



CONTRA COSTA COUNTY

AGENDA

Head Start Policy Council

Wednesday, November 5, 2025

6:00 PM 1470 Civic Ct. Suite 200 Concord | Zoom:
<https://cccouny-us.zoom.us/j/86062753827>
27 | 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 October 6, 2025 [25-4640](#)
Attachments: [Exec Meeting Minutes 10-6-2025 Draft](#)
5. Review of October 15, 2025, Policy Council Minutes [25-4641](#)
Attachments: [Policy Council Meeting Minutes 10-15-2025 Draft](#)
6. Decision regarding Parent Recognition of Staff
7. Review and agree on November 19, 2025, Policy Council Agenda Meeting [25-4642](#)
Attachments: [Policy Council Agenda 11-19-2025 Draft](#)
8. Agreement on wellness activity for November 19, 2025, Policy Council Meeting
9. Meeting Evaluation

The next meeting is currently scheduled for January 7, 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 aaaraujo@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4640

Agenda Date: 11/5/2025

Agenda #: 4.



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Monday, October 6, 2025

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

Janelle Lafrades, Chair, called the meeting to order at 6:09 p.m.

Janelle Lafrades, Chair, reviewed the desired outcomes.

Norma Chayrez, Parliamentarian, reviewed the meeting 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 these program updates.

- Update on the full enrollment initiative, CSB has been working towards full enrollment for the past year, and reached our goal in the month of September. Now they work continue to maintain full enrollment.
- A Formal invitation was extended to Executive Team for the 2025 Parent and Family Engagement Conference in Orlando, Florida December 8-11, 2025.

4. ACTION: Review and approval of the Executive Meeting Minutes
September 3, 2025.

[25-4050](#)

Attachments: [Exec Meeting Minutes 9-3-2025 Draft](#)

The team reviewed the minutes from the Executive Meeting on September 3, 2025. No corrections were noted.

A motion to approve the Executive meeting minutes was made by **Norma Chayrez** and was seconded by **Gabriela Garibay**.

This Discussion Item was approved.

5. Review of September 3, 2025, Policy Council Minutes [25-4051](#)

Attachments: [Emergency Policy Council Meeting Minutes 9-3-2025 Draft](#)

The team reviewed the PC minutes for September 3, 2025, no changes were noted, it will be presented at the Policy Council Meeting on October 15, 2025, for approval.

6. Review of September 24, 2025, Policy Council Minutes [25-4052](#)

Attachments: [Policy Council Meeting Minutes 9-24-2025 Draft](#)

The team reviewed the PC minutes for September 24, 2025, a correction was noted, a spacing error. It will be presented at the Policy Council Meeting on October 15, 2025, for approval.

7. Decision regarding Parent Recognition of Staff

No eligible nominees were available, discussed how to encourage other parents to submit nominations.

8. Review and agree on October 15, 2025, Policy Council Agenda Meeting [25-4049](#)

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

The team reviewed and set the agenda for the October 15, 2025, Policy Council Meeting.

9. Meeting Evaluation

Pluses +

Meeting was held.

Went over several topics

Discussed a seating strategy to promote conversation among reps prior to policy council meetings.

Deltas -

Dim screen during meeting

The next meeting is currently scheduled for November 5, 2025.

Adjourn

Meeting Adjourned at 7:15 p.m.

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4641

Agenda Date: 11/5/2025

Agenda #: 5.



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, October 15, 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://cccouny-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 6:15 p.m.

2. Correspondence

[25-4264](#)

Attachments:

[Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs](#)
[Fiscal Year 2026 Monitoring Process for Head Start Recipients](#)
[Office of Head Start Correspondence - Spanish](#)

Tuliisa Miller, Policy Council Secretary, read correspondence from the Administration for Children and Families - Office of Head Start Memorandum IM-25-06 Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs ; ACF-OHS-IM-25-05 Fiscal Year 2026 Monitoring Process for Head Start Recipients.

3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

No Public Comments.

4. ACTION: Approval of the Policy Council Bylaws

[25-3937](#)

Tabled to November

5. Approval of Subcommittee Leads

[25-4265](#)**Attachments:** [Policy Council Subcommittees 2025 - Bilingual](#)

The Subcommittee Leads were presented and explained by **Ana Araujo, Comprehensive Service Manager**. **Darryl Davis, Administrative Services Assistant**, introduced what the Fiscal Subcommittee offers and when they meet. Former past subcommittee representatives shared how such meetings are beneficial, informative, and a good place to share ideas and suggestions, including asking questions.

The 2025-2026 Policy Council Subcommittee Leads are as follows:

- Program Services Subcommittee: Gloria Perez
- Monitoring -Self Assessment Subcommittee: Gloria Perez
- Advocacy Subcommittee: Gloria Perez
- Fiscal Subcommittee: Policy Council Chair
- Bylaws Subcommittee: Norma Chayrez

A motion to approve the 2025-2026 Policy Council Subcommittee Leads was completed by Kimberly Nieve and seconded by Tuliisa Miller.

- The motion passed with 20 votes in favor. Nays: 0 Abstentions: 0

Ayes: Montano, Huerta, Hernandez, Mockoski, Santana, Botello, Perez, Magana, Garcia, Hansen, Villalpando, Garibay, Fayani, Munoz, Ginocchio, Miller, Chayrez, Nieve, Calle, Perez

6. Approval of the application to carry over Year 1 unobligated funding to the Year 2 budget period ending June 30, 2026

[25-4266](#)**Attachments:** [Executive Summary - Head Start Year 1 Carryover to Year 2 - Bilingual](#)

Sarah Reich, Division Manager, presented the application to carry over Year 1 unobligated funding to the Year 2 budget period ending June 30, 2026. Reich covered budget use clarifying the Personnel budget had unused funds due to staff vacancies. Representative asked if the unused funds could be used for teacher rewards, Reich shared the supply budget is used for teachers on wellness early closures.

A motion to approve the Application to carry over Year 1 unobligated funding to the Year 2 budget period ending June 30, 2026, was completed by Amy Mockoski and seconded by Gloria Perez.

- The motion passed with 20 votes in favor. Nays:0 Abstentions:0

Ayes: Montano, Huerta, Hernandez, Mockoski, Santana, Botello, Perez, Magana, Garcia, Hansen, Villalpando, Garibay, Fayani, Munoz, Ginocchio, Miller, Chayrez, Nieve, Calle, Perez

7. Approval of September 3, 2025, Policy Council Minutes [25-4267](#)

Attachments: [Emergency Policy Council Minutes September 3, 2025 - Draft Bilingual](#)

The Policy Council meeting minutes from September 3, 2025, were reviewed, and no corrections were noted.

A motion to approve was completed by Gabriela Garibay and seconded by Norma Chayrez. Kimberly Nieve abstained.

- The motion passed with 19 votes in favor. Nays:0 Abstentions: 1

Ayes: Montano, Huerta, Hernandez, Mockoski, Santana, Botello, Perez, Magana, Garcia, Hansen, Villalpando, Garibay, Fayani, Munoz, Ginocchio, Miller, Chayrez, Calle, Perez
Abstentions: Nieve

8. Approval of September 24, 2025, Policy Council Minutes [25-4268](#)

Attachments: [Policy Council Minutes September 24, 2025 - Draft Bilingual](#)

The Policy Council meeting minutes from September 24, 2025, were reviewed, and no corrections were noted.

A motion to approve was completed by Kimberly Nieve and seconded by Amy Mockoski.

- The motion passed with 20 votes in favor. Nays: 0 Abstentions: 0

Ayes: Montano, Huerta, Hernandez, Mockoski, Santana, Botello, Perez, Magana, Garcia, Hansen, Villalpando, Garibay, Fayani, Munoz, Ginocchio, Miller, Chayrez, Nieve, Calle, Perez

9. Administrative Reports [25-4269](#)
(Program updates, Program Reports, and Fiscal Reports)

Attachments: [Administrative Reports](#)
[Fiscal Reports](#)
[Child Nutrition Reports](#)

M.J. Robb, Director - Director's Updates

Darryl Davis - Administrative services Assistant III - Fiscal Reports

Amy Wells, Division Manager - Administrative Reports

10. An understanding of the 2nd. Desired Results Developmental Profile [25-3936](#)

(DRDP) Child Outcomes report and progress report in School Readiness Goals 2024-2025, so that Policy Council members are aware of agency wide progress data of children's assessments.

Attachments: [2nd Desired Results Developmental Profile \(DRDP\) Child Outcomes Report](#)

Comprehensive Services Manager, Afi Fiaxe; and Comprehensive Services Manager, LaTonya Saucer, presented the DRDP Child Outcomes Report and Progress Report in School Readiness Goals 2024-2025. Fiaxe and Saucer shared that information is taken from the 1st and 2nd assessment, and the trends are looked at to further conclude what is needed.

11. Site Reports

- **KinderCare LoneTree:** Held a Pedestrian Safety Meeting, Fall Festival, and plan for a picture day soon.
- **George Miller Center:** In September, Ron Pipa played the accordion for the children, Bella read books for children and provided books to take home, a visit from nursing students teaching about health, Mount Diablo read books to the children.
- **George Miller III:** On Friday October 17th from 3:00 PM - 5:00 PM, a Harvest Festival will be held in celebration of 60 Years of Head Start, in addition, Bay Discovery Museum will be visiting in the month of October.
- **Balboa:** The center is going to be painted, and the families conducted a vote on what color they wanted the center painted.

12. Announcements & Parking Lot report

[25-4270](#)

Attachments: [Policy Council Sparkle Space 9-24-2025](#)

Michelle Mankewich, Administrative Services Assistant III, announced the Self-Assessment will take place the second week of November and is seeking parent participation.

Parking Lot/ Sparkle Space Information on what occurs during Wellness Early Closure Days will be included in November packet.

Ana Araujo, Comprehensive Services Manager, clarified that reimbursements for childcare, covers children from 0 to 12 years of age. In addition, Araujo announced a reminder of the Program Subcommittee Meeting, PC Exec Meeting, Fiscal Subcommittee Meeting and Policy Council Meeting's dates and times for November.

The next meeting is currently scheduled for November 19, 2025.

Adjourn

The meeting adjourned at 7:55 p.m.

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4642

Agenda Date: 11/5/2025

Agenda #: 7.

POLICY COUNCIL AGENDA

Group/Meeting Name: CSB Policy Council Meeting

Date: November 19, 2025

Time: 6:00 PM – 8:00 PM

Meeting Locations:

- 500 Ellinwood Way, Pleasant Hill
- 1203 West 10th St. Building D, Antioch
- 300 S. 27th St, Richmond

Zoom: <https://ccccounty-us.zoom.us/j/82379230789> | Meeting ID: 823 7923 0789

Purpose: Conduct Regular Monthly Meeting

Agenda Item	Presenter	Times
1. Call To Order/Welcome	Gabriela Garibay Vice Chair	2
2. Correspondence	TuLiisa Miller Secretary	5
3. Public Comment	Public	2
4. Parent Recognition of Staff	Gabriela Garibay Vice Chair	10
5. ACTION: Approval of PC Bylaws *Attachment 25-3937	Ana Araujo	12
6. ACTION: Heard and ratified the Executive Subcommittee member appointed to fill a vacant position to have a fully represented Executive Subcommittee.	Gabriela Garibay Vice Chair	15
7. ACTION: An approval of Past Parent Representatives so that our council is fully seated.	Ana Araujo	10
8. ACTION: Approval of October 15, 2025, Policy Council Minutes	TuLiisa Miller Secretary	7
9. Administrative Reports (Program updates, Program Reports, and Fiscal Reports)	MJ Robb Amy Wells Darryl Davis	15
10. Training: Eligibility Training	Ellen De Senna	10
11. Presentation: Annal Program Information Report 2024-2025	Sarah Reich	10
12. Presentation: Semi-Annual Monitoring Report January - June 2025	Ayalew Lidete	10
13. Site Reports	Site Representatives	5
14. Announcements & Parking Lot report	Ana Araujo Christina Castle-Barber	5

15. Meeting Evaluation	All	2
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