



CONTRA COSTA COUNTY

AGENDA

Head Start Policy Council

Wednesday, September 3, 2025

4:30 PM

West: 300 S. 27th St., Richmond |
Central: 3068 Grant St., Building 8,
Concord | East: 1203 West 10th St.,
Antioch | Far East: 240 Las Dunas Ave.,
Oakley | **WEBINAR LINK** | Zoom:
[https://cccouny-us.zoom.us/j/860627538](https://cccouny-us.zoom.us/j/86062753827)
27 | Meeting ID: 860 6275 3827

Executive Subcommittee Meeting

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

1. Roll Call and Introductions
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. ACTION: Review and approval of the Executive Meeting Minutes August 6, 2025. [25-3480](#)
Attachments: [Exec Meeting Minutes 8-6-2025 DRAFT](#)
5. Review of August 20, 2025, Policy Council Minutes [25-3481](#)
Attachments: [PC Meeting Minutes 8-20-25 Draft](#)
6. Decision regarding Parent Recognition of Staff
7. Review and agree on September 24, 2025, Policy Council Agenda Meeting [25-3482](#)
Attachments: [PC Agenda 9-24-2025 DRAFT](#)
8. Meeting Evaluation

The next meeting is currently scheduled for October 1, 2025.

Adjourn

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 3068 Grant St, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at 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: Ana Araujo aaaraujo@ehsd.cccounty.us



CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-3480

Agenda Date: 9/3/2025

Agenda #: 4.



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, August 6, 2025

6:00 PM 1470 Civic Ct. Suite 200 Concord | Zoom:
<https://cccouny-us.zoom.us/j/86062753827> |
Meeting ID: 860 6275 3827

Executive Subcommittee

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

1. Roll Call and Introductions

Norma Chayrez, Chair, called the meeting to order at 6:06 p.m.

Gabriela Garibay, Vice Chair, reviewed the desired outcomes.

Janelle LaFrades, Parliamentarian, reviewed the meeting ground rules.

Present

Norma Chayrez, Gabriela Gomar Sandoval, and Janelle Lafrades

Absent

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).

There were no public comments

3. Staff Report

Michelle Mankewich, Administrative Services Assistant III, provided the program updates.

New Program year has begun, we are currently welcoming new families into the centers and have said our goodbyes to our kindergarten bound children.

Full Enrollment initiative continues, we are striving for 100% enrollment by the end of September. As of today, we are enrolled at 80% and with our part day programs returning early September we hope to meet this goal.

CSB has welcomed back MJ Robb as our Interim Director. Scott Thompson has returned to his Deputy Director role.

Pleased to continue our partnerships with UCSF Preschool EARS screening, PEARS, program, they are visiting sites to conduct hearing screenings with the preschool children to support early detection of any hearing needs. The ELKS program, as they are also visiting sites to conduct vision screenings! Lastly, we have resumed site visits with the La Clinica dental van, for screenings and dental treatment to our children.

4. ACTION: Review and approval of the Executive Meeting Minutes May 7, 2025. [25-2097](#)

Attachments: [Exec Meeting Minutes 5-7-25](#)

The team reviewed the minutes from the Executive Meeting on May 7, 2025. There were two periods at the end of the last sentence which will need to be edited.

The motion passed with the edits

This Consent Item was approved with conditions.

Motion: Lafrades

Second: Gomar Sandoval

5. Review of the May 21, 2025, Policy Council Minutes [25-2098](#)

Attachments: [PC Meeting Minutes 5-21-25](#)

The team reviewed the PC minutes, no changes were noted, it will be presented at the Policy Council Meeting on August 20, 2025, for approval.

6. Decision regarding Parent Recognition of Staff

The team reviewed all nomination forms and selected the following individuals: Alisha Wilson, Teacher at Marsh Creek. Rocio Santiago, Teacher Assistant Trainee at Marsh Creek. Bayo Vista Room three: Khaek Thanthavongsa, Teacher, Anjana Pathak, Associate Teacher, and Roheen Rabbi, Associate Teacher. Team Making Parenting a Pleasure composed of Assistant Managers: Darling Rivera, Mercedes Ibarra, Janet Perez, Chantal Atwood and Ayana McLeod; The teams and individuals will receive recognition on August 20, 2025, Policy Council Meeting for their outstanding work with the children and families.

7. Review and agree on August 20, 2025, Policy Council Agenda Meeting [25-3060](#)

Attachments: [PC Agenda August 20, 2025 DRAFT](#)

The team reviewed and set the agenda for the August 20, 2025, Policy Council Meeting.

8. Meeting Evaluation

Pluses

Meeting was efficient, and started on time

Deltas

None

The next meeting is currently scheduled for September 3, 2025.

Adjourn

Meeting Adjourned at 6:37 p.m.

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For Additional Information Contact: Ana Araujo at aaaraujo@ehsd.cccounty.us

DRAFT



CONTRA COSTA COUNTY

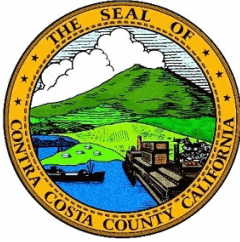
1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3481

Agenda Date: 9/3/2025

Agenda #: 5.



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, August 20, 2025

6:00 PM 500 Ellinwood Way, Pleasant Hill | 1203 West
10th St. Building D Antioch, CA | 300 S. 27th
St. Richmond, CA | Zoom:
<https://cccouny-us.zoom.us/j/82379230789> |
Meeting ID: 823 7923 0789

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

1. Roll Call and Introductions

Gabriela Garibay, Policy Council Vice-Chair, called the meeting to order at 6:26 p.m

Present

Sayuri Areliz Calle, Deanna Carmona, Claudia Garcia, Gabriela Gomar Sandoval, Richard Hinojosa, Janelle Lafrades, Nikiya Horton, Michelly Mendanha, Tu'Liisa Miller, Amy Mockoski, Kimberly Nieve, Iris Phillips, Porsha Price, Dalia Santana, Ivonne Munoz, and Leandra Ortega

2 Correspondence

[25-3397](#)

Attachments:

[August 2025 BOS Head Start Update](#)
[ACF-OHS-PI-25-02 One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families](#)

Tuliisa Miller, Policy Council Secretary, read correspondence from the Administration for Children and Families - Office of Head Start Memorandum PI-25-02 One-Time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families and shared notice of upcoming monitoring review.

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

No request for Public Comments.

4. Parent Recognition of Staff

The following staff were recognized for going above and beyond in their work with the children and the families: Alisha Wilson, Teacher at Marsh Creek. Rocio Santiago, Teacher Assistant Trainee at Marsh Creek. Bayo Vista Room three: Khaek Thanthavongsa, Teacher, Anjana Pathak, Associate Teacher, and Roheen Rabbi, Associate Teacher. Team Making Parenting a Pleasure composed of Assistant Managers: Darling Rivera, Mercedes Ibarra, Janet Perez, Chantal Atwood and Ayana McLeod. All were presented with a certificate to acknowledge their dedication to children and families.

5. ACTION: Approve CSB Planning Calendar for 2025-2026 program year [25-3396](#)

Attachments: [Planning Calendar 2025-2026 DRAFT](#)

Ayalew Lidete, Administrative Services Assistant III presented the CSB Planning Calendar for the 2025 - 2026 Program Year. No discussion after the presentation.

This Consent Item was approved.

Motion: Mockoski

Second: Carmona

Aye: Areliz Calle, Carmona, Garcia, Gomar Sandoval, Hinojosa, Lafrades, Horton, Mendanha, Miller, Mockoski, Nieve, Phillips, Price, Santana, Munoz, and Ortega

Result: Passed

6. ACTION: Approval of May 21, 2025, Policy Council Minutes [25-2379](#)

Attachments: [Policy Council Meeting Minutes May 21, 2025 DRAFT](#)

The Policy Council meeting minutes from May 21, 2025, were reviewed, and no corrections were noted.

Motion: Lafrades

Second: Gomar Sandoval

Aye: Areliz Calle, Carmona, Garcia, Gomar Sandoval, Hinojosa, Lafrades, Horton, Mendanha, Miller, Mockoski, Nieve, Phillips, Price, Santana, Munoz, and Ortega

Result: Passed

7. Administrative Reports [25-2380](#)

Attachments: [Administrative Reports](#)
[Fiscal Reports](#)
[Nutrition Report](#)
[PC Agenda August 20, 2025 SPA](#)

Administrative reports:

Director's Updates by Scott Thompson, Deputy Director

Administrative Reports by Amy Wells, Division Manager

Fiscal Reports by Darryl Davis Administrative Services Assistant III

8. Presentation: Parent Survey Results [25-2383](#)

Attachments: [Parent Surveys 2024-2025](#)

Tracy Lewis, Administrative Services Assistant III, presented the 2024 - 2025 Parent Survey Results. No questions were asked after presentation.

9. Presentation: 2024 – 2026 Community Assessment [25-1467](#)

Attachments: [2024-2026 Community Assessment for PC](#)

Ayalew Lidete, Administrative Services Assistant III, presented the 2024 - 2026 Community Assessment and touched on economic growth, economy shifts, housing, crime trends and

education.

10. Subcommittee Reports

No reports or updates were provided by the subcommittee.

11. Site Reports

Kids Castle representative shared: Many positive changes and remodeling have been seen.

George Miller III representative shared: Many parents with children in Transition Kindergarten, TK, have continued service with GMIII, teachers are scheduling home visits with new families and returning families. Enrollments are continuous and weekly orientations are taking place with new parents.

12. Recognition of the 2024-2025 Policy Council as this is the last meeting for the program year.

Scott Thompson, Deputy Director, presented Policy Council representative with a certificate of appreciation for their services and dedication to our program. Some received additional certificates for attendance and years of service.

13. Announcements & Parking Lot report

Christina Castle-Barber, Division Manager, had no parking lot to present.

Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement announced: Invited representatives to participate in the recruitment efforts to reach 100% enrollment. Parents received recruitment resources to distribute in the community.

A reminder of the September 3rd, 2025, Executive Meeting, September 20, 2025, Policy Council Orientation and September 24, 2025, Policy Council Meeting.

14. Meeting Evaluation

Pluses

Made quorum

Ended on time

Successfully delivered every agenda item

Had many teachers recognized

Deltas

None

The next meeting is currently scheduled for September 24, 2025.

Adjourn

The meeting adjourned at 7:42 p.m.

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For Additional Information Contact: Ana Araujo at aaaraujo@ehsd.cccounty.us

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3482

Agenda Date: 9/3/2025

Agenda #: 7.

POLICY COUNCIL AGENDA

Group/Meeting Name: CSB Policy Council Meeting

Date: September 24, 2025

Time: 6:00 PM – 8:00 PM

Meeting Locations: 500 Ellinwood Way, Pleasant Hill

Zoom: <https://cccountrys.zoom.us/j/82379230789> | **Meeting ID:** 823 7923 0789

Purpose: Conduct Regular Monthly Meeting

Agenda Item	Presenter	Times
1. Call To Order/Welcome	Norma Chayrez Volunteer	4
2. Wellness Activity	Norma Chayrez Volunteer	7
3. Correspondence	Janelle Lafredes Volunteer	2
4. Public Comment	Public	2
5. A Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.	Norma Chayrez Volunteer	10
6. ACTION: An approval of Community Representatives and Past Parent Representatives so that our council is fully seated.	Ana Araujo & Ruben Cardona	15
7. ACTION: An approval of the 2025 - 2026 Policy Council Executive Committee Officers who will set future agendas and conduct monthly meetings.	Ana Araujo & Ruben Cardona	20
8. ACTION: A review and approval of August 20, 2025, Policy Council Minutes.	Janelle Lafredes Volunteer	8
9. Administrative Reports (Program updates, Program Reports, and Fiscal Reports)	TBD Amy Wells TBD	15
10. An understanding of the 2 nd Desired Results Developmental Profile (DRDP) Child Outcomes report and progress report in School Readiness Goals 2024-2025 so that Policy Council members are aware of agency wide progress data of children's assessments.	LaTonya Saucer & Afi Fiaxe	15
11. Subcommittee Reports	Subcommittee Representatives	3
12. Site Reports	Site Representatives	5
13. Announcements & Parking Lot report	Ana Araujo	12
14. Meeting Evaluation	Volunteer	2