

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

Group/Meeting Name: CSB Policy Council Meeting	
Date: February 20, 2019	Time: 6:00-8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill, CA	
Meeting Leader: Veronica Gutierrez	
Purpose: 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 PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

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

- An understanding of the Bureau's Year-end Report so that Policy Council members are aware of CSB's priorities and direction when making decisions and providing program input.

- An approval of the 1.77% Cost of Living Adjustment (COLA) increase for Head Start, Early Head Start & Early Head Start Child Care Partnership #1.

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

- An approval of the 2019 -2020 Recruitment & Enrollment Plan and Admission Priority/Selection Criteria.

- An understanding of the 2018-2019 Semi-Annual Monitoring report for Period 1 in order to be aware of CSB's strengths and areas needing improvement.

- An understanding of the School Readiness Goals for the 2018-2019 program year so that families are aware of the agency-wide focus to support children's growth and development.

- 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 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	Emma Duran	3 Minutes
Meeting Ground Rules	Present	Delphine Smith	1 Minute

	Clarify Check for understanding		
Public Comment	Present	Member of the Public	1 Minute
Correspondence	Present Clarify	Katie Cisco	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
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	20 Minutes
Report: <ul style="list-style-type: none"> Bureau Year-end Report 	Present Clarify Check for understanding	Camilla Rand	5 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of the 1.77% Cost of Living Adjustment (COLA) increase for Head Start, Early Head Start & Early Head Start Child Care Partnership #1 	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	5 Minutes
Report <ul style="list-style-type: none"> Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	5 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of November 28, 2018 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	4 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of the 2019-2020 Recruitment & Enrollment Plan and Admission Priority/Selection Criteria 	Present Clarify Check for understanding Check for Agreement	Tracy Lewis	10 Minutes
Report: <ul style="list-style-type: none"> 2018-2019 Semi-Annual Monitoring report for Period 1 	Present Clarify Check for understanding	Nelly Ige	15 Minutes
Presentation: <ul style="list-style-type: none"> School Readiness Goals for 2018-2019 Program Year 	Present Clarify Check for understanding	ED Team	20 Minutes
Report: <ul style="list-style-type: none"> NHSA Parent Conference Reports 	Present Clarify Check for understanding	Executive Committee	5 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	10 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	2 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute