing a project on plants. Children are studying the life cycle of plants. The children have each planted beans; they take care of their plants, watch them as they grow, and have class and group discussions on the project. • We had the pleasure of meeting a couple of the people on the Head Start Mental Health and Consultation Team. Stephanie Kraus (Mental Health Services Program Manager, and Lafeshis Edwards (Mental Health Consultant). • We have had multiple resources that have gone out to the parents. Some of the topics are are COVID-19 vaccines (including information about the vaccine itself, self-care) and Rent Relief, among others. <p>Riverview</p> <ul style="list-style-type: none"> • We are fully enrolled, adding four (4) children to our center this last month. • We are in the process of redesigning our playground. We added an outdoor art area as well as a mud kitchen and some outdoor storage. We are waiting on a few more pieces to complete our improvements to the yard. • Room #1 is currently working on flowers and gardening, and Room #2 is doing a tree study. Both classrooms have been learning a lot and are in the process of growing their own plants. • Miss Ligia will be coming in to visit over the next couple of weeks. <p>Verde</p> <ul style="list-style-type: none"> • We have had a successful and safe reopening since last April, and the staff celebrated Teacher Appreciation Week with lots of love! • Verde Elementary has many precautions in place to protect all students and staff, including a QR code registration system to help with contact tracing. • Verde started their turn on the summit cleaning rotation and will start receiving electro static cleanings. • We are doing lots of water play as the weather warms up. Each child has individual buckets, and we made ice cubes with small toys and watercolors inside them to melt in the water. 				
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements and resources (copy of resources were emailed to participants):</p> <ul style="list-style-type: none"> • Resources were provided via CLOUDS group email for Triple P Parenting Classes, Emergency Broadband benefit, and Parent Guidance “Keeping Children Safe.” • Happy 56th Birthday to Head Start and Happy 26th Birthday to Early Head Start. <p>Jasmine Cisneros, Chair, presented Katharine Mason with the Excellence award for her outstanding leadership as the Interim Director of the Community Services Bureau after 16 years of service in Contra Costa County.</p> <p>The next meeting is scheduled for June 16, 2021.</p>				
Meeting Evaluation	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><u>Pluses / +</u></td> <td style="width: 50%; text-align: center;"><u>Deltas / Δ</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Nivette thanks Head Start staff for the great work they do • Welcome our new Executive Director • Thanked Katharine for her work and dedication </td> <td> <ul style="list-style-type: none"> • None </td> </tr> </table>	<u>Pluses / +</u>	<u>Deltas / Δ</u>	<ul style="list-style-type: none"> • Nivette thanks Head Start staff for the great work they do • Welcome our new Executive Director • Thanked Katharine for her work and dedication 	<ul style="list-style-type: none"> • None
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