

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

<b>Group/Meeting Name:</b> CSB Policy Council Meeting	
<b>Date:</b> November 15, 2017	<b>Time:</b> 6:00-8:00 PM
<b>Location:</b> 500 Ellinwood Drive, Pleasant Hill, CA	
<b>Meeting Leader:</b> Veronica Gutierrez	
<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) 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

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

An approval of Subcommittee Leads.

An approval of the Early Head Start – Child Care Partnership Balance of Funds Grant.

An understanding of the 2016-2017 Program Information Report so that we are aware of where the program is doing well and where we may want to improve.

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 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	Elisha Jefferson	1 Minute
Meeting Rules	Present Clarify Check for understanding	Rosmery Guevara	1 Minute

Public Comment	Present Clarify	Public	1 Minute
Correspondence	Present Clarify	Emma Duran	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Veronica Gutierrez	5 Minutes
Ice Breaker	Present Clarify Check for understanding	Veronica Gutierrez	7 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>Head Start Eligibility</li> </ul>	Present Clarify Check for understanding	Sarah Reich	25 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 of Approval of Subcommittee Leads</li> </ul>	Present Clarify Check for understanding Check for Agreement	Ana Araujo	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Approval of October 18, 2017 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Emma Duran	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Approval of Early Head Start – Child Care Partnership Balance of Funds Grant</li> </ul>	Present Clarify Check for understanding Check for Agreement	Nasim Eghlima	5 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>2016-2017 Program Information Report</li> </ul>	Present Clarify Check for understanding	Sarah Reich	10 Minutes
<b>Presentation:</b> <ul style="list-style-type: none"> <li>Self-Assessment Process</li> </ul>	Present Clarify Check for understanding	Nasim Eghlima	5 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute