



# CONTRA COSTA COUNTY

## AGENDA

### Head Start Policy Council

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Wednesday, August 6, 2025

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

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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. 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 May 7, 2025. [25-2097](#)  
**Attachments:** [Exec Meeting Minutes 5-7-25](#)
5. Review of the May 21, 2025, Policy Council Minutes [25-2098](#)  
**Attachments:** [PC Meeting Minutes 5-21-25](#)
6. Decision regarding Parent Recognition of Staff
7. Review and agree on August 20, 2025, Policy Council Agenda Meeting [25-3060](#)  
**Attachments:** [PC Agenda August 20, 2025 DRAFT](#)
8. Meeting Evaluation

The next meeting is currently scheduled for September 3, 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](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: Ana Araujo at [aaaraujo@ehsd.cccounty.us](mailto:aaaraujo@ehsd.cccounty.us)



# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

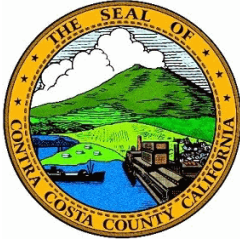
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**File #:** 25-2097

**Agenda Date:** 8/6/2025

**Agenda #:** 4.

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# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Head Start Policy Council

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Wednesday, May 7, 2025

6:00 PM

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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. Roll Call and Introductions

Norma Chayrez, Policy Council Chair, called the meeting to order at 6:08 PM.

**Present**

Norma Chayrez, 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).

There were no public comments

3. Staff Report

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

- We have heard the regional office of Head Start in San Francisco has been closed due to restructure. They are moving from "regions" to "areas," with that, we belong to the "West Area" with our reporting office in Colorado. We are yet to be assigned a program specialist.
- We had a visit from the Office of Head Start to follow up on four reported incidents during this grant cycle, September until March. Based on their observation, we have a deficiency in child health and safety, enhanced staff training is planned over the next few weeks.
- We are still looking into alternatives for meal service to our center, a Request for Proposals went out and the program is reviewing these proposals.
- This week CSB is completing the Head Start Program Self-Assessment and State Child Care Self Evaluations.

4. Review and approval of the Executive Meeting Minutes April 2, 2025

[25-1660](#)

**Attachments:**

[Exec Minutes April 2, 2025 DRAFT](#)

The team reviewed the minutes from the Executive Meeting on April 2, 2025. No changes were made.

A motion to approve the Executive Meeting Minutes was made by Janelle LaFrades and seconded by Gabriela Garibay. The motion passed.

**Motion:**

**Lafrades**

**Second: Gomar Sandoval**

5. Review of the April 16, 2025, Policy Council Minutes [25-1661](#)

**Attachments:** [PC Meeting Minutes April 16, 2025 DRAFT](#)

The team reviewed the PC minutes, no changes were noted, it will be presented at the Policy Council Meeting on May 21, 2025, for approval.

6. Decision regarding Parent Recognition

The team reviewed all nomination forms and selected the following individuals: 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; to receive recognition on May 21, 2025, Policy Council Meeting for their outstanding work with the children and families.

7. Review and agree on the May 21, 2025, Policy Council Agenda Meeting [25-1662](#)

**Attachments:** [PC Agenda May 21, 2025 DRAFT](#)

The team reviewed and set the agenda for the May 21, 2025, Policy Council Meeting.

For the wellness activity, the team will ask representatives to share: "What program or activities do you plan with your kids to keep them learning through summer?"

8. Meeting Evaluation

- What went well: Good participation was noted, great plan for the next meeting.
- What can be improved: Be all present.

The next meeting is currently scheduled for June 4, 2025..

Adjourn

Meeting Adjourned at 6:45 p.m.

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# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

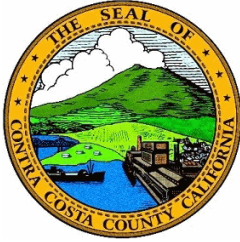
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**File #:** 25-2098

**Agenda Date:** 8/6/2025

**Agenda #:** 5.

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# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Head Start Policy Council

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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

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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.

<b>Present</b>	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
<b>Excused</b>	Karen Coleman, Kimberly Nieve, and Porsha Price
<b>Absent</b>	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:** Failed

## 7. 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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# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

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**File #:** 25-3060

**Agenda Date:** 8/6/2025

**Agenda #:** 7.

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## POLICY COUNCIL AGENDA

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

**Date:** August 20, 2025

**Time:** 6:00 PM – 8:00 PM

**Meeting Locations:**

- 500 Ellinwood Way, Pleasant Hill

**NEW WEBINAR LINK!** Zoom: <https://cccouny-us.zoom.us/j/82379230789> | Meeting ID: 823 7923 0789

**Purpose:** Conduct Regular Monthly Meeting

Agenda Item	Presenter	Times
1. Call To Order/Welcome	Chair- Norma Chayrez	2
2. Correspondence *Attachment 25-2378	Secretary-Tuliisa Miller	5
3. Public Comment	Public	2
4. Parent Recognition of Staff	Chair- Norma Chayrez	10
5. ACTION: Approve CSB Planning Calendar for 2025-2026 program year *Attachment TMP-11783	Christina Castle-Barber	12
6. ACTION: Approval of May 21, 2025, Policy Council Minutes * Attachment 25-2379	Secretary- Tuliisa Miller	7
7. Administrative Reports (Program updates, Program Reports, and Fiscal Reports) *Attachments 25-2380	Scott Thompson Amy Wells Ali Vahidizadeh	18
8. Presentation: Parent Survey Results *Attachment 25-2383	Tracy Lewis	10
9. Presentation: 2024 – 2026 Community Assessment *Attachments 25-1467	Ayalew Lidete	15
10. Subcommittee Reports	Subcommittee Representatives	4
11. Site Reports	Site Representatives	5
12. Recognition of the 2024-2025 Policy Council as this is the last meeting for the program year.	Scott Thompson	25
13. Announcements & Parking Lot report	Ana Araujo	3
14. Meeting Evaluation	All	2