

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: Zoom Virtual Meeting

Date: 11/04/2021 Time Convened 6:01 p.m. Time Terminated 6:50 p.m. Recorder: Angie Guzman

Attendees: Juan Batiz, Karen Medrano, Myriah Herrington, Jasmine Cisneros, Ana Araujo, Aaron Alarcon-Bowen and Michelle Mankewich

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Juan Batiz, Vice-Chair, called the meeting to order at 6:01 pm. Juan Batiz, Vice-Chair, reviewed the meeting ground rules. Myriah Herrington, Parliamentarian, reviewed the desired outcomes.
<ul style="list-style-type: none"> Staff Reports 	<p>Michelle Mankewich, ASA III, provided updates on the following items,</p> <ul style="list-style-type: none"> Teaching staff had a refresher training on Creative Curriculum, this is the primary curriculum used in the classrooms to support the growth and academic development of the children. Six CS staff are attending Making Parenting a Pleasure training this week to develop skills and knowledge to implement our parent curriculum classes. Look for more opportunities in the new year. We have opened our classroom enrollment to 20 preschool children per classroom and full capacity in all infant and toddler rooms. Please feel free to share in the community the opportunity for families to enroll in our wonderful programs. Our enrollment hotline is 925-272-4727. We also continue to be recruiting for teaching staff, we appreciate you helping spread the word on this too. NHSA Parent Engagement Conference, December 13-16 in Florida, we would like to invite the PC Exec team to attend this training with us. Today is National Stress Awareness day! Laughter is one of the best stress relievers so here is a joke for you: Why do seagulls fly over the sea? Because if they flew over the bay, they would be bagels. Dr. Aaron Alarcon-Bowen, Executive Director, shared CSB is focusing on recruiting new teachers, and working to provide stipends for newly hired staff and retention stipends to our dedicated staff.
<ul style="list-style-type: none"> Presentation 	<p>Ana Araujo, Comprehensive Services Manager, provided an overview on the Parent and Family Engagement Conference.</p> <p>The PC Execute committee is invited to the National Head Start Association Annual Parent Conference taking place in Orlando, Florida, between Dec 13 and 16, 2021</p>

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	Conferences attendees will be given a per diem allotment for meals and ground transportation and reimbursed for childcare expenses. All traveling receipts must be submitted to Ana Araujo within seven days after returning from travel. Reviewed Conference travel requirements and provided the virtual option for those who can't attend. The team will confirm participation by 11-5-21 to start the arrangement.	
Action: <ul style="list-style-type: none"> Review and approve October 12, 2021, Executive Meeting Minutes 	The minutes were reviewed; no corrections were noted. A motion to approve October 12, 2021, Executive Meeting Minutes was made by Myriah Herrington and seconded by Karen Medrano. The motion passed.	
<ul style="list-style-type: none"> Review and Make a Decision on Parent Recognition of Staff 	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Mrs. Imelda Prieto-Martinez, Comprehensive Service Assistant Manager for all East Sites, and Ms. Ana De Parra, Teacher at GM III to receive recognition on November 17, 2021, Policy Council Meeting for their outstanding work with the children and families. Angie Guzman, Student Intern, will invite them to attend the November 17, 2021, Policy Council meeting to receive their recognition. 	
<ul style="list-style-type: none"> Review October 20, 2021, Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed October 20, 2021, Policy Council Minutes and no changes are needed. 	
<ul style="list-style-type: none"> Review and set Agenda for November 17, 2021, Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for November 17, 2021 Policy Council Meeting. Wellness activity: "Share what you are grateful for." 	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> Good job Juan in leading the meeting. Starting on time Feels very inclusive from CSB 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> None