



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Head Start Policy Council

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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://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, 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

[25-3937](#)**Attachments:**[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, Areliz 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.

[25-4898](#)**Attachments:**[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, Areliz 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, Candance 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 Pittsburg 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****[25-4904](#)****Attachments:****[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 [aaaraujo@ehsd.cccounty.us](mailto:aaaraujo@ehsd.cccounty.us)