

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

<b>Group/Meeting Name: CSB Policy Council Meeting</b>	
<b>Date:</b> September 30, 2017	<b>Time:</b> 11:45 AM – 12:45 PM
<b>Location:</b> Crowne Plaza, 45 John Glenn Drive, Concord, CA 94520	
<b>Meeting Leader:</b> Sheila Frazier	
<b>Purpose:</b> 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.

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

An approval of Community Representatives and Past Parent Representatives so that our council is fully seated.

An approval of the Program Improvement Grant.

An understanding of 2017-2018 PC By Laws and Roles and Responsibilities so that all representatives understand their role on the Policy Council.

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 Check for understanding	Veronica Gutierrez	3 Minutes
Public Comment	Present	Public	1 Minute
Correspondence	Present Clarify	Sheila Frazier	1 Minute
<b>Administrative Reports</b>	Present Clarify Check for understanding	Katharine Mason	10 Minutes
<b>Action:</b> • Review and Consider	Present Clarify	Sheila Frazier Ana Araujo	15 Minutes

Approval of Community and Past Parent Representatives	Check for understanding Check for Agreement		
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of the Program Improvement Grant</li> </ul>	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of August 16, 2017, Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Sheila Frazier	5 Minutes
Review of updates for 2017-2018 PC Bylaws and Policy Council Handbook	Present Clarify Check for understanding	Ana Araujo	15 Minutes
Announcements	Present Clarify Check for understanding	Ana Araujo	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	2 Minutes