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# Agenda

<b>Group/Meeting Name: CSB Policy Council Meeting</b>	
<b>Date:</b> February 15, 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.

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

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

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- An understanding of the Bureau's Strategic Goals so that Policy Council members can share this information at parent meetings and be aware of CSB's priorities and direction as they make decisions and provide program input.

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- An understanding of the Parent, Family, and Community Engagement goal related to the implementation of Second Step Social Emotional Curriculum.

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

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- An approval of the 2017-2018 Selection Criteria and Recruitment and Enrollment Plan.

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- An understanding of the 1<sup>st</sup> Period Semi-Annual Ongoing Monitoring Report so that Policy Council members can share this information at parent meetings and be aware of monitoring results as they make decisions and provide program input.

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

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

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

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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
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 Angela Teixeira	25 Minutes
<b>Report</b> <ul style="list-style-type: none"> <li>Bureau's Strategic Goals</li> </ul>	Present Clarify Check for understanding	Camilla Rand	10 Minutes
<b>Presentation:</b> <ul style="list-style-type: none"> <li>Parent, Family, and Community Engagement goal related to the implementation of Second Step Social Emotional Curriculum</li> </ul>	Present Clarify Check for understanding	Amy Wells Ron Pipa	20 Minutes
<b>Report</b> <ul style="list-style-type: none"> <li>Subcommittee Updates</li> </ul>	Present Clarify Check for understanding	Subcommittee Leads	5 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	Reni Radeva	10 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Approval of January 18, 2017 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Roxanne Ross Flowers	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Approval of the 2017-2018 Selection Criteria and Recruitment and Enrollment Plan</li> </ul>	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>1<sup>st</sup> Period Semi-Annual Ongoing Monitoring</li> </ul>	Present Clarify Check for understanding	Sarah Reich	15 Minutes

Report	Check for Agreement		
Site Reports	Present Clarify Check for Understanding	Site Representatives	10 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	5 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute