



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, November 5, 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

Gabriela Garibay, Vice Chair, called the meeting to order at 6:06 PM

Norma Chayrez, Parliamentarian, reviewed the desired outcomes and 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 the program updates.

- **Enrollment:** During the month of October, CSB was able to achieve 101% and are currently exceeding expectations.
- **Federal Review FA1:** CSB will be subject to a federal review soon. In order to prepare, a Self-Assessment will take place starting Monday. Policy Council staff members may be asked to participate.
- **Changes to Executive Subcommittee:** Previous chair has met term limits set by the Office of Head Start. The Vice Chair will assume the position of Chair and appoint reps to fill vacant positions at the next Policy Council Meeting. Norma Chayrez expressed interest in being appointed vice chair. TuLiisa declined to nominate herself for vacant positions.

4. ACTION: Review and approval of the Executive Meeting Minutes October 6, 2025 [25-4640](#)

Attachments: [Exec Meeting Minutes 10-6-2025 Draft](#)

The team reviewed the minutes from the Executive Meeting on October 6, 2025. Approved with corrections, Pluses and Deltas section was missing a period.

A motion to approve the Executive meeting minutes was made by Tuliisa Miller and seconded by Norma Chayrez. The motion passed.

This Discussion Item was approved.

Motion: Miller

Second: Chayrez

5. Review of October 15, 2025, Policy Council Minutes [25-4641](#)

Attachments: [Policy Council Meeting Minutes 10-15-2025 Draft](#)

The team reviewed the PC minutes, no changes were noted, they will be presented at the Policy Council Meeting on November 19, 2025, for approval.

6. Decision regarding Parent Recognition of Staff

The team reviewed all nomination forms and selected the following individuals: Niluka Wanni Arachchilage, Associate Teacher at George Miller III. Maria Echavarria, Associate Teacher at George Miller III. Hortensia Lopez de Paniagua, Teacher Assistant Trainee at George Miller III. Amelia Kolda, Teacher at KinderCare LoneTree: The individuals will receive recognition at November 19, 2025, Policy Council Meeting for their outstanding work with children and families.

7. Review and agree on November 19, 2025, Policy Council Agenda Meeting [25-4642](#)

Attachments: [Policy Council Agenda 11-19-2025 Draft](#)

The team reviewed and set the agenda for the November 19, 2025, Policy Council Meeting.

8. Agreement on wellness activity for November 19, 2025, Policy Council Meeting

One thing you are grateful for.

9. Meeting Evaluation

Pluses: All members of the Executive Subcommittee were in attendance

Deltas: N/A

The next meeting is currently scheduled for January 7, 2026.

Adjourn

Meeting Adjourned at 6:33 PM

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