

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

Group/Meeting Name: CSB Policy Council Meeting	
Date: March 21, 2018	Time: 6:00-8:00 PM
Location: 500 Ellinwood Drive, 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 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 understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

- Closed Session

- An approval of the 2017-2018 Early Head Start – Child Care Partnership #1 Year 3 of Continuation Grant.

- An approval of the Program Improvement Grant.

- A presentation on kindergarten transition in order for families to receive resources and information about what to expect during this process to help them understand how to make this important transition go as smoothly as possible for their children.

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

- 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	10 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
Closed Session			20 Minutes
Action: <ul style="list-style-type: none"> • Consider Approval of the 2017-2018 Early Head Start Child Care Partnership #1 Year 3 of continuation grant 	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	10 Minutes
Action: <ul style="list-style-type: none"> • Consider Approval of the Program Improvement Grants 	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	5 Minutes
Training: <ul style="list-style-type: none"> • Transition to Kindergarten 	Present Clarify Check for understanding	Ron Pipa Jessie Black	25 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 February 21, 2018 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Emma Duran	5 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	5 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute