

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:</b> CSB Policy Council Meeting	
<b>Date:</b> February 21, 2018	<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) 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 subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

An approval of the 2018-2019 Recruitment & Enrollment Plan and Admission Priority/Selection Criteria.

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

An understanding of the 2018-2022 Goals & Objectives semi-annual updates.

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	10 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>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 January 17, 2018 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 the 2018-2019 Recruitment &amp; Enrollment Plan and Admission Priority/Selection Criteria</li> </ul>	Present Clarify Check for understanding Check for Agreement	Tracy Lewis	10 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>1<sup>st</sup> Period Semi-Annual Monitoring Report</li> </ul>	Present Clarify Check for understanding	Nelly Ige	25 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>2018-2022 Goals &amp; Objectives Updates</li> </ul>	Present Clarify Check for understanding	Nasim Eghlima	10 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	10 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute