

Contra Costa County
Community Services Bureau
Head Start Policy Council Meeting Minutes

Location: Pacheco Center Community Center

Date: May 21, 2008

Time Convened: 6:00 pm

Time Terminated: 8:00 pm

Recorder: Alicia Prieto

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes Review Meeting Rules Confirm Quorum	<ul style="list-style-type: none"> • Latrina Johnson, Chair, called the meeting to order and reviewed the desired outcomes and meeting rules. • A quorum was confirmed.
Public Comment	<ul style="list-style-type: none"> • There were no public comments
Correspondence	<ul style="list-style-type: none"> • There was no correspondence.
Parent Recognition of Staff Excellence	<ul style="list-style-type: none"> • Latrina Johnson, Chair, thanked the parents for continuing to submit recognition forms. • Ms. Debbie Serna, from Concord Child Care and Ms. Ivette Nazario, from the George Miller, Concord, were recognized by the Policy Council for staff excellence. • Ms. Johnson read aloud the nomination forms for the two recipients. • Ms. Johnson presented a certificate to both Ms. Serna and Ms. Nazario. • Both Ms. Serna and Ms. Nazario thanked the Policy Council.
Administrative Reports: <ul style="list-style-type: none"> • Director • Division Manager • Fiscal 	<ul style="list-style-type: none"> • Camilla Rand, CSB Division Manager, gave a brief report on the Risk Management Meeting held earlier that day. <ul style="list-style-type: none"> ○ Seven months before the grant application is due, ACF reviews the grantee for any potential risks. ACF gives the program either “green flags” which means all items are clear and no risks are present, “yellow flags” which means there is a potential for problems and more work is needed, or “red flags” which means risks are present and corrections need to be made. Programs with red flags may have their grant denied if they don’t fix the problems before the next grant cycle. ○ CSB received all “green flags” and was recognized for all of the different initiatives that we are involved in, like: “I am Moving...I am Learning,” Give Kids a Smile Day, and Incredible Years. ACF said that we are a model program.

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<p>Con't Administrative Reports:</p> <ul style="list-style-type: none"> • Director • Division Manager • Fiscal 	<ul style="list-style-type: none"> • Ms. Rand announced that is would be Latrina Johnson third and final term she can serve in the Policy Council. Ms. Rand asked for the members to begin considering taking on a leadership role if they are reelected next program year. <ul style="list-style-type: none"> ○ Ms. Rand was asked by a parent as to why Latrina cannot serve for another year. Ms. Rand responded that it is the policy of Head Start for the Chair to serve only three years. ○ Ms. Rand was asked by another parent, "Can we place Latrina Johnson in another position?" Ms. Rand responded that they already been talking about that possibility. • Joanne DeNardo, CSB Comprehensive Services Manager, talked to the Policy Council about the cycle of grants. Ms. DeNardo passed out a flyer which showed the grant process. The flyer was initially passed out in September. Ms. DeNardo shared with the Policy Council how they play a big role in the process since they are involved in writing and approving the grants. Ms. DeNardo shared the different components that make the grants, and once the components are completed a budget is then created. A manager writes a report for each of the service program areas to make sure they are in compliance. The grant process is implemented each year. Ms. DeNardo emphasized how important it is for parents to attend the Policy Council meetings during the summer to approve action items and to make sure there is a quorum. If the Policy Council representative can not attend a meeting, the representative must ask their alternate to attend on their behalf. It is also important to have representation from each center. <ul style="list-style-type: none"> ○ Ms. DeNardo confirmed that the alternate representative must be a parent in the Head Start program. Joanne also confirmed that the representative is responsible to find a replacement, but to let the Site Supervisor know if they are unsuccessful. Also, if the representative's child ages-out of the program, the representative is still required to attend the meetings since their term does not expire until the end of September of each year. <p><u>Fiscal Report</u></p> <ul style="list-style-type: none"> • Vickie Kaplan, CSB Head Start/Early Head Start Accountant, reviewed the year-to-date expenditure reports for both the Head Start and Early Head Start Programs. • Ms. Kaplan was announced that the 2007 expenditures will close next month. Beginning in July, a two-page report will be prepared. Ms. Kaplan also announced that out of the \$8 million, only \$26,000 was returned to the ACF. • Ms. Kaplan reminded the parents that the expenditure reports are reviewed in more detail during the Fiscal Subcommittee. If there are any questions, please contact either Ms. Kaplan.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of New Hires 	<ul style="list-style-type: none"> • It was reported that there were no new hires.

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<p>Action: Consider Approval of Head Start Grant Proposal</p> <ul style="list-style-type: none"> • T&TA • Grandparents Raising HS Grandchildren • Innovation & Improvement 	<ul style="list-style-type: none"> • The T&TA (Training & Technical Assistance) Grant consists of reimbursing teachers for mileage, books, classes, supplies, and incentives. The goal is for the teachers to earn an A.A. or B.A. degree by 2013. The grant is a one-time opportunity; there will be enough funds for two quarters. • Enid explained that the initial requirements to work as a teacher are to apply for a teacher permit, earn 16 units in early childhood development and 24 general education units. • A parent expressed her concern on how it is unfair to ask the teachers to have a B.A. when they are getting paid low wages. • Latrina Johnson, Chair, called for point of order. This agenda item is to request approval for T & TA funding, not to discuss or debate the new requirements set forth from Reauthorization. • A motion to approve the <i>T&TA Grant</i> was made by Valerie Goodwin, and seconded by Jennifer O’Neal. The motion was approved. • Vickie Kaplan, HS/EHS Accountant, presented the <i>Grandparent Raising Head Start Grandchildren Grant</i>, which will allow the Community Services Bureau Head Start agency to provide programs and services to grandparents who are raising their grandchildren. <p>A motion to approve the <i>Grandparent Raising HS Grandchildren Grant</i> was made by Valerie Goodwin, and seconded by Katherine M. Bagsby. The motion was approved.</p> <ul style="list-style-type: none"> • Vickie Kaplan, HS/EHS Accountant, presented the <i>Innovation and Improvement Grant</i> in which it will allow the Community Services Bureau Head Start agency to improve projects. The grant will be used to get the <i>Incredible Years</i> program integrated in our centers. • Vickie explained that a significant amount of the funds will go toward training staff; once they are trained, the staff will then be able to implement the program. Also a portion of the funds will be use for the material that will be needed. • Joanne DeNardo explained the three components that the <i>Incredible Years</i> program consists of to include the parent, the teacher, and the child. • A motion to approve the <i>Innovation and Improvement Grant</i> was made by Valerie Goodwin, and seconded by CJ Lowe. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval 2008 Self Assessment Report 	<ul style="list-style-type: none"> • Joanne DeNardo presented the <i>2008 Self Assessment Report</i> on behalf of Caylin Patterson. <ul style="list-style-type: none"> ○ Ms. DeNardo reported that there were no non-compliances in all of the areas reviewed. The Delegate agency had only one non-compliance in the area of safe environments which was immediately corrected. Program strengths were noted for both CSB the Delegate agency. <p>A motion to approve the <i>2008 Self Assessment Report</i> was made by Valerie Goodwin, and seconded by Diana Estrada. The motion was approved.</p>

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<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval 2008-2009 Selection Criteria 	<ul style="list-style-type: none"> • Joanne DeNardo, presented the <i>2008-2009 Selection Criteria</i> on behalf of Christina Reich. <ul style="list-style-type: none"> ○ Every year, the Policy Council is presented with the proposed Selection Criteria for their approval. The Selection Criteria determines enrollment priorities. This year, it includes implementation of the Cal WORKS Enrollment Pilot Project. We are proposing to the policy council to create a priority for CalWORKS participants in which they will move up to the top of the waiting lists. <p>A motion to approve the 2008-2009 Selection Criteria was made by Valerie Goodwin, and seconded by Diana Estrada. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of the Starlight Academy subcontract for Head Start enhancement 	<ul style="list-style-type: none"> • Martha Pearson, Comprehensive Services Assistant Manager, presented the Starlight Academy partner subcontract on behalf of Katherine Mason. <ul style="list-style-type: none"> ○ The collaboration with the Starlight Academy will create 22 HS enhancement slots (full-day family literacy program for four year olds) and 16CPKP slots. Ms. Pearson also stated that the partnership will not create more slots and will not require additional funding. In addition, families will need to go through the same selection criteria as non-partner families. <p>A motion to approve the Starlight Academy subcontract was made by Diana Estrada, and seconded by Jennifer O’Neal. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of May 21, 2008 Policy Council Minutes 	<ul style="list-style-type: none"> • Minutes from the May 21, 2008 Policy Council meeting were reviewed. <ul style="list-style-type: none"> ○ No corrections were needed. <p>A motion to approve the meeting minutes from May 16, 2008 was made by Valerie Goodwin, and seconded by Diana Estrada. The motion was approved.</p>
<p>Training:</p> <ul style="list-style-type: none"> • Anger Management / Conflict Resolution 	<ul style="list-style-type: none"> • Susan Woodhouse, from STAND, presented training on anger management and conflict resolution. <ul style="list-style-type: none"> ○ Ms. Woodhouse talked about what anger is, ways to prevent it, and also distributed fliers. ○ If anyone is interested in attending a 16-week program for anger management, to please call STAND for more information.
<p>Ad Hoc Subcommittee Sign-Ups</p>	<ul style="list-style-type: none"> • Joanne DeNardo, informed the policy council that there is still a need for parent volunteers for the Program Services/Ongoing Monitoring subcommittee, By Laws and Policies and Procedures subcommittees. • Ms. DeNardo circulated a sign up sheet for all interested parents.

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Site Reports	<p><u>The Following Site Reports were submitted but not read:</u></p> <p><u>George Miller Concord:</u> They are celebrating the children's accomplishments over the year. They will be having an end-of-year party at a local park and they are expecting a great deal of parent involvement. Ron Pipa gave a great presentation to the parents and staff on how to help the children with transitioning to kindergarten.</p> <p><u>Concord Child Care:</u> All classrooms made breakfast and each child created a card to celebrate Mother's Day. Some teachers held parent conferences.</p> <p><u>Balboa:</u> All classrooms were provided with new computers.</p> <p><u>San Pablo:</u> The children celebrated National Teacher Appreciation Day by creating cards to give to their teacher for the hard work they do every day. The teachers created a new strategy to teach the children how to read by using stickers, animal characters, and the alphabet. Room two made fruit salad to learn the importance of eating five fruit servings per day. A special guest came to talk to parents about the importance of dental check ups, appropriate tooth brushing, how sugar affects teeth, and other potential medical problems associated with dental care.</p> <p><u>Bella Monte:</u> The site is preparing an end-of-year picnic. They continue to work on kindergarten readiness. A new security system and gate are being installed.</p> <p><u>Los Nogales:</u> The center will be hosting a Literacy Night on May 23, 2008. Dinner will be provided and the entire family will receive a new book with a CD.</p> <p><u>YMCA Kennedy High School:</u> The teen mothers received the YMCA Youth of the Year Award. Both KHS and RHS will be having their prom in May. They had a special presentation about dental health and TIGO.</p> <p><u>Riverview:</u> Riverview had an end-of-year celebration on May 15, 2008. They had a special guest who talked to parents about different activities for the whole family.</p> <p><u>George Miller III:</u> The Mother's Day breakfast meeting was well-attended and appreciated by the parents. The Reading Challenge was a big success. A special breakfast was hosted to honor the teachers' hard work over the year. They received new materials for each classroom and each family received a book with literacy activities to take home. The sand box was repaired and new sand was added. There was new lawn put in the playground. Many parents are participating in the <i>Dare to Be You</i> program and the <i>Male Involvement</i> program. All classrooms are exploring and learning many exciting projects. The State Review report will be completed by the end of May. The teachers are done with their 2nd DRDP.</p>

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Announcements	<ul style="list-style-type: none"> • Joanne DeNardo announced that elected policy council representatives were sent invitations for the Board of Supervisors, EOC, PC Joint meeting. RSVPs can be made today with Alicia Prieto, if they have not done so. Ms. DeNardo also reminded the representatives that if they need transportation to let Ms. Prieto know. If the elected representative can not make it, please find an alternate to attend so that all sites can be represented. Ms. DeNardo reminded all that childcare will not be provided at the luncheon, but parents will be reimbursed for childcare and mileage, if needed. • Ms. DeNardo also announced that Joint Meeting replaces the standing meeting at Pacheco, therefore, we will resume in July.
Meeting Evaluation	<ul style="list-style-type: none"> • Pluses: <ul style="list-style-type: none"> ○ Good information • Deltas: <ul style="list-style-type: none"> ○ No Deltas