



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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