

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: 1470 Civic Ct. Suite 200 Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5 (b) (2).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: October 19, 2016	Time: 6:00-8:00 PM
Location: 500 Ellinwood Drive, 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) 681-6341.

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 understanding of the Need and Eligibility Training so that our council is aware of the state guidelines for program entry

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

An approval of Community Representatives and past parents so that our council is fully seated.

An election and approval on 2016-2017 PC Executive Committee Parliamentarian vacant position to complete the full Executive team

An approval of the September 24, 2016 Policy Council minutes so that our records are complete and accurate.

An understanding of the 2015-2016 Program Information Report so that we are aware of where the program is doing well and where we may want to improve.

An understanding of the Head Start Performance Standards Final Rule Updates so that we are informed of changes to promote the quality of Head Start programs

A presentation of the Self-Assessment Process to ensure a clear understanding of this mandated annual process and knowledge of opportunities to participate.

An understanding of an opportunity to participate in the PC subcommittee to ensure full work of Policy Council is completed during the year.

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

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)

Reviewed Desired Outcomes and Meeting Rules	Present Clarify Check for understanding	Veronica Gutierrez	2 Minutes
Public Comment	Present Clarify	Public	1 Minute
Correspondence	Present Clarify	Roxanne Ross Flowers	1 Minute
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	15 Minutes
Training: <ul style="list-style-type: none"> Need and Eligibility Training 	Present Clarify Check for understanding	Sarah Reich	20 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"> Review and Consider Approval of Community and Past Parent Representatives 	Present Clarify Check for understanding Check for Agreement	Sheila Frazier Pam Arrington	10 Minutes
Action: <ul style="list-style-type: none"> Conduct an election and approval on 2016-2017 PC Executive Committee Parliamentarian vacant position to complete the full Executive team 	Present Clarify Check for understanding Check for Agreement	Sheila Frazier Pam Arrington	10 Minutes
Action: Consider approval of New Hires	Present Clarify Check for understanding Check for Agreement	Reni Radeva	10 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of September 24, 2016 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Sheila Frazier	5 Minutes
Report: <ul style="list-style-type: none"> 2015-2016 Program Information Report 	Present Clarify Check for understanding	Carolyn Nguyen	10 Minutes
Presentation: <ul style="list-style-type: none"> Head Start Performance Standards Final Rule Updates 	Present Clarify Check for understanding	Carolyn Nguyen	10 Minutes

Presentation: <ul style="list-style-type: none"> • Self-Assessment Process 	Present Clarify Check for understanding	Carolyn Nguyen	5 Minutes
Subcommittee Membership recruitment	Present Clarify Check for understanding Check for Agreement	Staff to Subcommittees	10 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Rita Loza	5 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute