

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

<b>Group/Meeting Name:</b> CSB Policy Council Meeting	
<b>Date:</b> October 16, 2019	<b>Time:</b> 6:00-8:00 PM
<b>Location:</b> 500 Ellinwood Way, Pleasant Hill, CA	
<b>Meeting Leader:</b> Veronica Gutierrez	
<b>Purpose:</b> Conduct Regular Monthly Meeting	

*The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.*

*Please contact 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 understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An understanding of Authorization of Release (pick-up) policies and practices so that our children are safe.

An understanding of the Continuation Grant Cycle and PC Involvement.

An approval on 2019-2020 PC Executive Committee Officers who will set future agendas and conduct monthly meetings.

An understanding of training on Head Start Eligibility, so that the governing body may have an understanding of federal regulations and CSB policies and procedures as are applicable to Head Start eligibility determination.

To educate parents about the importance of completing the 2020 Census so they count.

An understanding of an opportunity to participate in the PC Subcommittee to ensure full work of Policy Council is completed during the year

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/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	Emma Duran	2 Minutes
Meeting Ground Rules	Present Clarify	Delphine Smith	1 Minute

	Check for understanding		
Public Comment	Present	Public	1 Minute
Correspondence	Present Clarify	Emma Duran	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Veronica Gutierrez	5 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>CSB Director</li> <li>Division Manager</li> <li>Fiscal</li> </ul>	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	25 Minutes
<b>Presentation:</b> Authorization of Release of Children	Present Clarify Check for understanding	Katherine Mason	10 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of September 28, 2019 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	3 Minutes
<b>Presentation:</b> <ul style="list-style-type: none"> <li>Continuation Grant Cycle and PC Involvement</li> </ul>	Present Clarify Check for understanding	Haydee Ilan	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Conduct 2019-2020 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers</li> </ul>	Present Clarify Check for understanding Check for Agreement	Katharine Mason Pam Arrington Ana Araujo	20 Minutes
<b>Training:</b> <ul style="list-style-type: none"> <li>Head Start Eligibility</li> </ul>	Present Clarify Check for understanding	Tracy Lewis Kelly Chun	15 Minutes
<b>Presentation:</b> <ul style="list-style-type: none"> <li>US Census</li> </ul>	Present Clarify Check for understanding	Darlene Drapkin	20 Minutes
<ul style="list-style-type: none"> <li>Subcommittee Membership recruitment</li> </ul>	Present Clarify Check for understanding Check for Agreement	Staff to Subcommittees	5 Minutes
<ul style="list-style-type: none"> <li>Site Reports</li> </ul>	Present Clarify Check for Understanding	Site Representatives	3 Minutes
<ul style="list-style-type: none"> <li>Announcements</li> </ul>	Present Clarify Check for Understanding	Ana Araujo	4 Minutes
<ul style="list-style-type: none"> <li>Meeting Evaluation</li> </ul>	Plus/Delta	Volunteer	1 Minute