

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:</b> CSB Policy Council Meeting	
<b>Date:</b> October 18, 2017	<b>Time:</b> 6:00-8:00 PM
<b>Location:</b> 500 Ellinwood Way, 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 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 understanding of the Continuation Grant Cycle and PC Involvement.

An approval on 2017-2018 PC Executive Committee Officers who will set future agendas and conduct monthly meetings.

An understanding of training on Head Start Eligibility, so that the governing body may have an understanding of federal regulations and CSB policies and procedures as are applicable to Head Start eligibility determination.

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.

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	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Emma Duran	1 Minute

Public Comment	Present	Public	1 Minute
Correspondence	Present Clarify	Veronica Gutierrez	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Sheila Frazier	5 Minutes
<b>Ice Breaker</b>	Present Clarify Check for understanding	Sheila Frazier	5 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal – Continuation Grant Cycle</li> </ul>	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	15 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider approval of September 30, 2017, Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Sheila Frazier	3 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Conduct 2017-2018 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers</li> </ul>	Present Clarify Check for understanding Check for Agreement	Katharine Mason Pam Arrington Ana Araujo	40 Minutes
<b>Training:</b> <ul style="list-style-type: none"> <li>• Head Start Eligibility</li> </ul>	Present Clarify Check for understanding	Sarah Reich	30 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	3 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute