



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, May 20, 2026

6:00 PM 500 Ellinwood Way, Pleasant Hill | 1203 West
10th St. Building D, Antioch | 300 S. 27th St,
Richmond | 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 Chair, called the meeting to order at 6:28 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

[26-2212](#)

Attachments:

[09CH012839 - EHS Designation of Chronically Underenrolled Removal Letter](#)

[09CH012839 - HS Designation of Chronically Underenrolled Removal Letter](#)

[09CH012839 - Executive Summary Bilingual](#)

Tu'Liisa Miller, Policy Council Secretary, read out the correspondence from the Office of Head Start.

Removal of Chronically Underenrolled Designation for Head Start - December 4, 2025

Removal of Chronically Underenrolled Designation for Early Head Start - May 1, 2026

4. Parent Recognition of Staff

The following staff were recognized for going above and beyond in their work with the children and the families: Ms. Rosemary Guevara, Teacher at YMCA Fairgrounds, Ms. Vanessa Cardenas, Teacher at YMCA Fairgrounds, Ms. Seleena Waters, Teacher at YMCA Fairgrounds, Ms. Denise Henderson, Teacher at KinderCare LoneTree, Ms. Elizabeth Ramirez, Comprehensive Services Assistant Manager at GMIII, Ms. Rosemary Condon, Family Advocate at GMIII, Ms. Ayanna Copper-Belton, Family Advocate at GMIII, and Ms. Josefina Alvarez, Family Advocate at GMIII were presented with a certificate to acknowledge their dedication to children and families.

5. ACTION: A review, discussion, and approval of the CSB Planning Calendar [26-2213](#)

Attachments: [2026-2027 CSB Head Start Planning Calendar](#)

Ayalew Lidete, Administrative Services Assistant III, presented the CSB Planning Calendar for the 2026-2027 program year to the Policy Council and requested approval.

A motion to approve was completed by Amy Mockoski and seconded by Norma Chayrez.

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

Ayes: Coleman, Hernandez, Mockoski, Velasquez, Botello, Perez, Magana, Hansen, Villalpando, Munoz, Ginochio, Garibay, Miller, Chayrez, Perez

6. ACTION: A review, discussion, and approval of the CSB Recruitment Plan for 26-27 [26-2214](#)

Attachments: [CSB Recruitment and Enrollment Plan 2026-2027 DRAFT](#)

Ellen De Senna, Administrative Services Assistant III, presented the CSB Recruitment and Enrollment Plan for the 2026-2027 program year to the Policy Council and requested approval.

A motion to approve was completed by Norma Chayrez and seconded by Tu'Liisa Miller.

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

Ayes: Coleman, Hernandez, Velasquez, Botello, Perez, Magana, Hansen, Villalpando, Munoz, Ginochio, Garibay, Miller, Chayrez, Perez

Absent: Mockoski

7. ACTION: Review and Approval of April 15, 2026, Policy Council Minutes [26-2215](#)

Attachments: [Policy Council Meeting Minutes 4-15-2026 DRAFT](#)

The Policy Council meeting minutes from April 15, 2026 were reviewed and no corrections were noted.

A motion to approve was completed by Norma Chayrez and seconded by Raquel Magana.

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

Ayes: Coleman, Hernandez, Mockoski, Velasquez, Botello, Perez, Magana, Hansen, Villalpando, Munoz, Ginochio, Garibay, Miller, Chayrez, Perez

8. ACTION: Review Procedural changes for compliance with AB495 [26-2216](#)

Attachments: [Assembly Bill 495 – The Family Preparedness Plan Presentation to Policy Council](#)

This agenda item was tabled.

9. Administrative Reports [26-2217](#)
(Program updates, Program Reports, and Fiscal Reports)
Attachments: [Administrative Reports](#)
[Fiscal Reports](#)
[Meals Nutrition Report](#)
Sarah Reich, Director, presented the Director's Report
Amy Wells, Division Manager, presented the Administrative Reports
Darryl Davis, Administrative Services Assistant III, presented the Fiscal Reports
10. Presentation: Fiscal-Prior Year Single Audit and Improvement Plan [26-2218](#)
Attachments: [Fiscal Year 23-24 and Fiscal Year 24-25 Financial Audit](#)
Darryl Davis, Administrative Services Assistant III, presented the Fiscal Year 2023-2024 & 2025-2026 Financial Audits.
Both reports contained no findings.
11. Presentation: Parent Survey Results [26-2219](#)
Attachments: [Parent Survey Results 2025-2026](#)
Tracy Lewis, Administrative Services Assistant III, presented the 2025-2026 Parent Survey Results.
12. Presentation: 2nd Desired Results Developmental Profile (DRDP), Midyear School Readiness Goals and Updates [26-2220](#)
Attachments: [2025-26 Mid-Year Assessment Report](#)
Afi Fiaxe & Rose Ann Ramiro, Comprehensive Services Managers, presented the 2nd Desired Results Developmental Profile (DRDP), Midyear School Readiness Goals and Updates.
13. Training: Transition to Kindergarten [26-2221](#)
Attachments: [Transition to Kindergarten](#)
LaTonya Saucer & Vensus McMurrian Comprehensive Services Managers, led a presentation on Transitioning to Kindergarten.

14. Subcommittee Reports

Norma Chayrez, Vice-Chair reported participation in the Fiscal Subcommittee, she reported that there were no findings during the most recent audit and that they anticipate there being an audit next year. Additionally, that all spending percentages are where they need to be.

Norma Chayrez, Vice Chair reported participation in the Program Services Subcommittee. The Subcommittee went over the Planning Calendar and discussed the CSB Recruitment Plan. They brainstormed ways to advertise the Head Start Program to the community. One way they will advertise is through ads on county buses.

15. Site Reports

Ivonne Munoz, Los Nogales - reported that the teachers are reading books about kindergarten to prepare children for the transition. During the month of May, the center will host a parent meeting where families will receive updates on their children and information related to Mental Health. The children also received a visit from the library who read to the children. The center also welcomed a new teacher, Ms. Patricia Black.

Jamie Ginocchio, Marsh Creek - reported that the center held a celebration for the Week of the Young Child. Teachers planned activities designed to enrich the student's learning experience. Events included multicultural day, pajama day, a music parade and sports day where fathers were encouraged to participate. Teachers are continuing to prepare students for the transition to kindergarten. On April 15, the center hosted a n Mental Health meeting with an emphasis on parent resilience. In addition, the center hosted a story time conducted by the Contra Costa County Library where every student received a new book to take home.

Shanie Hansen, KinderCare LoneTree - reported that parents participated in a resource meeting where staff provided support and information for families of children with IEPs. The center also celebrated Teacher Appreciation Week and recently opened a new infant classroom.

Raquel Magana, George Miller III - reported that the site has been providing families with information about the transition to kindergarten, which has helped ease parent concerns. The site will also hold a promotion ceremony for children transitioning to kindergarten.

Karen Velasquez, Crescent Park - reported that the center celebrated the Week of the Young Child with activities including a parade and story time led by the Cat in the Hat. LaTonya and Linda have been supporting the site while Site Supervisor Stephanie is away. The center also welcomed a new staff member and celebrated Teacher Appreciation Week.

16. Announcements & Sparkle Space

Ana Araujo, Comprehensive Services Manager, provided the following announcements.

- The Summer Family Newsletter was distributed to all centers for sharing with families. The newsletter includes helpful information and resources related to summer safety, the transition to kindergarten, community summer resources, and other family support topics.
- Make Parenting a Pleasure has concluded a was well received by the participants.
- Next Meetings:
 - Program Services Subcommittee - 06/03/26 @ 5PM
 - Policy Council Executive Meeting - 06/03/2026 @ 6PM
 - Fiscal Subcommittee - 06/17/2026 @ 5PM
 - Policy Council Meeting - 06/17/2026 @ 6PM

17. Meeting Evaluation

Pluses:

-Making Quorum and holding the meeting

Deltas:

-Punctuality

-Not starting the meeting on time

The next meeting is currently scheduled for June 17, 2026.

Adjourn

The meeting adjourned at 8:02 PM.

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: Ruben Cardona rcardona@ehsd.cccounty.us