



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, March 4, 2026

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

Meeting called to order at 6:07 PM

Present

Norma Chayrez, Gabriela Garibay, Tu'Liisa Miller, and Raquel Magana

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 Assistant III, reported the following information.

1. The Grant Application will be presented at the March 18th Policy Council Meeting for approval. This is a continuation grant.
2. We received a report from the Focus Area One - Program Services Review. The report will be discussed at the March meeting. We had an area of concern regarding staff qualifications, which we anticipated, as this staff member is on a professional development plan to gain the needed qualifications. We also had an area of concern around lead test requirements, we are in alignment with California regulations.

4. Advocacy Day Report

Michelle is currently working on this project and will confirm with the team once approval for attending is granted.

5. ACTION: Review and approval of the Executive Meeting Minutes February 4, 2026 [26-857](#)

Attachments: [Exec Meeting Minutes 2-4-2026 DRAFT](#)

The team reviewed the minutes from the Executive Meeting on February 4, 2026. No changes were noted.

A motion to approve the Executive meeting minutes was made by Gabriela Garibay and seconded by Raquel Magana. The motion passed.

6. Review of February 18, 2026, Policy Council Minutes [26-858](#)

Attachments: [Policy Council Meeting Minutes 2-18-2026 DRAFT](#)

The team reviewed the PC minutes, no changes were noted, they will be presented at the Policy Council Meeting on March 18, 2026, for approval.

7. Decision regarding Parent Recognition of Staff

The team reviewed all nomination forms and selected the following individuals: Ms. Maria Ibarra, Teacher at Balboa, Ms. Indejeet Kaur, Teacher at Crescent Park and Ms. Meuy Vang Saechao, Teacher at Crescent Park. The individuals will receive recognition at the March 18, 2026, Policy Council Meeting, for their outstanding work with children and families.

8. Review and agree on March 18, 2026, Policy Council Meeting Agenda [26-859](#)

Attachments: [Policy Council Meeting Agenda March 18, 2026 DRAFT](#)

The team reviewed and set the agenda for the March 18, 2026, Policy Council Meeting.

9. Agreement on wellness activity for March 18, 2026, Policy Council Meeting

The team agreed on the breathing exercise "breathing flower petals" to share with families and to encourage its use with their children.

10. Meeting Evaluation

Pluses:

Good agenda for March

Deltas:

None

The next meeting is currently scheduled for April 1, 2026.

Adjourn

The meeting adjourned at 6:46 PM

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

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