



# CONTRA COSTA COUNTY

## AGENDA

### Head Start Policy Council

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**Monday, October 6, 2025**

**6:00 PM 1470 Civic Ct. Suite 200 Concord | Zoom:  
<https://cccouny-us.zoom.us/j/860627538>  
27 | Meeting ID: 860 6275 3827**

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#### **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 September 3, 2025. [25-4050](#)  
**Attachments:** [Exec Meeting Minutes 9-3-2025 Draft](#)
5. Review of September 3, 2025, Policy Council Minutes [25-4051](#)  
**Attachments:** [Emergency Policy Council Meeting Minutes 9-3-2025 Draft](#)
6. Review of September 24, 2025, Policy Council Minutes [25-4052](#)  
**Attachments:** [Policy Council Meeting Minutes 9-24-2025 Draft](#)
7. Decision regarding Parent Recognition of Staff
8. Review and agree on October 15, 2025, Policy Council Agenda Meeting [25-4049](#)  
**Attachments:** [Policy Council Agenda 10-15-2025 Draft](#)
9. Meeting Evaluation

The next meeting is currently scheduled for November 5, 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 [aaaraujo@ehsd.cccounty.us](mailto:aaaraujo@ehsd.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-4050

**Agenda Date:** 10/6/2025

**Agenda #:** 4.

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# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Head Start Policy Council

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Wednesday, September 3, 2025

4:30 PM West: 300 S. 27th St., Richmond | Central: 3068  
Grant St., Building 8, Concord | East: 1203  
West 10th St., Antioch | Far East: 240 Las  
Dunas Ave., Oakley | WEBINAR LINK | Zoom:  
<https://cccouny-us.zoom.us/j/86062753827> |  
Meeting ID: 860 6275 3827

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#### 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

Norma Chayrez, Chair, called the meeting to order at 4:50 p.m.

Gabriela Garibay, Vice Chair, reviewed the desired outcomes.

Janelle Lafrades, Parliamentarian, reviewed the meeting ground rules.

Attendance: Norma Chayrez, Gabriela Garibay, Janelle Lafrades, and TuLiisa 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.

Working towards achieving 100% Enrollment by the end of September 2025.

4. ACTION: Review and approval of the Executive Meeting Minutes August 6, 2025. [25-3480](#)

**Attachments:** [Exec Meeting Minutes 8-6-2025 DRAFT](#)

The team reviewed the minutes from the Executive Meeting on August 6, 2025.

The motion passed

A motion to approve the Executive meeting minutes was made by **Tu'Liisa Miller** and seconded by **Gabriela Garibay**.

The motion passed.

5. Review of August 20, 2025, Policy Council Minutes [25-3481](#)

**Attachments:** [PC Meeting Minutes 8-20-25 Draft](#)

The team reviewed the PC minutes, no changes were noted, it will be presented at the Policy

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Council Meeting on September 24, 2025, for approval.

6. Decision regarding Parent Recognition of Staff

The team reviewed all nomination forms and selected the following individuals: Maria Cortez, Teacher at George Miller III. Blanca Sanchez, Teacher at George Miller III. Balboa Children's Center's Staff: The teams and individuals will receive recognition on September 24, 2025, Policy Council Meeting for their outstanding work with the children and families.

7. Review and agree on September 24, 2025, Policy Council Agenda Meeting [25-3482](#)

**Attachments:** [PC Agenda 9-24-2025 DRAFT](#)

The team reviewed and set the agenda for the September 24, 2025, Policy Council Meeting. The Wellness Activity will be a "Fall Activity" What motivates you to stay engaged at your center?" "How do you keep your children engaged?"

8. Meeting Evaluation

**Pluses+**

All members of the Executive Subcommittee were in attendance

**Deltas-**

None

The next meeting is currently scheduled for October 6, 2025.

Adjourn

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# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

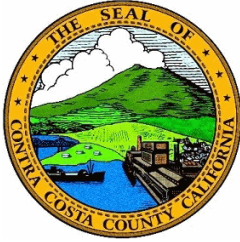
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**File #:** 25-4051

**Agenda Date:** 10/6/2025

**Agenda #:** 5.

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# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Head Start Policy Council

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Wednesday, September 3, 2025

4:00 PM West: 300 S. 27th St., Richmond | Central: 3068  
Grant St., Building 8, Concord | East: 1203  
West 10th St., Antioch | Far East: 240 Las  
Dunas Ave., Oakley | WEBINAR LINK | Zoom:  
<https://cccouny-us.zoom.us/j/86062753827> |  
Meeting ID: 860 6275 3827

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#### Emergency 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

**Norma Chayrez**, Policy Council Chair, called the meeting to order at 4:18 p.m.

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

None

3. Approval of the 2025-2026 Head Start Application for Supplemental Nutrition Funds [25-3478](#)

**Attachments:**

[Executive Summary - FY25-26 One-Time Supplemental Nutrition Funds](#)

[Executive Summary - FY25-26 One-Time Supplemental Nutrition Funds SPA](#)

[PC E Agenda September 3, 2025 SPA](#)

**Sarah Reich**, Division Manager, presented the 2025-2026 Head Start Application for Supplemental Nutrition Funds to the Policy Council Representatives, and requested approval.

Motion: Gomar Sandoval

Second: Lafrades

**This Consent Item was approved.**

4. Meeting Evaluation

**Pluses:** Made quorum

**Deltas:** None

The next meeting is currently scheduled for September 24, 2025.

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## Adjourn

The meeting adjourned at 4:43 p.m.

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# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

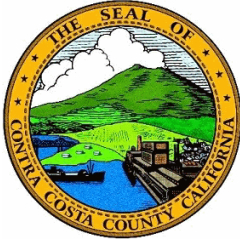
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**File #:** 25-4052

**Agenda Date:** 10/6/2025

**Agenda #:** 6.

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# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Head Start Policy Council

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Wednesday, September 24, 2025

6:00 PM 500 Ellinwood Way, Pleasant Hill | Zoom:  
<https://cccouny-us.zoom.us/j/82379230789>  
| Meeting ID: 823 7923 0789

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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. Roll Call and Introductions

**Gabriela Garibay, volunteer**, called the meeting to order at 6:55 PM.

2. Wellness Activity

What motivates you to stay engaged at the centers? How do you keep your children engaged?

3. Correspondence

No correspondence

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 Public Comments.

5. A Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

The following staff were recognized for going above and beyond in their work with the children and the families: Blanca Sanchez, Master Teacher from George Miller III and Maria Cortez, Teacher Assistant Trainee from George Miller III, both were presented with a certificate to acknowledge their dedication to children and families. Additionally all staff from the Balboa Children's Center were acknowledged for their excellent services.

6. ACTION: An approval of the 2025-2026 Community and Past Parent Representatives so that our Policy Council is fully seated. [25-3932](#)

**Attachments:** [Policy Council Composition](#)

**Ana Araujo, Comprehensive Services Manager**, and **Ruben Cardona, Comprehensive Services Assistant Manager**, provided Community Representatives & Past Parents wishing to serve on the 2025-2026 Policy Council the opportunity to read their Letters of Interest.

- Head Start Past Parents Letters of Interest were received from Norma Chayrez and TuLiisa Miller.
- Community Representatives Letters of Interest were received from: Francisca Hernandez

from First 5; Amy Mockoski from Contra Costa County Library and Dr. Karen Coleman from Economic Opportunity Council.

**A motion to approve the Past Parents and Community Representatives to the 2025-2026 Policy Council was made** by Janelle Lafrades and seconded by Kimberly Nieve.

- The motion passed with 14 votes in favor. Nays: 0 Abstentions: 0

Ayes: Rozona Wahnee, Amy Mockoski, Dalia Santana, Nohora Botello, Gloria Perez, Raquel Magana, Nia Williams, Angelita Villalpando, Gabriela Garibay, Leandra Ortega, TuLiisa Miller, Kimberly Nieve, Janelle Lafrades, Claudia Nwankwo

7. ACTION: An approval of the 2025 - 2026 Policy Council Executive Committee Officers who will set future agendas and conduct monthly meetings. [25-3933](#)

**Attachments:** [Executive Committee Positions Responsibilities - Nomination Form](#)

Ana Araujo, Comprehensive Services Manager, and Ruben Cardona, Comprehensive Services Assistant Manager, supported in conducting the Executive Committee Officers Elections. Nomination forms to be considered for the election of officers were read. All nominations for each position were seconded before voting took place. The 2025-2026 PC Executive Officers are as follows:

1. Chair: Janelle Lafrades
2. Vice-Chair: Gabriela Garibay
3. Secretary: TuLiisa Miller
4. Parliamentarian: Norma Chayrez

**A motion to approve the 2025-2026 PC Executive Committee Officer was made by Amy Mockoski and seconded by Raquel Magana.**

- The motion passed with 14 votes in favor. Nays: 0 Abstentions: 0

Ayes: Rozona Wahnee, Amy Mockoski, Dalia Santana, Nohora Botello, Gloria Perez, Raquel Magana, Nia Williams, Angelita Villalpando, Gabriela Garibay, Leandra Ortega, TuLiisa Miller, Kimberly Nieve, Janelle Lafrades, Claudia Nwankwo

8. ACTION: Approval of the Policy Council Bylaws [25-3937](#)  
Tabled to October

9. ACTION: A review and approval of August 20, 2025, Policy Council Minutes. [25-3934](#)

**Attachments:** [Policy Council Meeting Minutes August 20, 2025 Draft](#)

The August 20, 2025, Policy Council meeting minutes were reviewed, and no corrections were noted.

**A motion to approve the minutes from the August 20, 2025, Policy Council meeting was made by TuLiisa Miller and seconded by Raquel Magana.**

- The motion passed with 14 votes in favor. Nays: 0 Abstentions: 0

Ayes: Rozona Wahnee, Amy Mockoski, Dalia Santana, Nohora Botello, Gloria Perez, Raquel Magana, Nia Williams, Angelita Villalpando, Gabriela Garibay, Leandra Ortega, TuLiisa Miller, Kimberly Nieve, Janelle Lafrades, Claudia Nwankwo

10. Administrative Reports [25-3935](#)

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

**Scott Thompson, Deputy Director** - Director's Updates

Parking Lot: Parents were advised to bring any concerns regarding new food vendor to their Site Supervisors. If needed the topic can be further clarified through the Parking Lot during the next Policy Council Meeting.

**Amy Wells, Division Manager** - Administrative Reports**Darryl Davis, Administrative Services Assistant III** - Fiscal Reports

11. An understanding of the 2nd. Desired Results Developmental Profile (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.

[25-3936](#)

Tabled to October.

12. Subcommittee Reports

Tabled to October.

13. Site Reports

Tabled to October.

14. Announcements & Parking Lot report

Tabled to October.

15. Meeting Evaluation

**Pluses:** None

**Deltas:** None

The next meeting is currently scheduled for October 15, 2025.

Adjourn

The meeting adjourned at 8:08 PM.

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-4049

**Agenda Date:** 10/6/2025

**Agenda #:** 8.

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## POLICY COUNCIL AGENDA

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

**Date:** October 15, 2025

**Time:** 6:00 PM – 8:00 PM

**Meeting Locations:**

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

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	Janelle Lafrades Chair	2
2. Correspondence	TuLiisa Miller Secretary	5
3. Public Comment	Public	2
4. <b>ACTION:</b> Approval of PC Bylaws	Ana Araujo	12
5. <b>ACTION:</b> Approval of Subcommittee Leads	Ana Araujo	15
6. <b>ACTION:</b> Approval of the application to carry over Year 1 unobligated funding to the Year 2 budget period ending June 30, 2026	Sarah Reich	15
7. <b>ACTION:</b> Approval of September 3, 2025, Policy Council Minutes	TuLiisa Miller Secretary	10
8. <b>ACTION:</b> Approval of September 24, 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. An understanding of the 2 <sup>nd</sup> Desired Results Developmental Profile (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.	Afi Fiaxe and LaTonya Saucer	20
11. Site Reports	Site Representatives	5
12. Announcements & Parking Lot report	Ana Araujo Christina Castle-Barber	10
13. Meeting Evaluation	All	2