

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: CSB Policy Council Meeting</b>	
<b>Date:</b> November 20, 2019	<b>Time:</b> 6:00-8:00 PM
<b>Location:</b> 500 Ellinwood Way, Pleasant Hill, CA	
<b>Meeting Leader:</b> Katie Cisco	
<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 Zully Acosta at least 48 hours before the meeting at (925) 681-6346.*

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

A presentation and understanding of Cal Fresh so that representatives are able to share with this available resource with families at their centers and in the community.

A presentation on the Self-Assessment process to ensure a clear understanding of this mandated annual practice to include ways representatives could participate.

An approval of Community Representatives so that our council is fully seated.

An understanding of PC Subcommittees and the role of members to ensure interested representatives have the opportunity to participate; and that the full work of Policy Council is completed during the year.

An approval of Subcommittee Leads.

An understanding of the 2018-2019 Program Information Report so that we are aware of areas the program is doing well and areas for improvement.

An approval of October 16, 2019 Policy Council Minutes.

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 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	Daisy Templeton	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Jasmine Cisneros	2 Minute

Public Comment	Present	Public	1 Minute
Correspondence	Present Clarify	Katie Cisco	2 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Katie Cisco	4 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	25 Minutes
<b>Presentation:</b> <ul style="list-style-type: none"> <li>• Cal Fresh</li> </ul>	Present Clarify Check for understanding	Caitlin Sly	20 Minutes
<b>Presentation:</b> <ul style="list-style-type: none"> <li>• Self-Assessment Process</li> </ul>	Present Clarify Check for understanding	Christina Reich	10 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Approval of Community Representatives</li> </ul>	Present Clarify Check for understanding	Ana Araujo	5 Minutes
<ul style="list-style-type: none"> <li>• Subcommittee Membership recruitment</li> </ul>	Present Clarify Check for understanding	Ana Araujo	15 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Approval of Subcommittee Leads</li> </ul>	Present Clarify Check for understanding Check for Agreement	Ana Araujo	3 Minutes
<b>Presentation:</b> <ul style="list-style-type: none"> <li>• 2018-2019 Program Information Report</li> </ul>	Present Clarify Check for understanding	Tracy Lewis	20 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Approval of October 16, 2019 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Katie Cisco	4 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