

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: 1470 Civic Court, Concord Ca 94520

Date: 2/5/2020

Time Convened: 6:06 p.m.

Time Terminated 6:28 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Katie Cisco, Daisy Templeton, Andres Torres, Jasmine Cisneros, Katharine Mason, and Ana Araujo

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Katie Cisco, Chair called the meeting to order at 6:06 p.m. Daisy Templeton, Vice-Chair, reviewed the desired outcomes. Jasmine Cisneros, Parliamentarian, reviewed the meeting ground rules.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve January 6, 2020, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve January 6, 2020, Executive Meeting Minutes was made by Daisy Templeton and seconded by Andres Torres. The motion passed.</p>
<p>Parent Recognition of Staff Excellence</p>	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Maria Rios, Master Teacher at Marsh Creek and Balsam Nimir, Teacher at George Miller Concord, to receive recognition at February 19, 2020, Policy Council Meeting for their excellent work with the children and families. <p>Imelda Prieto Martinez, Senior Clerk will invite them to attend the February 19, 2020, Policy Council meeting to receive their recognition.</p>
<p>Staff Report</p>	<p>Katharine Mason, Division Manager, provided updates on the following items:</p> <ul style="list-style-type: none"> Federal Review for Focus Area 2 will be conducted the week of February 10-14, 2020. Reviewers requested we add non-Policy Council parents to be part of the Policy Council interview; we've successfully recruited four parents that will join Policy Council Representative in the interview. On January 21, 2020, the Board of Supervisors proclaimed January as Positive Parenting Awareness Month. CSB distributed the Positive Parenting Month Calendar of activities to share with all parents. Give Kids a Smile Day will be held on February 21st. This is an opportunity for children to receive free oral health services. Family Childcare Provider partners completed their Annual Refresher training. During the training, participants reviewed the following topics, comprehensive services, education, services for children with disabilities, child safety, supervision, and reviewed expectations & protocols for the Federal Review.

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<ul style="list-style-type: none"> Review January 15, 2020, Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed the January 15, 2020, Policy Council Minutes. 	
<ul style="list-style-type: none"> Set Agenda for February 19, 2020, Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for February 19, 2020, Policy Council Meeting. 	
<ul style="list-style-type: none"> Early Childhood Learning Knowledge Center – Leadership and Governance Part 2 	<ul style="list-style-type: none"> Tabled for next meeting. 	
Meeting Evaluation	<u>Pluses / +</u>	<u>Deltas / Δ</u>
	<ul style="list-style-type: none"> Katharine being part of the meeting Finished on time 	<ul style="list-style-type: none"> None