



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, August 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

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 6:06 p.m.

Gabriela Garibay, Vice Chair, reviewed the desired outcomes.

Janelle LaFrades, Parliamentarian, reviewed the meeting ground rules.

Present

Norma Chayrez, Gabriela Gomar Sandoval, and Janelle Lafrades

Absent

Tu'Liisa 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.

New Program year has begun, we are currently welcoming new families into the centers and have said our goodbyes to our kindergarten bound children.

Full Enrollment initiative continues, we are striving for 100% enrollment by the end of September. As of today, we are enrolled at 80% and with our part day programs returning early September we hope to meet this goal.

CSB has welcomed back MJ Robb as our Interim Director. Scott Thompson has returned to his Deputy Director role.

Pleased to continue our partnerships with UCSF Preschool EARS screening, PEARS, program, they are visiting sites to conduct hearing screenings with the preschool children to support early detection of any hearing needs. The ELKS program, as they are also visiting sites to conduct vision screenings! Lastly, we have resumed site visits with the La Clinica dental van, for screenings and dental treatment to our children.

4. ACTION: Review and approval of the Executive Meeting Minutes May 7, 2025. [25-2097](#)

Attachments: [Exec Meeting Minutes 5-7-25](#)

The team reviewed the minutes from the Executive Meeting on May 7, 2025. There were two periods at the end of the last sentence which will need to be edited.

The motion passed with the edits

This Consent Item was approved with conditions.

Motion: Lafrades

Second: Gomar Sandoval

5. Review of the May 21, 2025, Policy Council Minutes [25-2098](#)

Attachments: [PC Meeting Minutes 5-21-25](#)

The team reviewed the PC minutes, no changes were noted, it will be presented at the Policy Council Meeting on August 20, 2025, for approval.

6. Decision regarding Parent Recognition of Staff

The team reviewed all nomination forms and selected the following individuals: Alisha Wilson, Teacher at Marsh Creek. Rocio Santiago, Teacher Assistant Trainee at Marsh Creek. Bayo Vista Room three: Khaek Thanthavongsa, Teacher, Anjana Pathak, Associate Teacher, and Roheen Rabbi, Associate Teacher. Team Making Parenting a Pleasure composed of Assistant Managers: Darling Rivera, Mercedes Ibarra, Janet Perez, Chantal Atwood and Ayana McLeod; The teams and individuals will receive recognition on August 20, 2025, Policy Council Meeting for their outstanding work with the children and families.

7. Review and agree on August 20, 2025, Policy Council Agenda Meeting [25-3060](#)

Attachments: [PC Agenda August 20, 2025 DRAFT](#)

The team reviewed and set the agenda for the August 20, 2025, Policy Council Meeting.

8. Meeting Evaluation

Pluses

Meeting was efficient, and started on time

Deltas

None

The next meeting is currently scheduled for September 3, 2025.

Adjourn

Meeting Adjourned at 6:37 p.m.

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

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