

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: May 17, 2017	Time: 6:00-8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill, CA	
Meeting Leader: Sheila Frazier	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings. Please contact Imelda Prieto-Martinez at least 48 hours before the meeting at (925) 646-5595.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An ice breaker to open communication and build connection among Policy Council members.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An overview of the FY 2015-2016 Single Audit Results.

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

An approval of the 2017-2018 Planning Calendar.

An approval of the 2017-2019 two year Policies & Procedure.

An understanding of the Continuation Grant and PC Involvement.

An understanding of the 2016-2017 Parent Survey results to gain an awareness of parent feedback relating to program quality.

An understanding of the results from parents' feedback on the menu conducted in March in observation of Nutrition month so we can acknowledge what worked well and what to improve with our menu.

An understanding of Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

Heard announcements so that we may be informed of Bureau news and/or available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify	Veronica Gutierrez	2 Minutes

	Check for understanding		
Meeting Ground Rules	Present Clarify Check for understanding	Emma Duran	1 Minute
Public Comment	Present	Public	1 Minute
Correspondence	Present Clarify	Roxanne Ross Flowers	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Sheila Frazier	5 Minutes
Ice Breaker	Present Clarify Check for understanding	Sheila Frazier	7 Minutes
Administrative Reports: <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	20 Minutes
Report: <ul style="list-style-type: none"> • Single Audit Fiscal Year 2016 	Present Clarify Check for understanding	Haydee Ilan	5 Minutes
Report <ul style="list-style-type: none"> • Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	5 Minutes
Action: <ul style="list-style-type: none"> • Consider approval of New Hires 	Present Clarify Check for understanding Check for Agreement	Reni Radeva	5 Minutes
Action: <ul style="list-style-type: none"> • Consider approval of April 19, 2017, Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Roxanne Ross Flowers	5 Minutes
Action: <ul style="list-style-type: none"> • Consider approval 2017-2018 Planning Calendar 	Present Clarify Check for understanding Check for Agreement	Carolyn Nguyen	10 Minutes
Action: <ul style="list-style-type: none"> • Consider approval 2017-2019 two year Policies & Procedures 	Present Clarify Check for understanding Check for Agreement	Roxanne Ross Flowers	10 Minutes
Report: <ul style="list-style-type: none"> • Continuation Grant Cycle 	Present Clarify	Nasim Eghlima	5 Minutes

	Check for understanding Check for Agreement		
Report: <ul style="list-style-type: none"> 2016-2017 Parent Survey Results 	Present Clarify Check for understanding Check for Agreement	Janissa Rowley	15 Minutes
Report: <ul style="list-style-type: none"> Nutrition Service Parent's Feedback 	Present Clarify Check for understanding Check for Agreement	Isabel Renggenathen Sophia Talbot Velma Braggs	15 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	2 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute