

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 Street Building 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> June 20, 2018	<b>Time:</b> 6:00-8:00 PM
<b>Location:</b> 500 Ellinwood Way, 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) 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.

A ratification of approval of the 2.6% Cost of Living Adjustment (COLA) increase.

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

An understanding of updates from 2017-2021 Community Assessment so that we can better understand the strengths and needs of our community.

An understanding of the 2017 Annual Report so that the information is shared with the program parents.

An understanding of the 2017-18 Parent Survey results to gain an awareness of parent feedback relating to program quality.

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	Rosmary 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 Angela Winn	20 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Ratification of Approval of the 2.6% Cost of Living Adjustment (COLA) increase</li> </ul>	Present Clarify Check for understanding Check for Agreement	Angela Winn	5 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 May 16, 2018 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Emma Duran	5 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>2017-2021 Community Assessment</li> </ul>	Present Clarify Check for understanding	Nelly Ige	15 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>2017 Annual Report</li> </ul>	Present Clarify Check for understanding	Nasim Eghlima	15 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>Parent Survey Results</li> </ul>	Present Clarify Check for understanding	Amy Wells	20 Minutes
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