

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> January 18, 2017	<b>Time:</b> 6:00-8:00 PM
<b>Location:</b> 500 Ellinwood Drive, Pleasant Hill, CA	
<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

Parent Recognition of Staff Excellence Award presentation to increase employee morale.

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

A training on Make Parenting a Pleasure curriculum so that parents introduced to the new parenting curriculum implemented in the program.

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

An understanding of the 1<sup>st</sup> DRDP Assessment results & 2016-2017 School Readiness Goals so that the information is shared with the program parents.

An understanding of the 2016-2017 Goals & Objectives Mid-Year Reports.

An understanding of the NHSA Parent Conference Reports from attendees so that the knowledge gained through participation in the training is shared.

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	Present Clarify Check for understanding	Veronica Gutierrez	1 Minute
Meeting Ground Rules	Present Clarify Check for understanding	Emma Duran	1 Minute
Public Comment	Present	Public	1 Minute

	Clarify		
Correspondence	Present Clarify	Roxanne Ross Flowers	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Sheila Frazier	5 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	20 Minutes
<b>Training:</b> <ul style="list-style-type: none"> <li>• Make Parenting a Pleasure Curriculum</li> </ul>	Present Clarify Check for understanding	Ellen de Senna Shawn Powers	25 Minutes
<b>Report</b> <ul style="list-style-type: none"> <li>• Subcommittee Updates</li> </ul>	Present Clarify Check for understanding	Subcommittee Leads	10 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider approval of New Hires</li> </ul>	Present Clarify Check for understanding Check for Agreement	Swashant'e Dillon	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Approval of November 16, 2016 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Roxanne Ross Flowers	5 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> DRDP Assessment Results &amp; 2016-2017 School Readiness Goals</li> </ul>	Present Clarify Check for understanding Check for Agreement	Magda Bedros Jessie Black	15 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>• 2016-2017 Goals &amp; Objectives Mid-Year Report</li> </ul>	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>• NHTSA Parent Conference Reports</li> </ul>	Present Clarify Check for understanding	Executive Committee	10 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	5 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute