



CONTRA COSTA COUNTY

AGENDA

Head Start Policy Council

Wednesday, January 7, 2026

**5:30 PM 1470 Civic Ct. Suite 200 Concord | Zoom:
<https://cccounty-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
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 November 5, [25-5461](#)

Attachments: [Executive Meeting Minutes 11-5-2025 Draft](#)

5. Review of November 19, 2025, Policy Council Minutes [25-5462](#)

Attachments: [Policy Council Meeting Minutes 11-19-25 Draft](#)

6. Decision regarding Parent Recognition of Staff
7. Review and agree on January 21, 2026, Policy Council Meeting Agenda [25-5463](#)

Attachments: [Policy Council Agenda 1-21-2026 Draft](#)

8. Meeting Evaluation

The next meeting is currently scheduled for February 4, 2026.

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 aaraujo@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-5461

Agenda Date: 1/7/2026

Agenda #: 4.



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, November 5, 2025

6:00 PM 1470 Civic Ct. Suite 200 Concord | Zoom:
<https://cccounty-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

Gabriela Garibay, Vice Chair, called the meeting to order at 6:06 PM

Norma Chayrez, Parliamentarian, reviewed the desired outcomes and ground rules.

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.

- **Enrollment**: During the month of October, CSB was able to achieve 101% and are currently exceeding expectations.
- **Federal Review FA1**: CSB will be subject to a federal review soon. In order to prepare, a Self-Assessment will take place starting Monday. Policy Council staff members may be asked to participate.
- **Changes to Executive Subcommittee**: Previous chair has met term limits set by the Office of Head Start. The Vice Chair will assume the position of Chair and appoint reps to fill vacant positions at the next Policy Council Meeting. Norma Chayrez expressed interest in being appointed vice chair. TuLiisa declined to nominate herself for vacant positions.

4. ACTION: Review and approval of the Executive Meeting Minutes October 6, 2025 [25-4640](#)

Attachments: [Exec Meeting Minutes 10-6-2025 Draft](#)

The team reviewed the minutes from the Executive Meeting on October 6, 2025. Approved with corrections, Pluses and Deltas section was missing a period.

A motion to approve the Executive meeting minutes was made by Tuliisa Miller and seconded by Norma Chayrez. The motion passed.

This Discussion Item was approved.

Motion: **Miller**

Second: **Chayrez**

5. Review of October 15, 2025, Policy Council Minutes [25-4641](#)

Attachments: [Policy Council Meeting Minutes 10-15-2025 Draft](#)

The team reviewed the PC minutes, no changes were noted, they will be presented at the Policy Council Meeting on November 19, 2025, for approval.

6. Decision regarding Parent Recognition of Staff

The team reviewed all nomination forms and selected the following individuals: Niluka Wanni Arachchilage, Associate Teacher at George Miller III. Maria Echavarria, Associate Teacher at George Miller III. Hortensia Lopez de Paniagua, Teacher Assistant Trainee at George Miller III. Amelia Kolda, Teacher at KinderCare LoneTree: The individuals will receive recognition at November 19, 2025, Policy Council Meeting for their outstanding work with children and families.

7. Review and agree on November 19, 2025, Policy Council Agenda Meeting [25-4642](#)

Attachments: [Policy Council Agenda 11-19-2025 Draft](#)

The team reviewed and set the agenda for the November 19, 2025, Policy Council Meeting.

8. Agreement on wellness activity for November 19, 2025, Policy Council Meeting

One thing you are grateful for.

9. Meeting Evaluation

Pluses: All members of the Executive Subcommittee were in attendance

Deltas: N/A

The next meeting is currently scheduled for January 7, 2026.

Adjourn

Meeting Adjourned at 6:33 PM

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-5462

Agenda Date: 1/7/2026

Agenda #: 5.



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, November 19, 2025

6:00 PM **500 Ellinwood Way, Pleasant Hill | 1203 West 10th St. Building D, Antioch | 300 S. 27th St, Richmond | Zoom: <https://cccounty-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 6:27 PM

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. Correspondence

There was no correspondence

4. Parent Recognition of Staff

GMIII Room 1- Ms. Niluka Wanni Arachchilage, Associate Teacher; Ms. Maria Echavarria, Associate Teacher; and Ms. Hortensia Lopez de Paniagua, Teacher Assistant in Training; and KinderCare Lone Tree Ms. Amelia Kolda, Teacher, were recognized for their exemplary work.

5. ACTION: Approval of the Policy Council Bylaws

25-3937Attachments:[Head Start Policy Council Bylaws](#)[Head Start Policy Council Bylaws - SPA](#)

The Policy Council Bylaws were presented by **Ana Araujo, Comprehensive Services Manager**, explaining that the last approved bylaw were approved February 17, 2021, and a request to update the bylaws was made June 2025, to reduce the number of member seats, number of subcommittees and number of representatives to meet quorum. Ana asked for approval of the bylaws changes as follows: 26 member seats, four subcommittees, and quorum will become 51% of member seats, 14 members.

A motion to approve the Policy Council Bylaws was made by Amy Mockoski and seconded by Gabriela Garibay.

- The motion passed with 17 votes in favor. Nays: 0 Abstentions: 0

Ayes: Mockoski, Santana, Williams, Villalpando, Garibay, Muñoz, Chayrez, Nieve, Areli Calle, Perez, Montano, Hernandez, Valencia, Perez, Coleman, Aslami, Nwankwo.

6. ACTION: Heard and ratified the Executive Subcommittee member appointed to fill a vacant position to have a fully represented Executive Subcommittee.

25-4898Attachments:[CSB380 Executive Committee Positions Responsibilities](#)

Heard and ratify Executive Subcommittee member appointed to fill a vacant position to have a fully represented Executive Subcommittee was presented by **Gabriela Garibay, Policy Council Chair**, and explained by **Ana Araujo, Comprehensive Service Manager**, to fill in all vacancies in the Executive team. Gabriela Garibay recommended she assume Policy Council Chair, Norma Chayrez move into the Vice Chair role, and Raquel Magana take the Parliamentarian. Tuliisa Miller to remain as Secretary. The Policy Council voted to confirm the new appointments.

A motion to approve the Executive Subcommittee members appointed to fill vacant positions was made by Nia Williams and seconded by Gloria Perez.

- The motion passed with 17 votes in favor. Nays: 0 Abstentions: 0

Ayes: Mockoski, Santana, Perez, Williams, Villalpando, Garibay, Muñoz, Chayrez, Nieve, Areli Calle, Montano, Hernandez, Valencia, Perez, Coleman, Aslami, Nwankwo.

8. ACTION: Approval of October 15, 2025, Policy Council Minutes

[25-4899](#)**Attachments:** [Policy Council Meeting Minutes - 10-15-2025 Draft](#)

The Policy Council meeting minutes from November 19, 2025, were reviewed, and no corrections were noted.

A motion to approve was completed by Kimberly Nieve and seconded by Nia Williams. Nia Williams, Raquel Magana and Dr. Karen Coleman abstained.

- The motion passed with 15 votes in favor. Nays: 0 Abstentions: 3

Ayes: Mockoski, Santana, Perez, Villalpando, Garibay, Muñoz, Chayrez, Nieve, Areliz Calle, Perez, Valencia, Hernandez, Montano, Aslami, Nwankwo

Abstentions: Williams, Magana, Coleman

9. Administrative Reports

[25-4900](#)**Attachments:** [Director's Report for PC - November 2025](#)[Attendance Report - October 2025](#)[Monitoring Report - October 2025](#)[Mini PIR - November 2025](#)[Mini PIR - November 2025 SPA](#)[EHS Monitoring September 2025](#)[HS Monitoring September 2025](#)[Credit Card Report HS and EHS](#)[Credit Card Report HS and EHS SPA](#)[Child Nutrition Report - September 2025](#)[Child Nutrition Report - September 2025 SPA](#)

M.J. Robb, Director, presented the Directors Report

Amy Wells, Division Manager, presented the Administrative Reports

Darryl Davis, Administrative Services Assistant III, presented the Fiscal Reports

10. Eligibility Training

[25-4901](#)**Attachments:** [Annual Head Start Eligibility PC Training Nov 2025](#)

Ellen de Senna, Administrative Services Assistant II, presented the Eligibility Training, Policy Council asked, what happens to families if their living circumstances changes during the application process?

De Senna responded, families can make updates at any time

11. Annual Program Information Report 2024-2025

[25-4902](#)**Attachments:** [Fiscal Year 2024-2025 PIR Results](#)

Sheila Walsh, Administrative Services Assistant III, presented 2024-2025 PIR key data elements.

Policy Council asked, what are examples of services provided that get reported in the PIR?

Ana Araujo, Comprehensive Services Manager, answered, stating services provided, for example services for pregnant moms, English as a Second Language (ESL) classes, and services for families in crisis. When these services are accepted they get reported as a referral which is reported in the PIR.

12. Semi-Annual Monitoring Report January -June 2025

[25-4903](#)**Attachments:** [Semi-Annual Monitoring Report January - June 2025](#)

Ayalew Lidete, Administrative Services Assistant III, presented the Semi-Annual Monitoring Report January - June 2025.

Policy Council asked, if a health assessments was needed or could families could opt out sharing medical information?

Ana Araujo, Comprehensive Services Manager, responded that basic medical information was required by Community Care Licensing and Head Start to ensure children are healthy and fit to attend the program. The information also helps the Comprehensive Service Team support families in ensuring children are Kindergarten ready.

Policy Council asked, what health guidelines are in place for toothbrushing if there is an outbreak in the classroom.

Araujo responded that the county health guidelines are followed.

13. Site Reports

Gloria Perez, George Miller Representative, reported that the buildings were painted, Candace Anderson, from the Board of Supervisors visited the site as well as Congressman, Mark DeSaulnier. **Kimberly Nieve, Riverview Representative**, reported the children received books, her son got a very helpful book called “Hunger Monster” about children being hungry, it was a nice way to teach him about others.

Nia Williams, KinderCare Pittsburgh Representative, reported that they have a new Assistant Director, Cheyenne Muñoz. A donation drive for Santas Helpers Foundation will be held till December 15th to collect toys, books and clothes for Christmas, and that their site will hold a community Thanksgiving event.

Ivonne Muñoz, Los Nogales Representative, reported that she is very thankful to Head Start for all the services provided and helping her son not only in the school but also at home.

14. Announcements & Sparkle Space

25-4904Attachments: [Sparkle Space - October 2025](#)

Ana Araujo, Comprehensive Service Manager, reviewed the Sparkle Space item from October, explaining that in the meeting were examples of how funds are used to enhance staff wellness. Araujo also reminded representatives and staff that there are no meetings in December, the next Program Services and Executive meeting will be January 7th and Fiscal and Policy Council Meeting will be January 21st and added that Friday Flyers can be found by scanning the Friday Flyers QR code which are also on-site parent boards.

15. Meeting Evaluation

Pluses:

- Made quorum
- Ended early
- Lots of involvement and discussion
- Everyone was able to present

Deltas:

- Working on arriving on time

The next meeting is currently scheduled for January 21, 2026.

Adjourn

The meeting adjourned at 7:47 PM

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



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1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-5463

Agenda Date: 1/7/2026

Agenda #: 7.

POLICY COUNCIL AGENDA

Group/Meeting Name: CSB Policy Council Meeting		
Date: January 21, 2025	Time: 6:00 PM – 8:00 PM	
Meeting Locations:		
<ul style="list-style-type: none"> • 500 Ellinwood Way, Pleasant Hill • 1203 West 10th St. Building D, Antioch • 300 S. 27th St, Richmond 		
Zoom: https://cccounty-us.zoom.us/j/82379230789 Meeting ID: 823 7923 0789		
Purpose: Conduct Regular Monthly Meeting		
Agenda Item	Presenter	Minutes
1. Call To Order/Welcome	Gabriela Garibay Chair	2
2. Correspondence	Tuliisa Miller Secretary	2
3. Public Comment	Public	2
4. Parent Recognition of Staff	Gabriela Garibay Chair	10
5. ACTION: Approval of November 19, 2025, Policy Council Minutes	Tuliisa Miller Secretary	7
6. Administrative Reports (Program updates, Program Reports, and Fiscal Reports)	MJ Robb Amy Wells Darryl Davis	15
7. Presentation: CSB Annual Report	Ayalew Lidete	15
8. Wellness: Vision Board	Ana Araujo Ruben Cardona	30
9. Presentation: Positive Parenting Month	Making Parenting a Pleasure (MPAP) TBD	15
10. Subcommittee Reports	Subcommittee Representatives	8
11. Site Reports	Site Representatives	7
12. Announcements & Sparkle Space	Ana Araujo	5
13. Meeting Evaluation	All	2