

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:</b> CSB Policy Council Meeting	
<b>Date:</b> January 16, 2019	<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 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 the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An understanding of the Bureau's Strategic Goals so that Policy Council members can share this information at parent meetings and be aware of CSB's priorities and direction as they make decisions and provide program input.

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

A training on Make Parenting a Pleasure curriculum so that parents are introduced to the new parenting curriculum implemented in the program.

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

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.

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	Emma Duran	2 Minutes

Meeting Ground Rules	Present Clarify Check for understanding	Delphine Smith	1 Minute
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
<b>Ice Breaker</b>	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 Haydee Ilan	20 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>Bureau's Strategic Goals</li> </ul>	Present Clarify Check for understanding	Camilla Rand	7 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 November 28, 2018 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	5 Minutes
<b>Training:</b> <ul style="list-style-type: none"> <li>Make Parenting a Pleasure</li> </ul>	Present Clarify Check for understanding	CSB MPAP Trainers	30 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Approval of the 2019-2020 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>NHSA Parent Conference Reports</li> </ul>	Present Clarify Check for understanding	Executive Committee	10 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	7 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute