

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: November 28, 2018	Time: 6:00-8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill, CA	
Meeting Leader: Veronica Gutierrez	
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 Imelda Prieto-Martinez at least 48 hours before the meeting at (925) 646-5595.

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 ice breaker 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 approval of the 2018 Head Start Program Improvement Grant.

- A training on Head Start eligibility so that the governing body has an understanding of federal regulations and CSB policies and procedures, as applicable to Head Start eligibility determination.

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

- An approval of Subcommittee Leads.

- An approval of Early Head Start Expansion Grant.

- An understanding of the 2017-2018 Program Information Report so that we are aware of areas the program is doing well and areas for improvement.

- A presentation of the Self-Assessment Process to ensure a clear understanding of this mandated annual practice to include ways representatives could participate.

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

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

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

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Emma Duran	2 Minutes
Meeting Ground Rules	Present	Delphine Smith	1 Minute

	Clarify Check for understanding		
Public Comment	Present	Public	1 Minute
Correspondence	Present Clarify	Katie Cisco	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Veronica Gutierrez	5 Minutes
Ice Breaker	Present Clarify Check for understanding	Veronica Gutierrez	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	20 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of 2018 Head Start Program Improvement Grant 	Present Clarify Check for understanding Check for Agreement	Haylee Ilan	3 Minutes
Training: <ul style="list-style-type: none"> Head Start Eligibility 	Present Clarify Check for understanding	Tracy Lewis	30 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 Subcommittee Leads 	Present Clarify Check for understanding Check for Agreement	Ana Araujo	3 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of October 17, 2018 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	3 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of Early Head Start Expansion Grant 	Present Clarify Check for understanding Check for Agreement	Christina Reich	5 Minutes
Report: <ul style="list-style-type: none"> 2017-2018 Program Information Report 	Present Clarify Check for understanding	Tracy Lewis	20 Minutes
Presentation: <ul style="list-style-type: none"> Self-Assessment Process 	Present Clarify Check for understanding	Nasim Eghlima	10 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	3 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	2 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute