

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

Location: Pacheco Center Community Center

Date: 07-16-2008

Time Convened: 6:00 p.m.

Time Terminated: 8:00 p.m.

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"> • Ms. Irma Martinez from Cambridge was recognized by the Policy Council for staff excellence. • Ms. Johnson presented a certificate to Ms. Martinez. • Ms. Martinez thanked everyone at the Policy Council meeting and shared with the Policy Council that teaching is her passion and she is happy to be a teacher.
Administrative Reports: <ul style="list-style-type: none"> • Director • Division Manager • Fiscal 	<ul style="list-style-type: none"> • Camilla Rand thanked everyone for attending the Policy Council meeting since she is aware that many children are currently on summer break. Ms. Rand introduced Ms. Velma Braggs, the Child Nutrition Operations Manager. Ms. Velma provides the meals for the Policy Council every month as well as the meals for the children at our CSB sites. • Ms. Rand shared with the Policy Council that several months ago she and Pat Stroh were approached by the Berkeley University to participate in a three-year study, called the <i>UC Berkeley Math Program</i>. <ul style="list-style-type: none"> ○ There are two professors who are running the Math Program, and they have a team who will come to the centers to provide training to the teachers, Site Supervisors, and Management staff. ○ The first-year eight classes will be chosen to be the intervention classrooms, and they will also chose classrooms to be the control room. ○ By the end of the third year, all teachers will be trained which will enable them to teach the children who did not participate in the Math Program. ○ By September, they will announce which classes and sites will participate in this program. ○ Ms. Rand will keep everyone posted as the project continues. • Ms. Rand announced that they there have been no incident reports at any sites for almost a year.

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<p>Administrative Reports:</p> <ul style="list-style-type: none"> • Director • Division Manager • Fiscal 	<ul style="list-style-type: none"> ○ In the past three years, there have been few incidents where kids were left unattended and fewer miscellaneous issues at the sites. Ms. Rand was happy to announce that staff has done a great job at the sites. ○ Licensing made unannounced visits to several of the sites and there have been excellent reviews as a result. ○ Though there have not been any incidents, it is also important to be alert since all centers are at a key transition time. ○ The program is losing approximately one thousand children this year who are moving on to kindergarten. This means there will be new children and families coming in who are not familiar with the Head Start program. ○ This is a critical time to be highly aware of health and safety issues at the sites. It's important for parents to communicate with their teachers to make sure the children are in the care of the teachers and that they sign the child in and out, and that all doors and gates are secured at all times. ○ Ms. Rand asked the PC representatives to make sure they communicate this information to the parents at the centers. <p><u>Fiscal Report</u></p> <ul style="list-style-type: none"> • Vickie Kaplan, HS/EHS Accountant, reviewed the year-to-date expenditures reports for both the Head Start and Early Head Start Programs. <ul style="list-style-type: none"> ○ Ms. Kaplan reported that this would be the last month of the 2007 report since they have closed out the year. ○ Ms. Kaplan was please that most of the dollars were spent for 2007; it has been one of the best years.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of New Hires 	<ul style="list-style-type: none"> • There were no new hires
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of 2008 HS/EHS additional T&TA Funding 	<ul style="list-style-type: none"> • Vickie Kaplan presented the 2008 HS/EHS additional T&TA funding. <ul style="list-style-type: none"> ○ They received notice from the ACF that they will be granting the additional funding for Training and Technical Assistance. ○ ACF gave CSB the opportunity to apply for \$3,220 for HS and \$238 for EHS. ○ The money will be used for training to meet the 2007 re-authorization standards. <p>A motion to approve the 2008 HS/EHS additional T&TA Funding was made by Connie Jauregui, and seconded by Marie Bagsby. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of July 16, 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 July 16, 2008 was made by Antoinette Rossi, and seconded by Diana Estrada. The motion was approved.</p>

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Staff Development Plan	<ul style="list-style-type: none"> • Doris Blumenfeld presented the Staff Development Plan. <ul style="list-style-type: none"> ○ They are in the process of developing a plan to close some sites early four times per year to allow the staff time for training, rearranging classrooms, paperwork, and time for the teachers to have parent conferences.
Draft of 2009 Planning Calendar	<ul style="list-style-type: none"> • Carolyn Johnson presented the draft of the 2009 Planning Calendar on behalf of Caylin Patterson <ul style="list-style-type: none"> ○ The planning calendar is the road map and the timeline for the Bureau system. ○ Included in the Planning Calendar are methods to ensure consultation with the program governing body, Policy Council, and program staff. ○ The Planning Calendar will insure continuity within the program and throughout the Bureau. ○ The calendar must be approved annually by the Policy Council and the Board of Supervisors. ○ The calendar is used monthly as a road map to know where they are at and what things are coming up. • Ms. Johnson reviewed the planning calendar and pointed out a couple new items to add: <ul style="list-style-type: none"> ○ There will be a training in January for the self-assessment. The training will include all groups who will participate. ○ In November they will begin the self-assessment process which is when parents and board members will start signing-up to volunteer. ○ A new column was add, called "Info Technology," which will allow to track computer systems each month.
Draft of 2009 Goals and Objectives	<ul style="list-style-type: none"> • Carolyn Johnson presented the draft of the 2009 Goals and Objectives <ul style="list-style-type: none"> ○ Each year the staff will meet to look through the goals and objectives and they are updated. ○ The staff will meet with a group of parents to hear their input. ○ The goals remained the same but some objectives were updated. ○ There were a couple objectives that they incorporated and expanded some programs such as "I'm Moving I'm Learning," "School Readiness," "Technical Training to teachers," and "The Women's Initiative."
Training: <ul style="list-style-type: none"> • Credit/Debt Counseling 	<ul style="list-style-type: none"> • Jerry Coffel, from the Consumer Credit Counseling Service, presented the training on "Credit/Debt Counseling." <ul style="list-style-type: none"> ○ Mr. Coffel presented many tips and advice regarding the importance of obtaining a credit report and maintaining good credit. <ul style="list-style-type: none"> ▪ Having good credit is important to have if you want to get a good job, rent an apartment, or purchase a vehicle. ▪ No credit is bad credit. ▪ Anyone who is at least 18 years old and has a social security number, has a credit report. ▪ Having more than five accounts in a credit report is considered too many, so it's important to have a limit. ▪ Paying off a credit card is good but do not close the account because the credit will be lost. ▪ It's always good to check your credit report periodically for errors and omissions.

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	<ul style="list-style-type: none"> ○ Mr. Coffel shared how you can obtain a free copy of their three credit file report by calling the following toll free number: 877-322-8228. This is a phone prompt system which will ask your information. The credit report will be mailed to your home. <ul style="list-style-type: none"> ▪ If there's an error on the credit report, anyone can dispute it by sending a written letter to the one of the credit reporting agencies.
Financial Literacy Education Survey	<ul style="list-style-type: none"> • Joanne DeNardo asked the parents to complete the Financial Literacy Education Survey. <ul style="list-style-type: none"> ○ The survey will be used to determine the areas of financial literacy families need help in. Based on the findings, trainings can be scheduled and resources can be provided. One of the objectives is to adapt and deliver at least three financial literacy classes based on participant's feedback about the elements of services, materials, resources. • Ms. DeNardo let the parents know that the bottom of the survey has a box where they can check and write down their name and phone number if they would like to be informed of scheduled trainings when they become available. Ms. DeNardo reminded the parents that it is optional if they would like to be contacted for training information. <ul style="list-style-type: none"> ○ The survey will be used to start looking into services and resources to give to the families.
Site Reports	<p><u>The Following Site Reports were submitted but not read:</u></p> <p><u>Fairgrounds:</u> The kindergarteners had their graduation ceremonies; they wore their caps & gowns, sang a song, and received trophies. The center has a new Site Supervisor and two new head teachers.</p> <p><u>YMCA JFK & KHS:</u> Twenty teen mothers graduated this school year--seventeen with diplomas and three with certificates of completion. One of the teen mothers from the JFK High School Program received the "YMCA Youth of the Year Award."</p> <p><u>Contra Costa College:</u> Some of children moved to the centers to prepare themselves for Kindergarten. The center has a culture wall with different types of cloth representing different countries. The toddler room was redecorated with different fabric. They had a special guest, Ron Pipa, who talked about transition to kindergarten.</p> <p><u>Riverview:</u> Few of the kids went to kindergarten and some are on summer break. Last month they planted fruit and vegetable in their garden.</p> <p><u>Concord Child Care:</u> The children had a picnic last Friday; they shared the different types of fruit each one brought and they had carne asada. In June, they celebrated Father's Day by preparing breakfast for the fathers.</p>
Announcement	<ul style="list-style-type: none"> • Kathi Hamilton, Child Care Council Rep., talked to the Policy Council about the "Road to Success Program" which is offered to people who want to open their own childcare center in their home. <ul style="list-style-type: none"> ○ The "Road to Success Program" provides information about how to open a licensed childcare center to include tax information and rates and more. They also offer a program called "Learn to Play" which teaches different activities and introduces inexpensive toys for children that are educational.

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	<ul style="list-style-type: none"> ○ Ms. Hamilton also announced that they will be hosting a parent workshop on July 30th from 10 am to 12 pm to help parents understand how to chose quality childcare. They will also provide them with a list of providers. ○ Ms. Hamilton provided the telephone number for the main Child Care Council office where anyone can call for more information about the programs and workshops they offer. Ms. DeNardo also passed out business cards to everyone. ○ All classes offered by the Child Care Council are free. The only thing that anyone has to pay for is the Community Child Care Licensing classes. ● Latrina Johnson shared information on the Summer Reading Program through the Contra Costa County Library called “Catch the Reading Bug.” The CSB sites are participating in the summer reading program and many of the classes will be visiting the library. Ms. Johnson also talked about the “Baby Reading Program” for children under three years old. The summer reading programs began in June but people can still participate. ● Ms. DeNardo thanked everyone for attending the meeting. Ms. DeNardo reminded everyone that if someone is unable to attend next month, please send an alternate on their behalf. Action items next month include considering approval of the continuation grant. August will be the last meeting for this program year. <ul style="list-style-type: none"> ○ Ms. DeNardo reminded the parents that PC reps. must be elected annually by their parent meeting group at their site (on the condition they have not served more than three years). The site should be holding elections between August and September. In September, CSB will hold the orientation meeting for the new Reps. The orientation meeting will be held at an offsite location. ● Chia Collins, Supporting Father Involvement Recruitment Coordinator shared information about the group that will be held in Bay Point. <ul style="list-style-type: none"> ○ The program consists of a thirty-two hour course for seven weeks. ○ The program is for African American parents and legal guardians who have children under the age of 11 years old. ○ The group addresses different issues they face as a parent and they also provide case management for those parents who need resources or counseling.
Meeting Evaluation	<ul style="list-style-type: none"> ● Pluses: <ul style="list-style-type: none"> ○ Good turn out, good material, great speaker, having a great leader. ● Deltas: <ul style="list-style-type: none"> ○ Latrina will be missed.