



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, May 21, 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://us06web.zoom.us/j/88006104662> |
Meeting ID 880 0610 4662

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

Norma Chayrez, Policy Council Chair, called the meeting to order at 6:30 p.m.

Present	Deanna Carmona, Norma Chayrez, Claudia Garcia, Ericka Garcia, Gabriela Gomar Sandoval, Maria Gonzalez Garcia, Richard Hinojosa, Janelle Lafrades, Tu'Liisa Miller, Sinthia Montano, Iris Phillips, Iris Romero, Courtney Sanders, and Nikiya Horton
Excused	Karen Coleman, Kimberly Nieve, and Porsha Price
Absent	Alexia Arpero, Sayuri Areliz Calle, Jazmine Bizzle-Murphy, Alesandra Dominguez, Nathalia Hernandez, Yesica Hernandez, Raquel Magana, Michelly Mendanha, Amy Mockoski, Shanell Murphy, Diana Nunez Ocaranza, Chantana Vornvilaipan, and Torrieanna Washington

2. Wellness Activity

Policy Council Representatives participated in a wellness activity: What program or activities do you plan with your kids to keep them learning through summer?

3. Correspondence

[25-1941](#)

Attachments: [Correspondence Bilingual](#)
[ACF-OHS-IM-25-04 Expanding Educational Freedom and](#)
[Opportunities for Families in Head Start Programs](#)

Tuliisa Miller, Policy Council Secretary, read correspondence from the Administration for Children and Families - Office of Head Start Memorandum IM-25-04 - Expanding Educational Freedom and Opportunities for Families in Head Start Programs.

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 request for Public Comments.

5. Parent Recognition of Staff

The following staff were recognized for going above and beyond in their work with the children and the families: Ms. Dina Marie Lopez, Family Advocate at Bayo Vista; Ms. Entesar Ebeid, Site Supervisor II at Marsh Creek; and Ms. Indira Martin, Master Teacher at Marsh Creek. All were presented with a certificate to acknowledge their dedication to children and families.

6. ACTION: Approval of April 16, 2025 Policy Council Minutes [25-1942](#)**Attachments:** [PC Meeting Minutes April 16, 2025 DRAFT](#)

The Policy Council meeting minutes from April 16, 2025, were reviewed, and no corrections were noted. A motion to approve was completed by Janelle LaFrades and seconded by Gabriela Garibay.

This Consent Item was approved.**Motion:** Lafrades**Second:** Gomar Sandoval**Absent:** Arpero, Areliz Calle, Bizzle-Murphy, Dominguez, Hernandez, Hernandez, Magana, Mendanha, Mockoski, Murphy, Nunez Oxaranza, Vornvilaipan, and Washington**Result:** Failed7. Administrative Reports [25-1943](#)**Attachments:** [1. Administrative Reports](#)
[2. Fiscal Reports](#)
[3. Meals Nutrition Report March](#)

Administrative reports were presented by:

Sarah Reich, Division Manager, Christina Castle-Barber, Division Manager, and Ali Vahidizadeh Accountant III- reports attached

Additional discussion item, CSB has received a deficiency in Safety Practices-Personnel policies due to four child safety incidents having occurred within the past 12 months. Individual corrective actions were immediately taken following each incident, including the termination of teachers after internal investigations. CSB is responding by implementing and improvement plan including the following actions:

1. Intensive training is deployed to ensure teachers understand the standards of conduct and recognize the signs of stress and redirect challenging behavior before it escalates.
2. Increased monitoring for standards of conduct including unannounced monitoring be implemented effective immediately.
3. Expansion of Mental Health Services: Trained employees will visit centers to assist staff in identifying more effective ways to handle stress and challenging behavior in the classroom.
4. Strengthening our personnel procedures: Revised detailed reference check will be in place before hiring new staff.
5. Staff participation in a two-part Mindfulness Training follow-up by signing the Commitment to Protect Children's Rights as an Educator.

She made herself available to respond to inquiries in person or by email.

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

This presentation was tabled for August 20, 2025.

9. Single Audit Child and Adult Care Food Program (CACFP) Report 2024 **25-1944**

Attachments: [Single Audit CACFP June 2024](#)
[Detail CACFP Single Audit June 30-2024](#)

Ali Vahidizadeh, Accountant III, presented Single Audit Child and Adult Care Food Program Report (CACFP) 2024, and reported there were no findings.

10. Guaranteed Basic Income Program **25-1945**

Attachments: [CCC EHSD GBI Program Design Presentation](#)

Aisha Teal, Workforce Services Specialist from EHSD, presented the Contra Costa County Guaranteed Basic Income Program.

11. Presentation: Safety and mindfulness

Monica DeVera, Administrative Services III, and Linda Stafford-Frazier, Assistant Director, presented a Culture of Safety and Mindfulness 101 Refresher. In attachments below.

12. Subcommittee Reports

Norma Chayrez, PC Chair, reported:

- Participation in the Fiscal Subcommittee and heard the budget updates.

Janelle LaFrades, Parliamentarian, reported:

- Participation in Bylaws Subcommittees, discussed the decrease in program slots and the impact on PC quorum, made suggestions to decrease the number of total seats on the Policy Council to align with current program slots.

13. Site Reports

Kids Castle: Children are busy working at story times and learning about instruments, and many are preparing to start Kindergarten. The site is going through a lot of monitoring reviews (that is a good thing).

Marsh Creek: The children have completed their recycling projects and begun preparing for Kindergarten. They also celebrated Teacher Appreciation Week, where parents took the time to recognize the incredible teachers. Additionally, there was a tea party celebration for Mother's Day, during which all mothers received a Mother's Day card made by their children. Nursing students from Los Medanos Community College are working with the students to promote healthy habits and nutritious foods. They visit the classrooms twice a week, on Mondays and Wednesdays.

14. Announcements & Parking Lot report

Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement announced:

- We're hosting a Bike Rodeo, a family-friendly child event, titled "Pedestrian Safety and Car Seat Safety," on May 24, 2025, at the Balboa Center for the West County location. Families are invited to register with family advocates.
- The Healthy Father, Healthy Children event is coming to Balboa and Marsh Creek, offering a boot camp for fathers and children to learn how to stay active and energized with healthy snacks.
- Reminder of upcoming meetings:
 - June 4 Program Services Subcommittee and Executive Meeting.
 - June 18 Fiscal Subcommittee and Policy Council Meeting.

15. Meeting evaluation

Pluses / +

- Made quorum
- Ending on time

Deltas / Δ

- None

The next meeting is currently scheduled for June 18, 2025.

Adjourn

The meeting adjourned at 7:55 p.m.

Reserved for Meeting Minutes- Presentations from May 21, 2025

[25-1946](#)

Attachments:

[Policy Council Culture of Safety Mindfulness](#)

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