



# CONTRA COSTA COUNTY

## AGENDA

### Head Start Policy Council

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Wednesday, February 5, 2025

6:00 PM

1470 Civic Ct. Suite 200 Concord, CA |

Zoom

<https://us06web.zoom.us/j/88006104662> |

Meeting ID 880 0610 4662

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#### Executive Subcommittee

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Call to order and Welcome
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. Staff Report
4. Review and approve Executive Meeting Minutes January 7, 2025 [25-413](#)  
**Attachments:** [PC Exec Minutes 1-7-25 DRAFT](#)
5. Review January 15, 2025, Policy Council Minutes [25-415](#)  
**Attachments:** [Policy Council Minutes January 15, 2025 DRAFT](#)
6. Review and Recommend parent recognition of staff
7. Review and agree on agenda for February 19, 2025 Policy Council Meeting [25-414](#)  
**Attachments:** [PC Agenda 2-19-25 draft](#)

Evaluation of the Meeting

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Ct. Suite 200 Concord, CA 94520, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Michelle Mankewich [MMankewich@ehsd.cccounty.us](mailto:MMankewich@ehsd.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-413

**Agenda Date:** 2/5/2025

**Agenda #:** 4.

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553



## Meeting Minutes - Draft

Executive Subcommittee

Tuesday, January 7, 2025

6:00 PM

Meeting Location: 1470 Civic Court Suite 200, Concord CA 94520 | ZOOM:  
<https://us06web.zoom.us/j/88006104662>

**Head Start Policy Council**

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

- 1. Call to Order/ Welcome

**Present** Gabriela Gomar Sandoval, Janelle Lafrades, and Tu'Liisa Miller

- 2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

None

- 3. Staff Report

Reviewed Information Memorandums from the office of Head Start  
 Reviewed The a-b-c's of Parliamentary Procedure

- 4.

**Attachments:** [PC Exec minutes November 6, 2024 draft](#)

**This Consent Item was approved.**

**Motion:** Miller

**Second:** Gomar Sandoval

- 5.

**Attachments:** [PC Agenda January 15, 2025 DRAFT](#)

Agreed to move agenda forward.

Set Wellness Activity: What is your goal for your child in 2025?

Reviewed nomination forms and selected Lilibeth Balang, Maria Rios, and Reyna Tecero for recognition at January 15, 2025 meeting.

- 6.

**Attachments:** [PC Minutes November 20, 2024 DRAFT](#)

**This Discussion Item was recommended.**

Evaluation of Meeting

What went well: met quorum

What can be improved: nothing

Adjourn

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-415

**Agenda Date:** 2/5/2025

**Agenda #:** 5.

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553



## Meeting Minutes - Draft

Wednesday, January 15, 2025

6:00 PM

Locations: 500 Ellinwood Way, Pleasant Hill | 1203 West 10th. St. Antioch, CA | 300 S.  
27th St. Richmond, CA | Zoom: <https://us06web.zoom.us/j/88006104662>

## Head Start Policy Council



Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Call to order/ Welcome

**Present**

Deanna Carmona, Norma Chayrez, Karen Coleman, Gabriela Gomar Sandoval, Nathalia Hernandez, Yesica Hernandez, Janelle Lafrades, Tu'Liisa Miller, Amy Mockoski, Sinthia Montano, Kimberly Nieve, Porsha Price, Iris Romero, and Torrieanna Washington

2 Wellness Activity

What goal(s) do you have for your child(ren) in 2025?

**3. Correspondence**

**Attachments:**

[ACF OHS IM 24 06-Reporting Child Health and Safety Incidents](#)  
[ACF OHS IM 24 07 Fiscal Year 2025 Monitoring Process for Head Start Recipients](#)

Reviewed Correspondence

4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

No Public Comment

5. Parent Recognition of Staff

Recognized the following teachers from Los Arboles

- Maria Rios
- Reyna Tecero
- Lilibeth Balanag

**6. Approval of EHS Budget Revision**

**Attachments:**

[EHS 2023 Budget Revision](#)  
[EHS 2023 Budget Revision SPA](#)

**Approval of Early Head Start Grant revisions for 2023-2024 budget period.**

**Motion: Hernandez**

**Second: Mockoski**

**Aye: Carmona, Chayrez, Coleman, Gomar Sandoval, Hernandez, Hernandez, Lafrades, Miller, Mockoski, Montano, Nieve, Price, Romero, and Washington**

**Result: Passed**

**7. Approval of November 20, 2024 Policy Council Minutes**

**Attachments:**

[PC Minutes 11.20.24](#)

**Approval of November 20, 2024, Policy Council Minutes**

**Motion: Nieve**

**Second:** Lafrades

**Aye:** Carmona, Chayrez, Gomar Sandoval, Hernandez, Hernandez, Lafrades, Miller, Mockoski, Montano, Nieve, Price, Romero, and Washington

**Abstain:** Coleman

**Result:** Passed

**8. Administrative Reports**

**Attachments:** [PC Fiscal reports October 2024](#)  
[Child Nutrition Report Oct and November 2024](#)  
[Program information report January 2025](#)

**Directors Report:**

Director welcomed the Policy Council to New Year. Informed that the Community Services Bureau, CSB, received notice from Administration on Children and Families, ACF, on the Full enrollment initiative, which will be presented at the next Policy Council. The notice gave CSB 6 months to meet the full enrollment requirements. One barrier to reaching this goal is lack of teaching staff. CSB has increased salaries and hired a company to assist in recruiting more teachers.

**Heard administrative reports**

10. Training- Making Parenting a Pleasure

Ayana McLeod and Kimberly Vega provided a training on Making Parenting a Pleasure, in which parents reflected on what items they would like to ensure their children take into adulthood via a metaphorical suitcase.

11. Heard Site Reports

Heard the following site reports

Los Nogales held a PJ day, Smoothie day, and Movie day in December. The children also various decorated shapes. The teachers break room is awaiting the final approval from the Fire Marshall.

Riverview held a snow day with fake "soap" foam and participated in a Fancy Friday. They held a Fall Fest in November, all the children and families enjoyed spending time together.

**12.**

**Attachments:** [Parking Lot- vacancy report](#)  
[Everyday Moments](#)  
[Everyday Moments SPA](#)

The next meeting is currently scheduled for February 19, 2025.

Evaluation of Meeting and Adjourn

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DRAFT



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-414

**Agenda Date:** 2/5/2025

**Agenda #:** 7.

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## POLICY COUNCIL AGENDA

**Group/Meeting Name: CSB Policy Council Meeting**

**Date:** February 19, 2025

**Time:** 6:00 PM – 8:00 PM

**Meeting Locations: 500 Ellinwood Way, Pleasant Hill**  
**Hybrid options- 1203 West 10<sup>th</sup> St. Building D Antioch, CA**  
**300 S. 27th St. Richmond, CA**  
**Zoom Meeting ID:**

**Purpose:** Conduct Regular Monthly Meeting

Agenda Item	Presenter	Times
1. Call To Order/Welcome	Chair- Norma Chayrez	4
2. Wellness Activity	Chair-Norma Chayrez	7
3. Correspondence <b>*attachments Full Enrollment Initiative</b>	Secretary-Tuliisa Miller	10
4. Public Comment	Public	2
5. Parent Recognition of Staff	Chair- Norma Chayrez	5
<b>6. ACTION:</b> Approval of Selective Criteria and Recruitment Plan <b>*attachment</b>	Kelly Chun	10
<b>7. ACTION:</b> Approval of the January 15, 2025 Policy Council Minutes <b>-*Attachment ENG/ SPA</b>	Secretary- Tuliisa Miller	8
8. Administrative Reports (Program updates, Program Report, and Fiscal Reports) <b>*Attachments</b>	Scott Thompson Amy Wells Ali Vahidizadeh	20
<b>9. Presentation – 1<sup>st</sup> DRDP &amp; School Readiness Goals</b> <b>*attachment</b>	CSB Staff	15
10. Presentation- 1 <sup>st</sup> Period Semi Annual Monitoring Report	CSB Staff	10
11. Training– Oral Health	CSB Team	15
12. Heard Site Reports	Site Representatives	5
13. Heard Announcements <b>*parking lot none</b>	Michelle Mankewich	5
14. Evaluated the Meeting	Volunteer	4