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Agenda

Group/Meeting Name: CSB Policy Council Executive Meeting	
Date: November 2, 2022	Time: 6:00 – 6:30 PM
Zoom Meeting ID: 832 0122 7641 Password: 962298	
Meeting Leader: Jasmine Cisneros - PC Chair	
Purpose: To Review PC Items for next 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 Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at aaaraujo@ehsd.cccounty.us or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Opportunities for Public Comment: *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to aaaraujo@ehsd.cccounty.us before or during the meeting. Please raise your hand in the Zoom app when your item is called and you will be limited to two minutes comment.*

Desired Outcomes: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the community's needs.

Understanding staff reports so that the group is informed of bureau highlights and other important events.

Approval of October 10, 2022, Executive Meeting minutes so that we have an accurate record of the meeting.

A decision regarding Parent Recognition of Staff nomination recipients.

Review of October 19, 2022, Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda November 16, 2022, Policy Council meeting.

Evaluation of the meeting so we may review our strengths and make any necessary improvements.

What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present	Juan De Dios Batiz	2
Review Meeting Ground Rules	Present	Volunteer	2
Public Comments	Present	Public	2
Report: Staff Reports-Program	Present Clarify Check for understanding	Michelle Mankewich	5

What (Content)	How (Process)	Who	Time (Minutes)
Action: Review and Approve October 10, 2022, Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	3
Review and Make a Decision on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Exec Team	5
Review October 19, 2022, Policy Council Minutes	Present Clarify Check for understanding	Karen Medrano	5
Set Agenda for November 16, 2022, Policy Council Meeting	Present Clarify Check for Understanding	All	5
Meeting Evaluation	Plus/Delta	Volunteer	1

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: Zoom Virtual Meeting

Date: 10/10/2022 Time Convened 6:07 p.m. Time Terminated 6:35 p.m. Recorder: Zully Acosta

Attendees: Jasmine Cisneros, Juan Batiz, Karen Medrano, Hilda Valencia, Ana Araujo, Haydee Ilan, Michelle Mankewich, and Zully Acosta

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Jasmine Cisneros, Chair, called the meeting to order at 6:07 pm. Juan Batiz, Vice Chair, reviewed the desired outcomes. Hilda Valencia reviewed the meeting ground rules.
<ul style="list-style-type: none"> Public Comments 	None
<ul style="list-style-type: none"> Executive Team Roles and Responsibilities 	<p>Michelle Mankewich, ASA III and Ana Araujo, Parent, Family and Community Engagement Manager, reviewed the Roles & Responsibilities with the Executive Officers.</p> <p>The Executive Committee presides over the Executive Officers, whom are nominated by PC representatives and are voted in annually to become Executive Committee Officers. The Committee’s role is to act as leadership over the full body and to oversee the monthly Policy Council meetings. The Executive Committee meets monthly to participate in the planning of the general meetings, review the agenda, and review the meeting minutes from the previous month. A quorum of 3 of current Executive Committee members will be required to make a program decision.</p> <ul style="list-style-type: none"> The officers are elected yearly at the PC meeting in September. Executive officers shall attend all PC and Executive Committee meetings. No more than two absences from the PC and Executive Committee meetings for the entire term will be allowed. Exceptions to this rule will be handled on a case-by-case basis by the Chairperson. Arriving 15 minutes late to the Executive Committee meeting will be considered an unexcused absence. PC Exec Team must comply with the HS Code of Ethical Conduct, PC Standards of Conduct, and Parliamentary Procedures. The team is a reflection of our CSB program. <p>Responsibilities for each position were reviewed with the Executive Officers.</p>

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
Location: Zoom Virtual Meeting

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Staff Reports 	<p>Michelle Mankewich, Administrative Assistant III, provided updates on the following items:</p> <ul style="list-style-type: none"> CSB submitted, on September 30, 2022, the continuation grant application to the Office of Head Start on for the 5th year of our current Grant. Quality Improvement Plan update- CSB has increased the levels of monitoring for Health and Safety at all directly operated and partner sites. The data from this monitoring is compiled weekly and reviewed by our management team. Nelly Ige, Administrative Assistant III, will join us at Policy Council each month to review the top findings from our monitoring efforts. Annual Surveys- The Comprehensive Services team is currently conducting our annual survey with parents to determine the best form of communication (text, email, phone calls) to ensure each family is able to access information in their preferred method. This year, families will also have the opportunity to voice their opinion on the best way to host center meetings and training for families (Virtual, in-person, hybrid). Lastly, the Policy Council members will have an opportunity to share how they would like to see Policy Council be hosted in the future, virtually or in person. Parent and Family Engagement Conference- CSB would like to invite the Policy Council Exec team to consider attending the upcoming National Head Start Parent and Family Engagement Conference. Please be on the lookout for more information in the near future.
<ul style="list-style-type: none"> Fiscal Report 	<p>Haydee Ilan, Accountant III, reported fiscal reports for August 2022 for Head Start and Early Head Start.</p> <p>Question- What is an In-Kind fund? Response- Parent volunteer hours and PC participation are recorded into In-kind funds.</p>
<p>Action:</p> <ul style="list-style-type: none"> Review and approve September 7, 2022, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve September 7, 2022, Executive Meeting Minutes was made by Juan Batiz and seconded by Hilda Valencia. The motion passed.</p>
<ul style="list-style-type: none"> Review and Make a Decision on Parent Recognition of Staff 	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Shawn Powers, Site Supervisor, at Los Nogales and Patricia Moreno, Infant/Toddler Associate, at Ambrose Center, to receive recognition at October 19, 2022, Policy Council Meeting for their outstanding work with the children and families. Ana Araujo, Parent, Family and Community Engagement Manager, will invite them to attend the October 19, 2022, Policy Council meeting to receive their recognition.
<ul style="list-style-type: none"> Review September 28, 2022, Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed September 28, 2022, Policy Council Minutes and no changes are needed.

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: Zoom Virtual Meeting

TOPIC	RECOMMENDATION / SUMMARY	
<ul style="list-style-type: none"> Review and set Agenda for October 19, 2022, Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for October 19, 2022, Policy Council Meeting. Wellness Activity: “What activities do you do to celebrate Fall session with your family?” 	
Meeting Evaluation	<u>Pluses / +</u>	<u>Deltas / Δ</u>
	<ul style="list-style-type: none"> Welcome Hilda to the Executive Team 	<ul style="list-style-type: none"> None

DRAFT



Policy Council Meeting Minutes
Virtual Meeting



Date: 10/19/2022

Time Convened: 6:14 PM

Time Terminated: 8:06 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY																																																													
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Volunteer, called the meeting to order at 6:14 PM. Juan Batiz, Volunteer, reviewed the desired outcomes and meeting ground rules.																																																													
Public Comment	None																																																													
Correspondence	None																																																													
Parent Recognition of Staff	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> Ms. Shawn Powers, Site Supervisor at Los Nogales and Ms. Patricia Moreno, Infant/Toddler Associate at Ambrose Center, were given a certificate and a book to acknowledge their dedication to the children and families. 																																																													
Action: Review and Consider approval of elected PC Executive Committee Officers	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement, Reviewed the list for the PC Executive Officers all nominations for each position were seconded before voting took place. The 2022-2023 PC Executive Officers are as follows:</p> <ol style="list-style-type: none"> Chair: Jasmine Cisneros Vice-Chair: Juan de Dios Batiz Secretary: Karen Medrano <p>A motion to approve the 2022-2023 Executive Committee Officers was made by Deanna Carmona and seconded by Tuliisa Miller. The motion passed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #cccccc;">Ayes</th> <th style="background-color: #cccccc;">Nays</th> <th style="background-color: #cccccc;">Abstentions</th> <th colspan="2" style="background-color: #cccccc;">Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Juan Batiz</td> <td>Patricia De Queiroz</td> <td></td> <td></td> <td>Deniedre Henry</td> <td>Yvonne Ramirez</td> </tr> <tr> <td>Ana Maria Dempsey</td> <td>Karen Medrano</td> <td>Raquel Magana</td> <td></td> <td></td> <td>Jaylynn Leslie</td> <td>Zaraby Duran</td> </tr> <tr> <td>Charmaine Steptoe</td> <td>Lizeth Vazquez</td> <td>Rasheeta Flectcher</td> <td></td> <td></td> <td>Karen Franco</td> <td>Avile Cozette</td> </tr> <tr> <td>Deanna Carmona</td> <td>Lorena Mercham</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td>Marcela Esparza</td> <td></td> </tr> <tr> <td>Debora Jimenez</td> <td>Maira Garcia</td> <td>Vilma Gaytan</td> <td></td> <td></td> <td>Natalia Moyotl</td> <td></td> </tr> <tr> <td>Devlyn Sewell</td> <td>Michelly Mendantta</td> <td></td> <td></td> <td></td> <td>Tiffany Marbray</td> <td></td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Nalu Cavalcan</td> <td></td> <td></td> <td></td> <td>Teresa Munoz</td> <td></td> </tr> </tbody> </table>						Ayes			Nays	Abstentions	Not Present		Amy Mockoski	Juan Batiz	Patricia De Queiroz			Deniedre Henry	Yvonne Ramirez	Ana Maria Dempsey	Karen Medrano	Raquel Magana			Jaylynn Leslie	Zaraby Duran	Charmaine Steptoe	Lizeth Vazquez	Rasheeta Flectcher			Karen Franco	Avile Cozette	Deanna Carmona	Lorena Mercham	Tuliisa Miller			Marcela Esparza		Debora Jimenez	Maira Garcia	Vilma Gaytan			Natalia Moyotl		Devlyn Sewell	Michelly Mendantta				Tiffany Marbray		Jasmine Cisneros	Nalu Cavalcan				Teresa Munoz	
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Action: Approval of Slot Conversion and Reduction

Nicholas Bryant, Interim Director and Dr. Easter Calvit, Deputy Director, provided an overview of the Slot Conversion to increase Early Head Start funded enrollment and Reduction of Head Start funded enrollment for year 5.

Proposed Funded Enrollment Changes for 2023

- A continued need for full-day services to support families who are working, in school or seeking employment.
- An anticipated reduced need for preschool services resulting from expanded implementation of California's Transition Kindergarten, also known as Universal Pre-Kindergarten (UPK).
- A high need for affordable childcare services for infants and toddlers.



A motion to approve of the Slot Conversion and Reduction was made by Juan Batiz and seconded by Karen Medrano. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Jasmine Cisneros	Patricia De Queiroz	Marcela Esparza		Deniedre Henry	Yvonne Ramirez
Ana Maria Dempsey	Juan Batiz	Raquel Magana	Nalu Cavalcan		Jaylynn Leslie	Zaraby Duran
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Deanna Carmona	Lorena Mercham				Tiffany Marbray	
Debora Jimenez	Maira Garcia				Teresa Munoz	
Devlyn Sewell	Michelly Mendantta				Vilma Gaytan	

Subcommittee Membership Recruitment

Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, introduced the purpose of the subcommittees. CSB subcommittee coordinators provided a brief overview of the roles and responsibilities of each subcommittee in efforts to recruit participants.

Parent representatives signed up for the following subcommittees:

Program Services Subcommittee	Fiscal Subcommittee	Monitoring/Self-Assessment Ad-Hoc Subcommittee
<ul style="list-style-type: none"> • Jasmine Cisneros • Juan Batiz • Karen Medrano • Maria Garcia • Marcela Esparza • Debora Jimenez • Rasheeta Fletcher** 	<ul style="list-style-type: none"> • Jasmine Cisneros** • Devlyn Sewell • Karen Medrano • Rasheeta Fletcher • Tuliisa Miller 	<ul style="list-style-type: none"> • Ana Maria Dempsey • Charmaine Steptoe • Deanna Carmona** • Debora Jimenez • Raquel Magana • Lorena Mercham

	Advocacy Ad-hoc Subcommittee <ul style="list-style-type: none"> • Amy Mockoski • Jasmine Cisneros • Juan Batiz** • Karen Medrano • Lizeth Vazquez • Rasheeta Fletcher • Avile Cozette 	Bylaws Ad-hoc Subcommittee <ul style="list-style-type: none"> • Parliamentarian** • Jasmine Cisneros • Patricia De Queiroz • Rasheeta Fletcher 	
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Action: Consider Approval of Subcommittee Lead

Jasmine Cisneros, PC Chair, appointed the following Subcommittee leads:

Program Services Subcommittee: Rasheeta Fletcher
Fiscal Subcommittee: Jasmine Cisneros
Monitoring/Self-Assessment Subcommittee: Deanna Carmona
Bylaws Subcommittee: Parliamentarian
Advocacy Subcommittee: Juan Batiz

A motion to approve the Subcommittee Leads was made by Juan Batiz and seconded by Karen Medrano. The motion was approved.

Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Jasmine Cisneros	Nalu Cavalcan			Deniedre Henry	Yvonne Ramirez
Ana Maria Dempsey	Juan Batiz	Patricia De Queiroz			Jaylynn Leslie	Zaraby Duran
Avile Cozette	Karen Medrano	Raquel Magana			Karen Franco	Vilma Gaytan
Charmaine Steptoe	Lorena Mercham	Rasheeta Flectcher			Lizeth Vazquez	
Deanna Carmona	Maira Garcia	Tuliisa Miller			Natalia Moyotl	
Deborá Jimenez	Marcela Esparza				Tiffany Marbray	
Devlyn Sewell	Michelly Mendantta				Teresa Munoz	

Action: Consider Approval of September 28, 2022, Policy Council Minutes

The minutes of the September 28, 2022, Policy Council meeting were reviewed and no corrections were noted.

A motion to approve the minutes from September 28, 2022, Policy Council meeting was made by Juan Batiz and seconded by Rasheeta Fletcher. The motion passed.

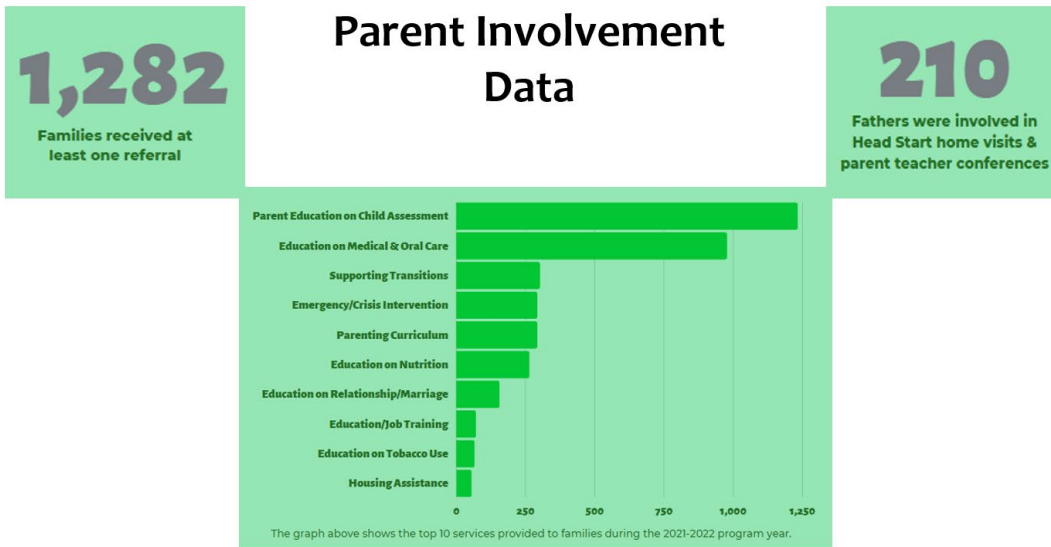
Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Jasmine Cisneros	Patricia De Queiroz			Deniedre Henry	Yvonne Ramirez
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	Debora Jimenez	Michelly Mendantta				Tiffany Marbray	
	Devlyn Sewell	Nalu Cavalcan				Teresa Munoz	

<p>Administrative Reports</p> <ul style="list-style-type: none"> • Interim Director • Interim Division Manager • Fiscal 	<p>Nicholas Bryant, Interim Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • Nicholas Bryant asked the Policy Council representatives for feedback to determine what type of information to present in future meetings. <p>Amy Wells, Interim Division Manager, reported:</p> <ul style="list-style-type: none"> • The September enrollment was 48.41% for Head Start, 64.75% for Early Head Start and Early Head Start Child Care Partnership #2. • The September attendance was 82.52% for Head Start and Head Start Delegate, 79.73% for Early Head Start and Early Head Start Child Care Partnership #2. <p>Program updates:</p> <ul style="list-style-type: none"> • Classroom Operations <ul style="list-style-type: none"> ○ We welcome the return of indoor classroom volunteers! Please be sure to have the appropriate vaccinations and we would love to have you! ○ Staff returned to eating with the children; modeling eating, taking correct portions, and having discussions at the table are all part of Family Style dining. Teacher’s masks will only be off as they eat. • Safety <ul style="list-style-type: none"> ○ Just a reminder that safety is everybody’s concern. Please be sure to close all doors and half doors as you enter the sites. ○ Please keep cell phones out of the classrooms. ○ Got a great activity to share? Please do. • Wellness <ul style="list-style-type: none"> ○ Community of Practice-The Reflective Supervision program for our staff will be providing a new component, which will be a community of practice where the coaches will facilitate a support group to create the space needed to approach challenges from a reflective lens, feel support from each other, and advocate and model reflective practice. ○ Wellness coach will provide individualized services to staff and sites. • Lead Testing <ul style="list-style-type: none"> ○ Completed for all Directly Operated sites; in compliance with CCL regulations. ○ Replacing a few faucets at two sites. • Halloween Reminder <ul style="list-style-type: none"> ○ Although we do not celebrate Halloween in any of our classrooms, we do know that it is a VERY exciting, intense celebration for many children and families. ○ No costumes.
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	<ul style="list-style-type: none"> ○ Alternative ways to celebrate fall! Leaf rubbings, nature walks, nature prints, etc. <p>Haydee Ilan, Accountant III, presented the following financial reports:</p> <ul style="list-style-type: none"> ● 2021-2022 Head Start Program: August 2022, year-to-date cash expenditures were \$9,257,495 YTD, representing 52% of the program budget. ● 2021-2022 Early Head Start Program: August 2022, year-to-date cash expenditures were \$3,631,884 YTD, representing 59% of the program budget. ● Credit Card expenditures for all programs, including Head Start and Early Head Start, for August 2022, were \$7,950.13. ● Child and Adult Care Food Program: August 2022, total meals served, including breakfast, lunch, and supplements, were 14,998.
<p>Report: Ongoing Monitoring</p>	<p>Amanda Cleveland, ASAIII, provided an overview of the Ongoing Monitoring Report.</p> <p>Program Monitoring Activities for September:</p> <ul style="list-style-type: none"> ● Implementation of new/revised tools ● Trends for September 2022 ● Weekly Meetings to review data ● Quarterly Roundtable <p>Implementation of new/revised tools to address the Quality Improvement Plan regarding Safety. Partners started implementing the tools in the month of October.</p> <p>Here are top trends for the month of September 2022:</p> <ul style="list-style-type: none"> ● Rust ● Alarms/gates are in working order ● Zoning maps (indoor & outdoor) are posted ● Health & Safety component included in lesson plan ● Parent Boards (Keeping them updated) <p>CSB staff are having weekly meetings in reviewing the data and discussing corrective actions to address these areas.</p> <p>In November, we will have our first Quarterly Roundtable to review monitoring data. If you are interested joining, please email Ana.</p>
<p>Wellness Activity</p>	<p>Wellness Activity is tabled for the 11/16/22</p>
<p>Report: 2021 Annual Report</p>	<p>Amanda Cleveland, ASAIII, provided an overview of the Annual Report 2021-2022.</p> <p>Overview</p> <ul style="list-style-type: none"> ● Head Start Requirement <ul style="list-style-type: none"> ○ Head Start Act, Section 644(a)(2) ○ Enrollment Data ○ Child Outcome Data

- Parent Involvement Data
- Financial Data
- Recent Review Results
- Anything else we want to share!



Parent Involvement Opportunities

Engagement Opportunities	Description
Policy Council	Policy Council is one part of the Head Start Governance structure. Parents and community members are encouraged to participate in an effort to provide guidance and decision making for Head Start programming using ongoing program data.
Fathering in 15	One of CSB Head Start's initiatives is to encourage father involvement. During the 2021/2022 program year, Fathering in 15 was introduced as a way to encourage this. This innovative curriculum provides 15 minute online webinars with information and strategies for fathers to use with their families.
Make Parenting a Pleasure	Make Parenting a Pleasure is a curriculum which encourages a strong home to school connection. Learning modules are provided to families via email and include tips and activities for parents to do with their children at home.

Other Opportunities for Parent Involvement:

- Participating in the Family Partnership Agreement
- Participating in Site Parent Meetings
- Volunteering to organize a Parent Meeting or other site event
- Sharing an activity with your child's class (playing an instrument, reading aloud, leading an activity)
- Joining groups or classes hosted by CSB or a community partner

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Report: Head Start Eligibility

Presentation is tabled for November 16, 2022, Policy Council Meeting.

Site Reports

Ambrose

- Wellness Day for staff- September 7, 2022, staff enjoyed the getting to know you activities.
- Marcela Esparza has commitment as Ambrose Policy Council Rep and Anaisa Perez will be the Alternate Policy Council Rep.
- Children creative art activity -traffic lights and learn the colors and its meaning. Children are practicing the safety of pedestrian walking.
- Review the Pedestrian Safety during parent meeting on September 29, 2022.

Bayo Vista

- Bayo Vista is celebrating a good start to the new school year.
- New Surfaces were passed out to each room for the teaching staff to complete work on.
- Bayo Vista received a facelift. The outside of the building was cleaned and painted.
- Toddler Classroom Room#2 is exploring art and painting with different materials.
- No special guest at this time.
- Bayo Vista Preschool families received information about COVID-19 vaccines for young children and each family received a COVID19 test to take home.

GM III

- Site Supervisors helped recruit new Policy Council Representatives for GMIII; we are still in need of more parent volunteers to represent our school site!
- CSB Reads book bag distribution has been underway for a while and children are very much enjoying the stories that are being read to them. Parents, keep up the great work!
- There are no facility improvements at this time.
- Classroom #7 is working on asking for what you need and want; Classroom # 3 is doing a Balls project; Classroom #10 is doing a unit of study involving building different objects.
- There were no special guests at this time due to COVID-19.

Fall Family Day at the Richmond Public Library Flyers distributed to all families. **GMC**

- For the teacher's lounge area they got two kitchen tables and chairs
- Bella Merrill - Librarian, Early Literacy Outreach Services for CONTRA COSTA COUNTY LIBRARY came to read to the children and sing songs.

Lavonia Allen

- We re-opened room # 2 and are getting ready to accept new students.
- Both rooms have been updated and look wonderful; we successfully welcomed parents back into the center to drop off and pick up.
- We are all busy getting to know each other and the expectations of the classrooms.
- On September 17, there was a community event at the Ambrose garden.

Los Arboles

- Los Arboles successfully elected our parent committee on September 22, 2022. Pedestrian safety training was conducted for parents on the same day of the election and each parent received a booklet about pedestrian safety.
- CSB's Program wide-expectations posters were posted in the lobby and in each classroom to be shared with families.
- Children are working on the Tree project; they are observing, drawing and collecting leaves to make collages. They are also studying the roots, branches, and fruits of trees.
- Friday resources were emailed to parents.

Los Nogales

- Los Nogales would like to welcome and celebrate our new Policy Council Representative Charmaine Steptoe.
- For September both classrooms have been working on Pedestrian Safety with the children. Classroom # 1 is also doing a project about dinosaurs.
- Our special guest would be our parents. We are excited that parents are allowed back into the classroom. We are welcoming them for the special guest that they are.
- Friday Flyers resources: Free or Low Cost Pre-School, Employment with CSB, Homeless Services, Free COVID-19 vaccines (library), resources, dental clinics, free bus passes, free money for students for college and more.

Marsh Creek

- New Master Teacher Indira Martin transferred from George Miller Concord to Marsh Creek.
- Both classrooms are currently doing creative curriculum beginning of year study.
- Bella from the Contra Costa Library came to read to the children.

	<ul style="list-style-type: none"> • Specific resources were given to individual families as needed. <p>Riverview</p> <ul style="list-style-type: none"> • New Students to meet. • Both classrooms have been learning about safety rules both in and out of the classroom. Also, in October, they will all be starting a cars project. <p>Balboa</p> <ul style="list-style-type: none"> • Our school year is well underway, and the children have settled into their daily routine nicely. The classrooms that are open are full or will be full very soon. • We are excited to be able to bring back the Bay Area Discovery Museum, which will be visiting at the end of the month. We also have had a special guest in, Ron Pipa, Education Manager, coming to visit the classrooms to play his accordion for the children. • The staff have begun to meet with coaches again to grow their skills and tap into our great community support systems. We are also currently working on updating and refreshing our environments using the Infant /Toddlers Environment Rating Scale (ITERS) and the Early Childhood Environment Rating Scale (ECEERS), as a guidepost to ensure we meet all children's needs. • We have really been appreciating continuing to build our partnership with Early Childhood Mental Health to support some of the children and staff. • We have been working closely with Cameron School to make sure that all children who need it are getting assessed and children with current IEPs are getting updates as needed. 				
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements and resources (copies of resources were emailed to participants):</p> <ul style="list-style-type: none"> • CSB Family Newsletter • Communication Survey/Interest Survey • 700 Form due 10-29-22 for New Policy Council Representatives • Subcommittees: <ul style="list-style-type: none"> ○ Program Services first meeting on November 2, 2022 @5:00 PM ○ Fiscal first meeting on November 16, 2022 @5:00 PM • Leadership Training on November 10, 2022, from 9:30 AM to 12:00 PM • Policy Council Meeting Survey Poll – In Person or Virtual Meetings 				
Meeting Evaluation	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 60%;"><u>Pluses / +</u></th> <th style="text-align: center; width: 40%;"><u>Deltas / Δ</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Great team supporting PC meeting • Full Subcommittee groups • Great participation </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • None </td> </tr> </tbody> </table>	<u>Pluses / +</u>	<u>Deltas / Δ</u>	<ul style="list-style-type: none"> • Great team supporting PC meeting • Full Subcommittee groups • Great participation 	<ul style="list-style-type: none"> • None
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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)). *To slow the spread of COVID-19, the CSB Policy Council Executive Meeting will be accessible via Zoom as permitted by Government Code section 54953 (e).*

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: November 16, 2022	Time: 6:00 PM – 8:00 PM
Zoom Meeting ID: 870 4513 5129 Password: 826100	
Meeting Leader: Jasmine Cisneros – Policy Council Chair	
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 Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at aaaraujo@ehsd.cccounty.us or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Opportunities for Public Comment: Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to aaaraujo@ehsd.cccounty.us before or during the meeting. Please raise your hand in the Zoom app when your item is called and you will be limited to two minutes comment. All votes taken during a teleconference will be by roll call.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

An awareness of CSB correspondence so that we are all informed of current notifications.

An opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the needs of the community.

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

Election and approval of the Executive Officer positions currently vacant -Parliamentarian Position, so the team could comfortably fulfill their duties this program year.

Approval of revised personnel and fiscal policies to be in alignment with the Quality Improvement Plan.

Approval of the 2023 Head Start and Early Head Start Program Goals updated for year five of the five-year grant period in order to align with the program's current priorities and remain responsive to community needs.

Approval of the year 2 and year 3 carryover application for Head Start and Early Head Start Unobligated funds.

An approval of October 19, 2022, Policy Council Minutes.

Administrative Reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

Review the 2021-2022 Head Start and Early Head Start Program Information Report (PIR) so that all will understand key indicators for program services provided over the program year.

A wellness activity to open communication and enhance overall wellbeing.

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

An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.

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	Juan Batiz	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Volunteer	2 Minutes
Correspondence	Present Clarify	Karen Medrano	1 Minute
Public Comment	Present	Public	3 Minutes
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	5 Minutes
Action: <ul style="list-style-type: none"> Approval of Executive Office -Parliamentarian Position 	Present Clarify Check for understanding Check for Agreement	Ana Araujo	10 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Approval of revised personnel and fiscal policies 	Present Clarify Check for understanding Check for Agreement	Nic Bryant and Easter Calvit	8 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Approval of the Updated HS/EHS Goals 	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Approval of EHS/HS Carryover grant 	Present Clarify Check for understanding Check for Agreement	Haydee Illan And Sarah Reich	10 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider approval of October 19, 2022, Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Karen Medrano Volunteer	5 Minutes (Reserve 3 minutes for roll call)
Administrative Reports: <ul style="list-style-type: none"> CSB Interim Director 	Present Clarify Check for understanding	Nic Bryant	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> Interim Division Manager 	Present Clarify Check for understanding	Amy Wells	8 Minutes
Administrative Reports: <ul style="list-style-type: none"> Fiscal 	Present Clarify Check for understanding	Haydee Ilan	8 Minutes
Administrative Reports: <ul style="list-style-type: none"> Ongoing Monitoring 	Present Clarify Check for understanding	Nelly Ige	5 Minutes

Reports: <ul style="list-style-type: none"> 2021-2022 PIR 	Present Clarify Check for understanding	Sarah Reich	10 Minutes
Wellness Activity	Present Clarify	Jasmine Cisneros	6 Minutes
Training: <ul style="list-style-type: none"> Head Start Eligibility 	Present Clarify Check for understanding	Tracy Lewis	15 Minutes
Report: <ul style="list-style-type: none"> Site Reports 	Present Clarify Check for Understanding	Site Representatives	2 Minutes
Announcements	Present Clarify Check for understanding	Ana Araujo	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	2 Minutes

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