



# CONTRA COSTA COUNTY

## AGENDA

### Head Start Policy Council

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Wednesday, November 6, 2024

6:00 PM

Meeting Location: 1470 Civic Court  
Suite 200, Concord CA 94520 | ZOOM:  
<https://cccounty-us.zoom.us/j/832012276>  
41|Conference Call: USA 8882780254  
8882780254

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#### Executive Committee

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 (1 minute)
- 2 Public Comment (2 minutes)
- 3 Staff Report (5 minutes)
- 4 Review and approve the Executive Meeting minutes 10-8-24 (5 Minutes) [24-3725](#)  
**Attachments:** [10-8-24 Exec Meeting Minutes](#)
- 5 Decision regarding Parent Recognition (5 minutes)
- 6 Review and agree on the agenda Policy November 20, 2024, Policy Council meeting (10 minutes) [24-3724](#)  
**Attachments:** [PC Agenda 11-20-24 DRAFT Legistar](#)
- 7 Evaluated the Meeting (2 minutes)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-3725

**Agenda Date:** 11/6/2024

**Agenda #:** 4

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**Contra Costa County**  
**EHSD – Community Services Bureau**  
**Head Start Policy Council Executive Committee Meeting Minutes**  
 Location: 1470 Civic Court, Suite 200

Date: 10-8-24      Time Convened 6:25 p.m.      Time Terminated 6:55 p.m.      Recorder: Claudia Haley

Attendees: TuLiisa Miller, Gabriela Gomar Garibay, Janelle F. Lafrades, Michelle Mankewich and Ana Araujo

Absentees: Norma Chayrez

TOPIC	RECOMMENDATION / SUMMARY	
<ul style="list-style-type: none"> <li>Review Desired Outcomes and Ground Rules</li> </ul>	<ul style="list-style-type: none"> <li>Gabriela Gomar Garibay, Vice-Chair, called the meeting to order at 6:25 p.m.</li> <li>Gabriela Gomar Garibay, Vice Chair, reviewed the desired outcomes.</li> <li>Janelle Lafrades, Parliamentarian, reviewed the meeting ground rules.</li> </ul>	
<ul style="list-style-type: none"> <li>Public Comments</li> </ul>	None	
<ul style="list-style-type: none"> <li>Staff Reports</li> </ul>	<p><b>Michelle Mankewich, Administrative Services Assistant III, provided the program updates.</b></p> <ul style="list-style-type: none"> <li>October is Head Start awareness month, this is a great month to spread the word to family, friends, neighbors, folks you meet at the park about the benefits you and your child receive being part of the Head Start family.</li> <li>September marked Pedestrian safety month. In collaboration with Contra Costa Health Services and the California Highway patrol, George Miller Concord held our first ever Bike Rodeo for the children enrolled and their siblings! It was a huge success, and we look forward to hosting one in the East and one in West County soon.</li> <li>September saw an increase in attendance and enrollment. Staff are working hard to host enrollment clinics at the centers to support the full enrollment initiative.</li> </ul>	
<ul style="list-style-type: none"> <li><b>Action:</b> Review and approve September 4, 2024, Executive Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The minutes were reviewed; no corrections were noted.</li> <li>A motion to approve Sept 4, 2024, Executive Meeting Minutes was made by TuLissa Miller and seconded by Janelle Lafrades. The motion passed.</li> </ul>	
<ul style="list-style-type: none"> <li>Review and Decide on Parent Recognition of Staff</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed all nomination forms and selected Ms. Megan O’Brien, Teacher at George Miller and Ms. Patricia Moreno, Teacher at Ambrose; to receive recognition at the October 16, 2024, Policy Council Meeting for their outstanding work with the children and families.</li> <li>The nominated staff will be invited to receive recognition at the October 16, 2024, Policy Council meeting.</li> </ul>	
<ul style="list-style-type: none"> <li>Review and set Agenda for October 16, 2024, Policy Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed and set the agenda for the October 16, 2024, Policy Council Meeting.</li> <li>Wellness Activity: Share a family tradition or recipe you enjoy during the Fall.</li> </ul>	
<ul style="list-style-type: none"> <li>Meeting Evaluation</li> </ul>	<p><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>3 out of 4 Exec representatives</li> <li></li> </ul>	<p><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-3724

**Agenda Date:** 11/6/2024

**Agenda #:** 6

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## POLICY COUNCIL AGENDA

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

**Date:** November 20, 2024

**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: <https://cccouny-us.zoom.us/j/87045135129>  
Zoom Meeting ID: 870 4513 5129
- CALL-IN:  
Conference Call: USA 8882780254 (US Toll Free) Conference Code: 379008

**Purpose:** Conduct Regular Monthly Meeting

Agenda Item	Presenter	Times
1. Call To Order/Welcome	Vice Chair/Parliamentarian	4
1. Wellness Activity	Chair-Norma Chayrez	7
2. Correspondence- <b>Attachment</b> Correspondence	Secretary-Tuliisa Miller	2
3. Public Comment	Public	2
4. Parent Recognition of Staff	Chair- Norma Chayrez	10
5. <b>ACTION:</b> Approval of Subcommittee Leads – No Attachment	Ana Araujo	15 (2 minutes to vote)
6. <b>ACTION:</b> Approval of the September 25, 2024, Policy Council Minutes - <b>*Attachment</b>	Secretary- Tuliisa Miller	8 (2 minutes to vote)
7. Administrative Reports (Program updates, Program Report, and Fiscal Reports <b>*Attachments</b>	Scott Thompson Amy Wells Ali Vahidizadeh	15
8. Presentation – Self Assessment Reports	Christina / Monitoring team?	15
9. Presentation -Annual Report	Representatives	15
10. Head Start Eligibility Training	Kelly Chun	15
11. Heard Site Reports	Site Representatives	5
12. Heard Announcements - Parking Lot Follow up – Teacher qualifications and salaries <b>*Attachment</b>	Ana Araujo	5
13. Evaluated the Meeting	Volunteer	2

**Legistar Location:**

Locations: 500 Ellinwood Way, Pleasant Hill | 1203 West 10<sup>th</sup>. St. Antioch, CA| 300 S. 27th St. Richmond, CA| Zoom: <https://cccouny-us.zoom.us/j/87045135129> | Call: 8882780254 Code: 379008

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