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## Agenda

<b>Group/Meeting Name: CSB Policy Council Meeting</b>	
<b>Date:</b> April 19, 2023	<b>Time:</b> 6:00 PM – 8:00 PM
<b>Meeting Location:</b> 500 Ellinwood Way, Pleasant Hill, CA	
<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 Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at [aaarajuo@ehsd.cccounty.us](mailto:aaarajuo@ehsd.cccounty.us) or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

### Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.
A wellness activity to open communication and enhance overall wellbeing.
A discussion to gather public input to identify high-priority needs of low-income and under-served populations in Contra Costa County
An awareness of CSB correspondence so that we are all informed of current notifications.
An opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the needs of the community.
Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.
An approval to apply for fiscal year 2023 Cost-of-Living Adjustment (COLA) for an increase of 5.6% of the FY 2022 base funding level.
An approval to apply for fiscal year 2023 Quality Improvement Funding from the Administration for Children and Families to support enhancements for the Head Start and Early Head Start programs.
An approval of February 15, 2023, Policy Council Minutes.
An announcement from Employment and Human Services Director
Administrative Reports: 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 understanding of the 2 <sup>nd</sup> DRDP Child Outcomes Baseline Assessment report and School Readiness Goals for the 2022-2023 program so that Policy Council members are aware of agency-wide baseline data of children's assessments.
An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.
Heard 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)
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Review Desired Outcomes	Present Clarify Check for understanding	Juan Batiz	2
Meeting Ground Rules	Present Clarify Check for understanding	Tuliisa Miller	2
Public Hearing <ul style="list-style-type: none"> <li>Economic Opportunity Council</li> </ul>	Present Clarify Check for understanding	Christina Reich	30
<b>Wellness Activity</b>	Present Clarify	Jasmine Cisneros	5
Correspondence	Present Clarify	Karen Medrano	2
Public Comment	Present	Public	2
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	7
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of the 2023 Cost-of-Living adjustment (COLA)</li> </ul>	Present Clarify Check for understanding Check for Agreement	Sarah Reich	8 Minutes (Reserve 3 minutes for roll call)
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of the 2023 Quality Improvement Funding from the Administration for Children and Families</li> </ul>	Present Clarify Check for understanding Check for Agreement	Sarah Reich	8 Minutes (Reserve 3 minutes for roll call)
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of February 15, 2023 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Karen Medrano Volunteer	5 Minutes (Reserve 3 minutes for roll call)
<b>Announcement</b> <ul style="list-style-type: none"> <li>CSB Director Appointment</li> </ul>	Present Clarify Check for understanding	Marla Stuart	7
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>CSB Interim Director</li> </ul>	Present Clarify Check for understanding	Nic Bryant	5
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>Division Manager</li> </ul>	Present Clarify Check for understanding	Amy Wells	5
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>Fiscal</li> </ul>	Present Clarify Check for understanding	Haydee Ilan	5
<b>Report:</b> <ul style="list-style-type: none"> <li>Subcommittee Updates</li> </ul>	Present Clarify Check for understanding	Subcommittee Leads	2
<b>Report</b> <ul style="list-style-type: none"> <li>2<sup>nd</sup>. DRDP &amp; School Readiness Goals Updates</li> </ul>	Present Clarify Check for Understanding	Amy Wells and Afi Fiaxe	15

<b>Report:</b> • Site Reports	Present Clarify Check for Understanding	Site Representatives	4
Announcements	Present Clarify Check for understanding	Ana Araujo	4
Meeting Evaluation	Plus/Delta	Volunteer	2

**PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:**

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.

- HOW TO JOIN THE MEETING VIA ZOOM:  
Zoom Meeting ID: 870 4513 5129
- HOW TO JOIN THE MEETING VIA CALL-IN:  
Conference Call: USA 8882780254 (US Toll Free) Conference Code: 379008

**HOW TO PROVIDE PUBLIC COMMENT:**

Persons who wish to address the CSB Policy Council during public comment on matters within the jurisdiction of the CSB Policy Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phone.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 864-0837

Public comments may also be submitted before the meeting by email at [aaaraujo@ehsd.cccounty.us](mailto:aaaraujo@ehsd.cccounty.us) or by voicemail at (925) 864-0837. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting

# Director's Report to Policy Council

April 19, 2023

- Thank you for being here tonight. We are aware that it is a hardship to attend in person. We are hopeful about a bill that is working its way through our state legislature that will allow you to participate via Zoom once again. The bill is Assembly Bill 817. More to come on this.
- There is currently a Call to Action from the National Head Start Association for all Head Start parents and alumni to advocate for more funding for Head Start. Please go to [www.nhsa.org/take-action](http://www.nhsa.org/take-action) to send a letter to your legislators. The website does it all for you! You just have to put your name and address in.
- Week of the Young Child just passed and our program did it in style! I hope you enjoyed the opportunity to celebrate the wonders of Early Childhood! I am grateful to all the staff and parents that made it such a great week!
- Plans are underway to reinstate a long-held tradition here at CSB – the Joint Policy Council and Board of Supervisors Training on Shared Governance! The event will be in July and we will get a “Save the Date” out to you very soon so you can mark it on your calendars. This is a great opportunity for you to meet your local leaders and learn together.
- Work on our Quality Improvement Plan continues and we had a successful T/TA visit on March 30. Staff is working diligently on all recommended changes. We can anticipate a review sometime in May or June to ensure all our corrections are made.

<b>Head Start</b>		
<b>A.12</b> Cumulative Enrollment	<b>735</b>	
<b>C.7</b> Number of all children who are up-to-date (through the end of the program year) on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	254	34.56%
<b>C.8a</b> Of these, the number who have received or are receiving medical treatment.	136	18.50%
<b>C.19</b> Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year.	549	74.69%
<b>C19.a.1</b> Of these, the number of children who have received or are receiving dental treatment.	137	18.64%
<b>C.1.a</b> Number enrolled in Medicaid and /or CHIP	621	84.49%
<b>C1</b> Number of all children with health insurance	733	99.73%
<b>C.24</b> Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special education and related services	122	16.60%
<b>C.28</b> Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	225	30.61%
<b>C.45</b> Number of families that received at least one program services to promote family outcomes.	552	
<b>Early Head Start</b>		
<b>A.12</b> Cumulative Enrollment	<b>259</b>	
<b>C.7</b> Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	44	16.99%
<b>C.8a</b> Of these, the number who have received or are receiving medical treatment.	61	23.55%
<b>C.1.a</b> Number enrolled in Medicaid and /or CHIP	217	83.78%
<b>C1</b> Number of all children with health insurance	247	95.37%
<b>C.25</b> Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services the Individuals with Disabilities Education Act (IDEA)	12	4.63%
<b>C.28</b> Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	59	22.78%
<b>C.45</b> Number of families that received at least one program services to promote family outcomes.	153	

## Tool Completion Rates for Center Monitoring: March 2023

Daily Facility Checklist	Daily Health & Safety Classroom Checklist	Daily Teacher Playground Safety Checklist	Monthly Playground Safety Checklist
99%	98.3%	98.9%	100%

### Trends across Tools:

- Average elapsed time between citing the non-compliance and correcting is less than 1 day (.87 days)
- Top non-compliances are:
  - o Environments are free of rust
  - o Outdoor play areas free of debris/litter/leaves

### Reporte en Español

## Herramientas para el monitoreo del centro tasas de finalización: Marzo de 2023

<i>Lista de verificación diaria de las instalaciones</i>	<i>Lista de verificación diaria de salud y seguridad en el los salones</i>	<i>Lista de maestros de verificación diaria de seguridad en el patio de juegos</i>	<i>Lista de verificación mensual de seguridad en el patio de juegos</i>
99%	98.3%	98.9%	100%

### **Tendencias en las herramientas:**

- El tiempo promedio transcurrido entre la citación del incumplimiento y la corrección es inferior a 1 día (0,87 días)
- Los principales incumplimientos son:
  - o Los ambientes están libres de óxido.
  - o Áreas de juego al aire libre libres de escombros/basura/hojas

## **Enrollment and Attendance Report to Policy Council March 2023**

### Enrollment:

- **HS – 63.79%**
- **EHS & EHS-CCP2 – 66.04%**

### Attendance:

- **HS – 77.64%**
- **EHS & EHS-CCP2 – 80.88%**

Low enrollment due to class size restrictions and the staffing shortage. Low attendance due to illness (Cough, Cold and Runny Nose)

## ***Informe de Inscripción y Asistencia al Consejo de Políticas Marzo 2023***

### *Inscripción:*

### Inscripción:

- **HS – 63.79%**
- **EHS & EHS-CCP2 – 66.04%**

### Asistencia:

- **HS – 77.64%**
- **EHS & EHS-CCP2 – 80.88%**
- 

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal. Baja asistencia por enfermedad (Resfriados, tos, congestión nasal)

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**  
**2023 HEAD START PROGRAM**  
**BUDGET PERIOD JANUARY - DECEMBER 2023**  
**AS OF FEBRUARY 2023**

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	Should be 17% %YTD
a. PERSONNEL	\$ 4,780,099	\$ 4,154,703	\$ 625,396	13%
b. FRINGE BENEFITS	2,957,678	2,598,563	359,115	12%
c. TRAVEL	16,765	16,765	-	0%
d. EQUIPMENT	50,000	50,000	-	-
e. SUPPLIES	279,500	274,000	5,500	2%
f. CONTRACTUAL	4,385,561	4,373,787	11,774	0%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	2,729,181	2,677,496	51,685	2%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 15,198,784</b>	<b>\$ 14,145,315</b>	<b>\$ 1,053,470</b>	<b>7%</b>
j. INDIRECT COSTS	917,779	917,779	-	0%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 16,116,563</b>	<b>\$ 15,063,094</b>	<b>\$ 1,053,470</b>	<b>7%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 4,029,141</i>	<i>\$ 3,765,774</i>	<i>\$ 263,367</i>	<i>7%</i>



**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2023 HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2023**

**AS OF FEBRUARY 2023**

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	Should be 17% % YTD	Actual Feb-23
<b>a. Salaries &amp; Wages (Object Class 6a)</b>					
Permanent 1011	4,549,494	3,949,052	600,442	13%	284,814
Temporary 1013	230,605	205,651	24,954	11%	13,693
<b>a. PERSONNEL (Object class 6a)</b>	<b>4,780,099</b>	<b>4,154,703</b>	<b>625,396</b>	<b>13%</b>	<b>298,507</b>
<b>b. FRINGE BENEFITS (Object Class 6b)</b>					
Fringe Benefits	2,957,678	2,598,563	359,115	12%	168,851
<b>b. FRINGE (Object Class 6b)</b>	<b>2,957,678</b>	<b>2,598,563</b>	<b>359,115</b>	<b>12%</b>	<b>168,851</b>
<b>c. Travel (Object Class 6c)</b>					
HS Staff	16,765	16,765	-	0%	-
<b>c. TRAVEL (Object Class 6c)</b>	<b>16,765</b>	<b>16,765</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>d. EQUIPMENT (Object Class 6d)</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>		<b>-</b>
<b>e. SUPPLIES (Object Class 6e)</b>					
1. Office Supplies	68,000	63,329	4,671	7%	4,671
2. Child and Family Services Supplies (Includesclass	100,000	99,796	204	0%	-
4. Other Supplies					
Health and Safety Supplies	1,000	1,000	-		-
Computer Supplies, Software Upgrades, Compute	100,000	99,375	625	1%	625
Health/Safety Supplies	5,000	5,000	-	0%	-
Mental health/Disabilities Supplies	1,500	1,500	-	0%	-
Employee Morale	1,500	1,500	-	0%	-
Household Supplies	2,500	2,500	-		-
<b>TOTAL SUPPLIES (6e)</b>	<b>279,500</b>	<b>274,000</b>	<b>5,500</b>	<b>2%</b>	<b>5,296</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Con	28,000	28,000	-	0%	-
2. Health/Disabilities Services	-	-	-		-
Health Consultant	64,500	53,341	11,159	17%	8,599
5. Training & Technical Assistance - PA11	-	-	-		-
Leadership Trainings/Seminars/Worshops	27,185	27,185	-	0%	-
Demographic/Data Research	12,000	12,000	-	0%	-
Practice Based Coaching/Classroom Observatic	10,000	9,385	615	6%	615
Family Development Credential/Reflective Pract	15,000	15,000	-	0%	-
Reflective Supervision	25,000	25,000	-	0%	-
7. Delegate Agency Costs					
YMCA Delegate Agency PA22	2,413,936	2,413,936	-	0%	-
YMCA Delegate Agency PA20	8,000	8,000	-	0%	-
8. Other Contracts					
New Partnership	129,137	129,137	-	0%	-
KinderCare	42,976	42,976	-	0%	-
Tiny Toes	88,928	88,928	-	0%	-
YMCA-West	724,391	724,391	-	0%	-
YMCA-East	796,508	796,508	-	0%	-
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>4,385,561</b>	<b>4,373,787</b>	<b>11,774</b>	<b>0%</b>	<b>9,214</b>
<b>g. CONSTRUCTION (Object Class 6g)</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>h. OTHER (Object Class 6h)</b>					
2. Bldg Occupancy Costs/Rents & Leases	350,000	331,916	18,084	5%	8,970
(Rents & Leases/Other Income)	-	1,328	(1,328)		-
4. Utilities, Telephone	143,000	140,439	2,561	2%	1,697
5. Building and Child Liability Insurance	3,000	3,000	-	0%	-
6. Bldg. Maintenance/Repair and Other Occupancy	255,000	249,958	5,042	2%	2,449
8. Local Travel (55.5 cents per mile effective 1/1/20	20,000	19,853	147	1%	147
9. Nutrition Services					
Child Nutrition Costs	380,000	380,000	-	0%	-
(CCFP & USDA Reimbursements)	(60,000)	(60,000)	-	0%	-
13. Parent Services					
Parent Conference Registration - PA11	1,060	1,060	-	0%	-
PC Orientation, Trainings, Materials & Translatio	1,000	1,000	-	0%	-
Policy Council Activities	1,000	1,000	-	0%	-
Child Care/Mileage Reimbursement	5,000	5,000	-	0%	-
14. Accounting & Legal Services					
Auditor Controllers	3,000	2,003	997	33%	-
Data Processing/Other Services & Supplies	23,000	16,498	6,503	28%	6,503
15. Publications/Advertising/Printing					
Outreach/Printing	1,000	1,000	-	0%	-
Recruitment Advertising (Newspaper, Brochures)	2,000	2,000	-	0%	-
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, N	5,000	5,000	-	0%	-
Staff Trainings/Dev. Conf. Registrations/Member	70,000	70,000	-	0%	-
Family, Community and Parent Involvement	5,334	5,334	-	0%	-
17. Other					
Site Security Guards	40,000	40,000	-	0%	-
Dental/Medical Services	1,000	1,000	-	0%	-
Vehicle Operating/Maintenance & Repair	100,000	81,451	18,549	19%	8,284
Equipment Maintenance Repair & Rental	58,000	58,000	-	0%	-
Dept. of Health and Human Services-data Base (C	10,000	8,871	1,129	11%	1,129
Other Operating Expenses (Facs Admin/Other adi	250,000	250,000	-	0%	-
Other Departmental Expenses	1,060,287	1,060,287	-	0%	-
<b>h. OTHER (6h)</b>	<b>2,729,181</b>	<b>2,677,496</b>	<b>51,685</b>	<b>2%</b>	<b>29,178</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>15,198,784</b>	<b>14,145,315</b>	<b>1,053,470</b>	<b>7%</b>	<b>511,046</b>
<b>j. INDIRECT COSTS</b>	<b>917,779</b>	<b>917,779</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>k. TOTALS (ALL BUDGET CATEGORIES)</b>	<b>16,116,563</b>	<b>15,063,094</b>	<b>1,053,470</b>	<b>7%</b>	<b>511,046</b>
<i>Non-Federal Share (In-kind)</i>	4,029,141	3,765,774	263,367	7%	127,762

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**  
**2023 EARLY HEAD START PROGRAM**  
**BUDGET PERIOD JANUARY - DECEMBER 2023**  
**AS OF FEBRUARY 2023**

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	Should be 17% % YTD
a. PERSONNEL	2,802,510	2,557,278	245,232	9%
b. FRINGE BENEFITS	1,399,097	1,329,365	69,732	5%
c. TRAVEL	7,185	7,185	-	0%
d. EQUIPMENT	50,000	50,000	-	
e. SUPPLIES	248,500	234,250	14,250	6%
f. CONTRACTUAL	3,327,113	3,309,280	17,833	1%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	3,063,989	3,051,123	12,866	0%
<b>I. TOTAL DIRECT CHARGES</b>	<b>10,898,394</b>	<b>10,538,481</b>	<b>359,913</b>	<b>0%</b>
j. INDIRECT COSTS	538,082	538,082	-	0%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>11,436,476</b>	<b>11,076,563</b>	<b>359,913</b>	<b>3%</b>
<i>In-Kind (Non-Federal Share)</i>	2,859,119	2,769,141	89,978	3%

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2023 EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2023**

**AS OF FEBRUARY 2023**

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	Should be 17% % YTD	Actual Feb-23
<b>a. Salaries &amp; Wages (Object Class 6a)</b>					
Permanent 1011	2,221,061	1,976,304	244,757	11%	105,416
Temporary 1013	581,449	580,974	476	0%	476
<b>a. PERSONNEL (Object class 6a)</b>	<b>2,802,510</b>	<b>2,557,278</b>	<b>245,232</b>	<b>9%</b>	<b>105,892</b>
<b>b. FRINGE BENEFITS (Object Class 6b)</b>					
Fringe Benefits	1,399,097	1,329,365	69,732	5%	54,153
<b>b. FRINGE (Object Class 6b)</b>	<b>1,399,097</b>	<b>1,329,365</b>	<b>69,732</b>	<b>5%</b>	<b>54,153</b>
<b>c. Travel (Object Class 6c)</b>					
HS Staff	7,185	7,185	-		-
<b>c. TRAVEL (Object Class 6c)</b>	<b>7,185</b>	<b>7,185</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>d. EQUIPMENT (Object Class 6d)</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>		<b>-</b>
<b>e. SUPPLIES (Object Class 6e)</b>					
1. Office Supplies	30,000	23,241	6,759	23%	6,759
2. Child and Family Services Supplies (Includes classroom Supplies)	100,000	92,509	7,491	7%	2,740
4. Other Supplies	-	-	-		-
Computer Supplies, Software Upgrades, Computer Replacement	100,000	100,000	-	0%	-
Health/Safety Supplies	5,000	5,000	-	0%	-
Household Supplies	11,000	11,000	-	0%	-
Employee Health and Welfare costs (formerly Employee morale)	2,500	2,500	-	0%	-
<b>TOTAL SUPPLIES (6e)</b>	<b>248,500</b>	<b>234,250</b>	<b>14,250</b>	<b>6%</b>	<b>9,499</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	12,000	12,000	-	0%	-
2. Health/Disabilities Services	-	-	-		-
Health Consultant	23,050	20,490	2,560	11%	1,920
5. Training & Technical Assistance - PA11	-	-	-		-
Leadership Trainings/Seminars/Worshops	30,000	29,902	98	0%	98
Demographic/Data Research	25,000	25,000	-	0%	-
Practice Based Coaching/Classroom Observation	15,000	15,000	-	0%	-
Family Development Credential/Reflective Practice	40,000	39,385	615	2%	615
Reflective Supervision	15,000	-	-	0%	-
8. Other Contracts	-	-	-		-
New Partnership	485,053	485,053	-	0%	-
Aspiranet	970,958	970,958	-	0%	-
Crossroads	198,704	184,144	14,560	7%	14,560
KinderCare	306,349	306,349	-	0%	-
Tiny Toes	51,058	51,058	-	0%	-
YMCA (West)	411,264	411,264	-	0%	-
YMCA (East)	643,677	643,677	-	0%	-
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>3,327,113</b>	<b>3,309,280</b>	<b>17,833</b>	<b>1%</b>	<b>17,193</b>
<b>g. CONSTRUCTION (6g)</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>h. OTHER (Object Class 6h)</b>					
2. Bldg Occupancy Costs/Rents & Leases	40,000	37,658	2,342	6%	1,169
4. Utilities, Telephone	12,000	11,977	23	0%	23
6. Bldg. Maintenance/Repair and Other Occupancy	252,000	243,658	8,342	3%	2,342
8. Local Travel (55.5 cents per mile effective 1/1/2012)	8,000	8,000	-	0%	-
9. Nutrition Services	-	-	-		-
Child Nutrition Costs	5,000	5,000	-	0%	-
13. Parent Services	-	-	-		-
Parent Conference Registration - PA11	3,000	3,000	-	0%	-
PC Orientation, Trainings, Materials & Translation - PA11	4,000	4,000	-	0%	-
Policy Council Activities	1,500	1,500	-	0%	-
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	3,000	3,000	-	0%	-
Child Care/Mileage Reimbursement	3,000	3,000	-	0%	-
14. Accounting & Legal Services	-	-	-		-
Auditor Controllers	500	500	-	0%	-
Data Processing/Other Services & Supplies	10,000	10,000	-	0%	-
15. Publications/Advertising/Printing	-	-	-		-
Recruitment Advertising (Newspaper, Brochures)	1,000	1,000	-	0%	-
16. Training or Staff Development	-	-	-		-
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc)	4,000	3,925	75	2%	75
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	52,020	52,020	-	0%	-
17. Other	-	-	-		-
Site Security Guards	21,000	21,000	-	0%	-
Vehicle Operating/Maintenance & Repair	6,000	3,915	2,085	35%	1,247
Equipment Maintenance Repair & Rental	7,000	7,000	-	0%	-
Dept. of Health and Human Services-data Base (CORD)	1,000	1,000	-	0%	-
Other Operating Expenses (Facs Admin/Other admin)	80,000	80,000	-	0%	-
Comprehensive Services with State Child Development Program	2,549,969	2,549,969	-	0%	-
<b>h. OTHER (6h)</b>	<b>3,063,989</b>	<b>3,051,123</b>	<b>12,866</b>	<b>0%</b>	<b>4,856</b>
<b>I. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>10,898,394</b>	<b>10,538,481</b>	<b>359,913</b>	<b>3%</b>	<b>191,592</b>
<b>j. INDIRECT COSTS</b>	<b>538,082</b>	<b>538,082</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>k. TOTALS (ALL BUDGET CATEGORIES)</b>	<b>11,436,476</b>	<b>11,076,563</b>	<b>359,913</b>	<b>3%</b>	<b>191,592</b>
<i>Non-Federal Share (In-kind)</i>	<i>2,859,119</i>	<i>2,769,141</i>	<i>89,978</i>	<i>3%</i>	<i>47,898</i>

**COMMUNITY SERVICES BUREAU  
SUMMARY CREDIT CARD EXPENDITURE  
February 2023**

<b>Stat. Date</b>	<b>Amount</b>	<b>Program</b>	<b>Purpose/Description</b>	<b>Head Start/Early HS only</b>
02/22/23	\$0.30	Child Nutrition Food Services	Office Exp	
02/22/23	\$10.96	Child Dev Misc Grants: QRIS	Office Exp	
02/22/23	\$80.50	Indirect Admin Costs	Office Exp	
	<b>\$91.76</b>			
02/22/23	(\$152.55)	Indirect Admin Costs	Books, Periodicals	
	<b>(\$152.55)</b>			
02/22/23	\$902.07	Child Nutrition Food Services	Food	
	<b>\$902.07</b>			
02/22/23	\$352.97	Head Start T & TA	Other Travel Employees	
	<b>\$352.97</b>			<b>\$352.97</b>
02/22/23	\$125.00	Marsh Creek Site Costs	Training & Registration	
02/22/23	\$450.00	EHS T & TA	Training & Registration	
02/22/23	\$578.00	Head Start T & TA	Training & Registration	
02/22/23	\$1,050.00	Head Start T & TA	Training & Registration	
	<b>\$2,203.00</b>			<b>\$2,203.00</b>
02/22/23	\$54.88	George Miller Concord Site Costs	Educational Supplies	
	<b>\$54.88</b>			
02/22/23	\$122.59	Comm. Svc Block Grant	Other Special Dpmtal Exp	
02/22/23	\$209.19	Child Nutrition Food Services	Other Special Dpmtal Exp	
02/22/23	\$333.60	CRRSA and ARP	Other Special Dpmtal Exp	
	<b>\$665.38</b>			
<b>Total</b>	<b>\$4,117.51</b>			<b>2,555.97</b>

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2022-23

February 2023

**12** Approved Sites



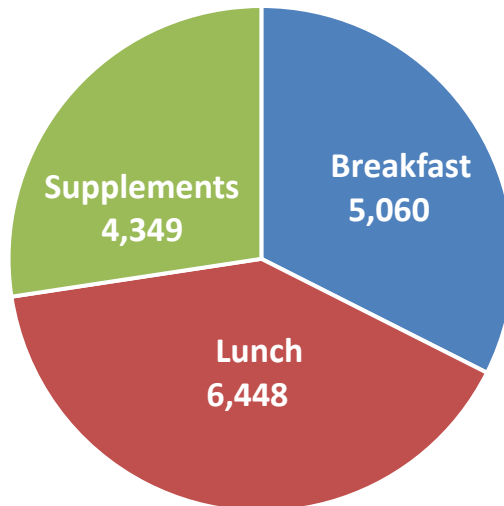
**19** Days Meals Served



**340** Daily Participation



**15,857 Meals Served**



**Claim Reimbursement**

**Total: \$ 46,507**



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 15, 2023

**Grant No. 09CH010862**

**Dear Head Start Grant Recipient:**

The Consolidated Appropriations Act, 2023, contains an increase for Head Start of \$960 million over the Fiscal Year (FY) 2022 level. This includes a cost-of-living adjustment (COLA) of \$596 million and a \$262 million Quality Improvement investment. The COLA supports a 5.60 percent adjustment above FY 2022 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2023.

<b>Funding Type</b>	<b>Head Start</b>	<b>Early Head Start</b>
Cost-of-Living Adjustment (COLA)	\$891,476	\$629,511
Quality Improvement (QI)	\$325,191	\$262,694
<b>Total Funding</b>		<b>\$2,108,872</b>

Please note, these permanent increases are effective at the start of the FY 2023 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program **must** be budgeted accordingly in application submissions.

**Application Submission Requirements**

The supplemental application is due **April 21, 2023** (except for recipients that have yet to submit their FY 2023 Non-Competing New (NCN) or Non-Competing Continuation (NCC) application. In these instances, the due date for COLA and Quality Improvement funds will be the due date for the NCN or NCC application) and must be submitted in the [Head Start Enterprise System \(HSES\)](#). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2023**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other supplemental application type will be accepted for this funding opportunity.

Recipients that have not yet submitted their FY 2023 NCN or NCC application may include their COLA and Quality Improvement allocations in the annual application. If included, the NCN or NCC must contain separate project narratives and budget justifications for COLA and Quality Improvement as outlined in guidance described later in this notice. All supporting documentation for COLA and Quality Improvement must be clearly identified and uploaded in the 'Application and Budget Justification Narrative' folder under the 'Documents' tab within the NCN or NCC.

For additional information on the allowable uses of COLA and Quality Improvement funding, refer to Program Instruction ACF-PI-HS-23-02.

## Contents of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate project narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must use 12-point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

For COLA, the following must be demonstrated:

- A permanent increase of no less than the required 5.6 percent adjustment to the pay scale for each Head Start/Early Head Start position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- A rationale and supporting documentation detailing agency policies and procedures if a position is receiving less than the required COLA percentage or differential COLA increases;
- The provision of a no less than 5.6 percent increase to all delegate agencies and partners or justification if less than the required percentage or differential increases are provided to delegate agencies and partners;
- Written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to affected employees, if applicable;
- The planned uses for any portion of the COLA funds to offset higher operating costs, once the 5.6 percent increase is provided to all staff, delegates and partners.

For Quality Improvement, the following must be demonstrated:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement should be ongoing; description and written confirmation that funds will be used for ongoing purposes consistent with Section 640(a)(5) of the Act;
- If funds are used for staff wages, written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to all affected employees.
- If funds are used for one-time activities in the FY 2023 budget period, describe plans for how the funds will be allocated in the subsequent budget period.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

### **Declination of Funds**

If any portion of the funding identified above will not be requested, a statement regarding this decision must be submitted through HSES Correspondence no later than the date the application is due. The subject line of the HSES Correspondence should read –"[recipient grant number] [recipient name] –declination of [all or portion] COLA/QI funds". As a reminder, these funds are permanent increases to the Head Start and Early Head Start base funding levels. A declination of any portion of the funds may impact budgets for subsequent years.

## **Application's Budget Tab Requirements**

Data entered on the **Budget** tab within the application populates the SF-424A. Funding for both, COLA and Quality Improvement, must be included and within the appropriate program, Head Start or Early Head Start.

## **Non-Federal Match**

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency due to the COVID-19 pandemic. If a non-federal match waiver is being request, a value of \$0 must be entered in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

## **Supporting Documents**

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the application must be provided. Through the public health emergency, at a minimum a statement confirming approval by Governing Body and Policy Council members available for contact will be accepted.

Upon expiration of the public health emergency, flexibilities for application requirements including requests for non-federal match waivers and Governing Body and Policy Council approvals will no longer be in effect. Applications submitted after the expiration must meet the full requirements.

The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. For questions or assistance, please contact Chris Pflaumer, Head Start Program Specialist, at 415-437-8445 or [chris.pflaumer@acf.hhs.gov](mailto:chris.pflaumer@acf.hhs.gov) or Joanna Chan, Grants Management Specialist, at 415-437-8421 or [joanna.chan1@acf.hhs.gov](mailto:joanna.chan1@acf.hhs.gov).

## **Program Improvement (One-Time) Requests**

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements), are prioritized and, issued funding subject to the availability of funds. If a program improvement request is submitted, please allow for additional time for a final decision. For questions regarding program improvement needs and requests, please contact the regional office.

For technical assistance in preparing the application, please contact the HSES Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Sincerely,  
The Office of Head Start



## Attachment A

### Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections [644\(a\)](#) and [653](#) of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to support the following —
  - ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
  - improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
  - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under [Sec. 648A\(a\)\(1\)](#) of the Act, including—
    - providing assistance to complete postsecondary course work;
    - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
    - improving the qualifications and skills of educational personnel to teach and provide services to children with disabilities
2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children; children in foster care; children with limited English proficiency; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.
3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.
4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.
5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically based reading research, as predictive of later reading achievement.
6. To increase hours of program operation, including the following —
  - conversion of part-day programs to full-working day programs; and
  - increasing the number of weeks of operation in a calendar year.
7. To improve community wide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.
8. To transport children in Head Start programs safely.
9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.

**EHSD - COMMUNITY SERVICES BUREAU**

**EARLY HEAD START PROGRAM - FY 2023**

**5.6% COST-OF-LIVING-ADJUSTMENT (COLA) and QUALITY IMPROVEMENT (QI) BUDGET**

Object Class Categories	(a)	(b)	(c)=(a+b)	Remarks
	EHS COLA	EHS QI	TOTAL EHS COLA/QI	
<b>a. PERSONNEL (Object Class 6a)</b>				
Permanent	81,125		81,125	Salaries increased by the 5% County approved increase across the board
Temporary	14,920		14,920	Salaries increased by the 5% County approved increase across the board
Teaching Staff Stipends	296,721	262,694	559,415	Stipends for recruitment (hiring) and retention of teaching staff positions
<b>PERSONNEL (Object Class 6a)</b>	<b>392,766</b>	<b>262,694</b>	<b>655,460</b>	
<b>b. FRINGE BENEFITS (Object Class 6b)</b>				
Permanent Staff	61,883		61,883	Fringe benefits for Permanent staff is 76.28% of Permanent salaries
Temporary Staff	14,921		14,921	Fringe benefits for Temporary staff is 12.41% of Temporary salaries
<b>FRINGE BENEFITS (Object Class 6b)</b>	<b>76,804</b>	<b>-</b>	<b>76,804</b>	
<b>TOTAL PERSONNEL (6a &amp; 6b)</b>	<b>469,570</b>	<b>262,694</b>	<b>732,264</b>	
<b>f. CONTRACTUAL (Object Class 6f)</b>				
6. Other Contracts			-	
Aspiranet	53,247		53,247	5.6% COLA is allocated to Partners to increase rate per slot.
Crossroads	9,172		9,172	5.6% COLA is allocated to Partners to increase rate per slot.
KinderCare	17,153		17,153	5.6% COLA is allocated to Partners to increase rate per slot.
Tiny Toes	2,859		2,859	5.6% COLA is allocated to Partners to increase rate per slot.
YMCA (West)	23,027		23,027	5.6% COLA is allocated to Partners to increase rate per slot.
YMCA (East)	36,042		36,042	5.6% COLA is allocated to Partners to increase rate per slot.
<b>TOTAL CONTRACTUAL (6f)</b>	<b>141,500</b>		<b>141,500</b>	
<b>i. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)</b>	<b>611,070</b>	<b>262,694</b>	<b>873,764</b>	
<b>j. INDIRECT COSTS (19.2% of Salaries only)</b>	<b>18,441</b>		<b>18,441</b>	Indirect Cost is computed at 19.2% of Permanent and Temporary salaries
<b>k. TOTAL FEDERAL (ALL BUDGET CATEGORIES)</b>	<b>629,511</b>	<b>262,694</b>	<b>892,205</b>	
<i>Non-Federal share</i>	<i>157,378</i>	<i>65,673</i>	<b>223,051</b>	Non-federal share is computed at 25% of Total Federal budget
<b>Total Federal and Non-Federal Budget</b>	<b>786,889</b>	<b>328,367</b>	<b>1,115,256</b>	

**EHSD - COMMUNITY SERVICES BUREAU**

**HEAD START PROGRAM - FY2023**

**5.6% COST-OF-LIVING-ADJUSTMENT (COLA) and QUALITY IMPROVEMENT (QI) BUDGET**

Object Class Categories	(a)	(b)	(c)=(a+b)	REMARKS
	HS COLA	HS QI	TOTAL HS COLA/QI	
<b>a. PERSONNEL (Object Class 6a)</b>				
Permanent (staff)	234,754		234,754	Salaries increased by the 5% County approved increase across the board
Temporary (staff)	26,316		26,316	Salaries increased by the 5% County approved increase across the board
Teaching Staff Stipends	162,537	325,191	487,728	Stipends for recruitment (hiring) and retention of teaching staff positions
<b>PERSONNEL (Object Class 6a)</b>	<b>423,607</b>	<b>325,191</b>	<b>748,798</b>	
<b>b. FRINGE BENEFITS (Object Class 6b)</b>				
Permanent Staff	179,071		179,071	Fringe benefits for Permanent staff is 76.28% of Permanent salaries
Temporary Staff	26,316		26,316	Fringe benefits for Temporary staff is 12.41% of Temporary salaries
<b>FRINGE BENEFITS (Object Class 6b)</b>	<b>205,387</b>	<b>-</b>	<b>205,387</b>	
<b>f. CONTRACTUAL (Object Class 6f)</b>				
5. Delegate Agency Costs			-	
Delegate Agency Costs - PA22	135,180		135,180	5.6% COLA is allocated to YMCA-Delegate to increase their contract.
6. Other Contracts			-	
KinderCare	1,286		1,286	5.6% COLA is allocated to Partners to increase rate per slot.
Tiny Toes	3,859		3,859	5.6% COLA is allocated to Partners to increase rate per slot.
YMCA (West)	38,874		38,874	5.6% COLA is allocated to Partners to increase rate per slot.
YMCA (East)	33,157		33,157	5.6% COLA is allocated to Partners to increase rate per slot.
<b>TOTAL CONTRACTUAL (6f)</b>	<b>212,356</b>	<b>-</b>	<b>212,356</b>	
<b>i. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)</b>	<b>841,350</b>	<b>325,191</b>	<b>1,166,541</b>	
<b>j. INDIRECT COSTS (19.2% of Salaries only)</b>	<b>50,126</b>		<b>50,126</b>	Indirect Cost is computed at 19.2% of Permanent and Temporary salaries
<b>k. TOTAL FEDERAL (ALL BUDGET CATEGORIES)</b>	<b>891,476</b>	<b>325,191</b>	<b>1,216,667</b>	
<i>Non-Federal share</i>	222,869	81,298	304,167	Non-federal share is computed at 25% of Total Federal budget
<b>Total Federal and Non-Federal Budget</b>	<b>1,114,345</b>	<b>406,489</b>	<b>1,520,834</b>	



**Policy Council Meeting Minutes**  
Virtual Meeting



**Date:** 2/15/2023

**Time Convened:** 6:06 PM

**Time Terminated:** 7:51 PM

**Recorder:** Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Juan Batiz, Vice Chair, called the meeting to order at 6:06 PM and reviewed the desired outcomes. Tuliisa Miller, Parliamentarian reviewed the meeting ground rules.
Public Comment	None
Correspondence	None
Parent Recognition of Staff	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> <li>• Ms. Veronica Calvario, Comprehensive Services Clerk, at George Miller Concord and Ms. Rita Loza, Comprehensive Services Manager, were presented with a certificate and a book to acknowledge their dedication to the children and families.</li> </ul>
<b>Action:</b> Approval of COVID 19 Mitigation Plan	<p><b>Christina Reich, Division Manager,</b> Reviewed the COVID 19 Mitigation Plan Summary for Policy Council.</p> <p>The Office of Head Start requires all Head Start Programs to have a COVID-19 Mitigation Policy that is to be used to protect children, families, and staff from infection and illness.</p> <p>The policy is evidenced based, meaning it uses information provided by experts in the sciences. Some sources include the American Academy of Pediatrics, the Centers for Disease Control and Prevention, and Contra Costa County Public Health.</p> <p>The policy is developed using three levels of COVID in the community and includes things we need to do for each level such as:</p> <ul style="list-style-type: none"> <li>• Green Level – Low:               <ul style="list-style-type: none"> <li>○ Stay up to date with COVID-19 vaccines, including recommended booster doses.</li> <li>○ Maintain good ventilation in classrooms.</li> <li>○ Avoid contact with people who have suspected or confirmed COVID-19.</li> </ul> </li> <li>• Yellow Level – Medium:               <ul style="list-style-type: none"> <li>○ If at high risk of getting very sick, wear a high-quality mask when indoors.</li> <li>○ If there has been household or social contact with someone at high risk for getting very sick, consider self-testing to detect infection before contact and consider wearing a mask indoors.</li> </ul> </li> <li>• Red Level – High:               <ul style="list-style-type: none"> <li>○ Wear a high-quality mask at all times except when eating and drinking.</li> <li>○ If at high risk of getting sick, avoid non-essential indoor activities in public where you could be exposed.</li> </ul> </li> </ul>

Any time the level changes, the Health Manager will send a letter to staff and parents telling them what to do in Spanish and English. The letter will be posted at the entrances of our sites for everyone to see.

Vaccines will continue to be promoted and we will help you get them easily. Children with health conditions and/or disabilities that make them at risk for COVID-19 will have what they need to be in our classrooms and be safe. All supplies will be available on site at all times.

If outbreaks happen, we will notify all staff and parents at the affected location by letter and in person and we will follow the guidance from the Contra Costa County Public Health Department and the Contra Costa County Risk Management Department.

**A motion to approve the COVID 19 Mitigation Plan Summary for Policy Council was made by Amy Mockoski and seconded by Tuliisa Miller. The motion passed with 14 votes in favor.**

Ayes		Nays	Abstentions	Not Present		
Amy Mockoski	Maira Garcia			Ana Maria Dempsey	Michelly Mendantta	Zaraby Duran
Avile Cozette	Marcela Esparza			Deanna Carmona	Natalia Moyotl	
Charmaine Steptoe	Nalu Cavalcan			Deniedre Henry	Nya Martin	
Devlyn Sewell	Patricia De Queiroz			Debora Jimenez	Raquel Magana	
Juan Batiz	Sinay Catanon			Jasmine Cisneros	Rasheeta Flectcher	
Karen Medrano	Tuliisa Miller			Karen Franco	Teresa Munoz	
Lorena Mercham	Vilma Gaytan			Lizeth Vazquez	Yvonne Ramirez	

**Action:** Approval of the 2023-2024 CSB Admissions Priorities/Selection criteria and Recruitment & Enrollment Plan

**Tracy Lewis, Administrative Services Assistant II**, Provided an overview of the 2023-2024 CSB Admissions Priorities/Selection Criteria and Recruitment & Enrollment Plan.



**CONTRA COSTA COUNTY  
CSB Admissions Priorities / Selection Criteria  
2023-2024 Program Year**



Head Start Performance Standard 1302.14 (a)(1) mandates that the program set criteria, based on our Community Assessment, that define the types of children and families who will be given priority for recruitment and selection. Kindergarten is available in all communities that we serve. Due to the community need for full-day, full-year services, and the mandate that the Head Start & Early Head Start Program collaborate for full-day services, CSB has adopted the following selection criteria presented in order of priority, which also meets the regulations of our partner, the California Department of Education and California Department of Social Services.

<b>INFANTS &amp; TODDLERS (Aged 0-3, including pregnant women)</b>	<b>PRE-SCHOOL (Aged 3-5)</b>
<p>Transfers for children <b>currently enrolled</b> in Early Head Start and California Childcare and Development programs <b>will be accommodated</b> before enrolling any new children. Siblings in a currently enrolled family <b>may be given</b> priority.</p> <ol style="list-style-type: none"> <li>1. Child Protective Services / Child At Risk referrals or in ♦Foster care</li> <li>2. Children from families from the lowest income according to the income ranking               <ol style="list-style-type: none"> <li>a. When 2 or more have the same ranking then infants/toddlers with disabilities (IEP or IFSP) take priority</li> <li>b. If there are no children with disabilities then whomever has been on the waiting list the longest</li> </ol> </li> </ol>	<p>Requested transfers for children <b>currently enrolled</b> in Head Start and California State Preschool Programs (CSPP) <b>will be accommodated</b> before enrolling any new children. Siblings in a currently enrolled family <b>may be given</b> priority.</p> <ol style="list-style-type: none"> <li>1. 3 or 4 year olds with Child Protective Services / At Risk referrals or in ♦Foster Care</li> <li>2. 3 or 4 year olds with disabilities (after the set aside 10% has been filled) w/incomes below the eligibility guidelines</li> <li>3. 4 year olds <b>not</b> enrolled in Transitional Kindergarten (TK)               <ol style="list-style-type: none"> <li>a. <b>Part Day only: Children enrolled in CSPP as a 3 year old</b></li> <li>b. Lowest income according to the income ranking                   <ol style="list-style-type: none"> <li>i. When 2 or more have the same ranking then those with the Dual Language Learner designation take priority</li> <li>ii. If no Dual Language Learner then whomever has been on the waiting list the longest</li> </ol> </li> </ol> </li> <li>4. 3 year olds Lowest income according to the income ranking               <ol style="list-style-type: none"> <li>a. When 2 or more have the same ranking then those with the Dual Language Learner designation take priority</li> <li>b. If no Dual Language Learner then whomever has been on the waiting list the longest</li> </ol> </li> <li>5. 3 or 4 year olds from families with incomes no more than 15% above the income guideline.               <ol style="list-style-type: none"> <li>a. 4 year olds with exceptional needs (after the set aside % has been met) then 3 year olds with exceptional needs</li> <li>b. 4 year olds without exceptional needs before 3 year olds without exceptional needs</li> </ol> </li> </ol> <p>After all other eligible children have been enrolled:</p> <ol style="list-style-type: none"> <li>6. <b>Full day only:</b> 3 or 4 year olds that meet eligibility criteria without having a need for services               <ol style="list-style-type: none"> <li>a. Lowest income ranking                   <ol style="list-style-type: none"> <li>i. When 2 or more have the same ranking 4 year olds then 3 year olds</li> </ol> </li> </ol> </li> <li>7. 3 or 4 year olds that live within the attendance boundaries of a qualified free and reduced price lunch school</li> <li>8. <b>Part day only:</b> Children enrolling to provide expanded learning and care to TK enrolled children</li> </ol>
<b>Head Start and Early Head Start - Additional Priorities</b>	
<ol style="list-style-type: none"> <li>1. ♦Currently Homeless or Homeless within the last 18 months</li> <li>2. ♦Current TANF Recipient (cash aid) or within 24 months</li> <li>3. Teen parents (EHS only)</li> </ol>	

1) ♦Denotes categorical eligibility as per Head Start Performance Standard 1302.14 (b). 2) At least 10 percent of the enrollment will be made available to children who meet the definition for children with disabilities. 3) Pre-School Selection Priorities apply to both Full Day and Part Day programs unless otherwise specified. 4) Admissions Priorities / Selection Criteria, approved by Policy Council on xx/xx/2023 and approved by Board of Supervisors on xx/xx/2023

DESIRED OUTCOME: To inform the public about services available through the Contra Costa County Community Services Bureau, particularly those populations identified in our Community Assessment, and to recruit and enroll eligible children and their families into the Head Start, Early Head Start and Early Education and Support Programs.

Goal #1: To recruit eligible pregnant women, infants, toddlers, and children.

Goal #2: To recruit children with disabilities.

Goal #3: To recruit special populations as per our community assessment and selection criteria: CPS/At-Risk, Domestic Violence, Limited English, Need for Full Day Care, Homeless, TANF/CalWORKS Recipient, Children with Health Impairments, Teen Parents, Grandparent Caregivers, and children of currently or formerly incarcerated parents.

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Mobilize Parents – Word of Mouth, is our best strategy. Make sure a supply of flyers is available for parents to take and give out.	Comprehensive Services, Site Supervisors, Parent/ Family, Community Engagement Officer, Centralized Enrollment Unit (CEU) and ERSEA Manager	March 2023	Policy Council, Parent Meetings, Family Newsletter, Tables in entryways.	Reproducible Flyers and Pre-App Screening Forms. Palm Cards w/HS enrollment info.	All CSB and Delegate and Partner sites.
Pamphlets/flyers distributed: a) General info on CSB services b) Enrollment flyers c) Home-based services	Teachers, Site Supervisors, Comprehensive Services Staff, Home Educators, Centralized Enrollment Unit staff.	Ongoing	Laundromats WIC offices Grocery Stores Site lobby/Classrooms Elementary Schools Clinics Community-Based Organizations County Agencies Local churches Education Offices Libraries Hospitals Community Events/Flea Markets Check Cashing Agencies High Schools One-Stop Locations Housing site offices (including- 0 housing sites in San Ramon) Homeless Programs Community Centers (Richmond, San Pablo, Oakley, Willow Pass) Parks & Rec centers (Ambrose) LISEAR office Stage 2 & Alternative Payment Plans Family Entertainment Centers (Roller Rinks) Community Colleges First Five	Pictures Short paragraph describing program options Who is eligible Explanation of services available List Health, Nutrition, Education, Family Services, Family Wellness, Parent Engagement, Disabilities Services Home base Contact numbers and/or persons	HEAP mailings Food Stamp Offices Parent Meetings Doctors' Offices EHSD Child Care Offices Volunteer Bureaus One-Stop Centers Parents Farmers Markets (Richmond Main Street, San Pablo, Concord) *See "Location" section for additional distribution information

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Family Newsletter	Comprehensive Services, Site Supervisors	Quarterly	Distribute to all parents / partners	Who is eligible? Who to Contact? Program Activities Events, Educational opportunities	Early Intervention Programs Community Partners Elementary Schools in the District
Contact Agencies Serving Children	ERSEA Manager, Comprehensive Services Managers	Spring and Fall and as needed	WIC offices SELPAs Child Care Centers School Districts Private Providers Community-Based Organizations Community Recreation Sites PTAs Human Service Department Partner Sites Family Child Care Networks <b>Resource and Referral Agencies</b> Stage 2 & Alternative Payment Plans First Five Offices & Centers Homeless Shelter OB/GYN Offices <del>LINEAP</del> office Agencies serving children with special needs	Initial letter containing description of Head Start and Agency services and program options Personal visit to discuss coordination services, share program and curriculum information, plan referrals.	Community
Coordinate Transition Activities with Elementary Schools	MH/Disabilities Manager, Site Supervisors Education Managers	Spring/ Summer and throughout the year as needed	Childcare Centers Elementary Schools Other agencies for intake for special needs children High School/IT	Any pertinent information on child, - authorized by parent	Elementary School staff meetings & parent meetings; Site based staff meetings/ parent meetings; Policy Council Meetings
Speak at local organizations	Directors, Assistant Directors, Comprehensive Services Mgrs., Male Involvement Coordinator	Ongoing	Union Meetings Faith Based Organizations SHARE County Malls Fairs Clubs Community Events Other Government Agencies Non-Profit Agencies Businesses, Corporations and Foundations	Make Head Start staff or Policy Council rep. available Describe advantageous services Distribute pamphlets List of centers with contact information Set up information table with posters and pictures Application packages	Civic Organizations PTA meetings Church groups Community events

2023-2024 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan, approved by Policy Council on xx/xx/2023 and approved by Board of Supervisors on xx/xx/2023.



ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
"Staff Walks around the Community"	Site Supervisors, Comprehensive Services Staff, and Centralized Enrollment Unit staff.	May – August and as needed	Neighborhoods Other Agencies	Brief description of services Magnets or other marketing aids with contact info Flyers	Community
Any opportunity for free ads in local media, including social media	Assistant Directors; Analysts, Social Media Team	Spring-Fall	Local newspaper agencies, Penny Saver, Grapevine, Radio, Public Access TV, agency presence on Facebook and Twitter, etc.	Short information on program, in English and Spanish Contact information (Recruitment hotline)	Newspapers and on line.
Community Events	ALL STAFF	Ongoing	Contra Costa County <b>Enrollment Clinics at Sites</b>	Information on employment for teachers Informational Flyers Magnets, etc. with brief information	Community
Maintain supply of free Head Start pamphlets (order from ACF)	Site Supervisors, Managers for HB and Partners Comp. Services Asst. Managers	Ongoing	All CSB Centers All Partner/Delegate centers One Stop Career Centers Human Services Department SS of WIC <del>State Point</del> Family Justice Center <del>LIHEAP</del> office	Description of Head Start program and sample activities, with contact information.	Community
Implement streamlined referral processes per MOUs	ERSEA Manager	Ongoing	CFS RCEB Health Services <del>CalWorks</del> SNAP (Food Stamps)	Protocol and Procures Forms Tracking of special referrals	Organizations noted in "Location" section.
Recruitment through partnerships	ERSEA Manager, Comprehensive Services Managers, Partner Unit	Ongoing	CSB's Head Start and State child development partner agencies	Information of CSB's HS services including different program models to meet client needs. Site location and contact list. Transfer coordination.	Childcare and development partnerships
Digital Advertising	CSB Analyst and Hired consultants	6 month trial	Facebook, Instagram, Twitter	Program information, re-direct to CSB Connect	Digital platforms

**A motion to approve the 2023-2024 CSB Admissions Priorities/Selection criteria and Recruitment & Enrollment Plan was made by Amy Mockoski and seconded by Karen Medrano. The motion passed with 14 votes in favor.**

Ayes		Nays	Abstentions	Not Present		
Amy Mockoski	Maira Garcia			Ana Maria Dempsey	Michelly Mendantta	Zaraby Duran
Avile Cozette	Lizeth Vazquez			Deanna Carmona	Natalia Moyotl	
Charmaine Steptoe	Nalu Cavalcan			Deniedre Henry	Nya Martin	
Devlyn Sewell	Patricia De Queiroz			Debora Jimenez	Raquel Magana	
Juan Batiz	Sinay Catanon			Jasmine Cisneros	Rasheeta Flectcher	
Karen Medrano	Tuliisa Miller			Karen Franco	Teresa Munoz	

	Lorena Mercham	Vilma Gaytan				Marcela Esparza	Yvonne Ramirez	
<b>Action:</b> Consider Approval of January 18, 2023, Policy Council Minutes	The minutes of the January 18, 2023 Policy Council meeting were reviewed and no corrections were noted. <b>A motion to approve the minutes from January 18, 2023 Policy Council meeting was made by Tuliisa Miller and seconded by Lorena Mercham. The motion passed with 14 votes in favor.</b>							
	<b>Ayes</b>		<b>Nays</b>	<b>Abstentions</b>	<b>Not Present</b>			
	Amy Mockoski	Maira Garcia			Ana Maria Dempsey	Michelly Mendantta	Zaraby Duran	
	Avile Cozette	Lizeth Vazquez			Deanna Carmona	Natalia Moyotl		
	Charmaine Steptoe	Nalu Cavalcan			Deniedre Henry	Nya Martin		
	Devlyn Sewell	Patricia De Queiroz			Debora Jimenez	Raquel Magana		
	Juan Batiz	Sinay Catanon			Jasmine Cisneros	Rasheeta Flectcher		
	Karen Medrano	Tuliisa Miller			Karen Franco	Teresa Munoz		
	Lorena Mercham	Vilma Gaytan			Marcela Esparza	Yvonne Ramirez		
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>Interim Director</li> <li>Interim Division Manager</li> <li>Fiscal</li> </ul>	<b>Nicholas Bryant, Interim Director,</b> welcomed Policy Council representatives and thanked them for attending. Administrative updates: <ul style="list-style-type: none"> <li><b>Safety Review Update</b> - We are proud to announce that CSB passed the safety review portion of the Quality Improvement Plan (QIP) with flying colors! We have now officially corrected two of three deficiencies on safety. We have 3 remaining deficiencies surrounding timely reporting (safety) and monitoring.</li> <li><b>Training and Technical Assistance T/TA Visit</b> – CSB had a visit from our Training and Technical Assistance team from the Office of Head Start. Originally scheduled for January 17 &amp; 18, rescheduled to February 7 &amp; 8, due to scheduling and weather issues. The team focused on Governance, Fiscal monitoring and oversight, and Ongoing Monitoring. They provided suggestions as to how we can make some improvements.</li> <li><b>Quality Improvement Plan QIP Extension</b> - We have requested an extension to allow us to reinforce our monitoring systems. We will know soon if the request has been granted. The team is working hard to incorporate the suggested changes from the Training and Technical Assistance team.</li> <li><b>Deputy Director Departure</b> - Dr. Easter is no longer a part of the CSB Team, as she explained during her last meeting. Her last physical day in the office was February 9. She was a monumental force and anchor for the team and her absence will be felt.</li> </ul> <b>Amy Wells, Interim Division Manager,</b> reported: <ul style="list-style-type: none"> <li>The January enrollment was 61.14% for Head Start, 62.48% for Early Head Start and Early Head Start Child Care Partnership #2.</li> <li>The January attendance was 77.76% for Head Start and Head Start Delegate, 79.05% for Early Head Start and Early Head Start Child Care Partnership #2.</li> </ul>							

	<p><b>Haydee Ilan, Accountant III</b>, presented the following financial reports:</p> <ul style="list-style-type: none"> <li>• <b>2021-2022 Head Start Program: December 2022</b>, year-to-date cash expenditures were \$13,783,324 YTD, representing 75% of the program budget.</li> <li>• <b>2021-2022 Early Head Start Program: December 2022</b>, year-to-date cash expenditures were \$4,990,943 YTD, representing 54% of the program budget.</li> <li>• <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for <b>December 2022</b>, were \$6,949.60.</li> <li>• <b>Child and Adult Care Food Program: December 2022</b>, total meals served, including breakfast, lunch, and supplements, were 13,288.</li> </ul>
<b>Wellness Activity</b>	<b>Policy Council Representatives participated in a wellness activity by partaking in the “2 Minute Meditation.”</b>
<b>Discussion:</b> Governance Policy	<b>Governance Policy is tabled for the March 15, 2023 Policy Council Meeting.</b>
<b>Report:</b> 1st DRDP and School Readiness Goal	<b>Ron Pipa, Education Manager and Afi Fiaxe, Education Manager</b> , provided an overview of the Child Outcomes & School Readiness Goal Report 2022-2023. The Community Services Bureau implements the State of California developed desired results developmental profile (DRDP-2015) assessment to identify the developmental needs and program-wide outcomes of all infants, toddlers and preschool children. The tool assesses children based in different developmental domains, measures, and levels. Three assessments are conducted each program year using this instrument to monitor children's development. Results of the <b>First Assessment</b> , also called the <b>Baseline</b> :

## CHILD OUTCOMES & SCHOOL READINESS GOALS REPORT 2022-2023



**POLICY COUNCIL  
PRESENTATION  
FEBRUARY 2023**

1

### SCHOOL READINESS GOALS INFANTS & TODDLERS

DOMAIN & MEASURE	GOALS
APPROACHES TO LEARNING: SELF REGULATION: SELF CONTROL OF FEELINGS AND BEHAVIORS (ATL REG 5)	CHILDREN WILL DEVELOP STRATEGIES FOR REGULATING FEELINGS AND BEHAVIORS BECOMING LESS RELIANT ON ADULT GUIDANCE OVER TIME.
SOCIAL AND EMOTIONAL DEVELOPMENT: SOCIAL AND EMOTIONAL UNDERSTANDING (SED 2)	CHILDREN WILL SHOW A DEVELOPING UNDERSTANDING OF PEOPLE'S BEHAVIORS, FEELINGS, THOUGHTS AND INDIVIDUAL CHARACTERISTICS.
LANGUAGE AND LITERACY: RECIPROCAL COMMUNICATION AND CONVERSATION (LLD 4)	CHILDREN WILL ENGAGE IN BACK AND FORTH COMMUNICATION THAT DEVELOPS INTO INCREASINGLY EXTENDED CONVERSATIONS.
COGNITION INCLUDING MATH AND SCIENCE: INQUIRY THROUGH OBSERVATION AND INVESTIGATION (COG 9)	CHILDREN WILL OBSERVE, EXPLORE, AND INVESTIGATE OBJECTS (LIVING AND NON-LIVING THINGS) AND EVENTS IN THE ENVIRONMENT AND BECOME INCREASINGLY SOPHISTICATED IN PURSUING KNOWLEDGE ABOUT THEM.
PHYSICAL DEVELOPMENT AND HEALTH: PERSONAL CARE ROUTINES; FEEDING (PD-HLTH 7)	CHILDREN WILL RESPOND TO FEEDING AND FEED SELF WITH INCREASING PROFICIENCY.

## OVERVIEW OF METHODS

- THE COMMUNITY SERVICES BUREAU IMPLEMENTS THE STATE OF CALIFORNIA DEVELOPED DESIRED RESULTS DEVELOPMENTAL PROFILE (DRDP-2015) ASSESSMENT TO IDENTIFY THE DEVELOPMENTAL NEEDS AND PROGRAM-WIDE OUTCOMES OF ALL INFANTS, TODDLERS AND PRESCHOOL CHILDREN
- THE TOOL ASSESSES CHILDREN BASED IN DIFFERENT DEVELOPMENTAL DOMAINS, MEASURES, AND LEVELS.
- THREE ASSESSMENTS ARE IMPLEMENTED EACH YEAR TO EVALUATE AND THEN MONITOR EACH CHILD'S PROGRESS AND DEVELOPMENT.
- TODAY WE WILL DISCUSS THE RESULTS OF THE **FIRST ASSESSMENT** WHICH IS ALSO CALLED THE **BASELINE**. WE WILL ALSO SHARE THE PROGRAM-WIDE SCHOOL READINESS GOALS WE DEVELOPED BASED ON THE FIRST ASSESSMENT RESULTS.

2

### INFANTS AND TODDLERS BASELINE AND YEAR-END ANTICIPATED OUTCOMES

BASELINE	ANTICIPATED
THIRTY-SEVEN PERCENT OF INFANTS AND TODDLERS ARE AT THE DEVELOPMENTAL LEVEL OF EXPLORING EARLIER OR ABOVE ON THE MEASURE SELF CONTROL OF FEELINGS AND BEHAVIORS	BY JUNE 2023, FOR EACH OF THESE GOALS, 70% OF INFANTS AND TODDLERS WILL BE AT THE DEVELOPMENTAL LEVEL OF EXPLORING EARLIER OR ABOVE ON THIS MEASURE.
FORTY PERCENT OF INFANTS AND TODDLERS ARE AT THE DEVELOPMENTAL LEVEL OF EXPLORING EARLIER OR ABOVE ON THE MEASURE SOCIAL AND EMOTIONAL UNDERSTANDING	
FIFTY-FIVE PERCENT OF INFANTS AND TODDLERS ARE AT THE DEVELOPMENTAL LEVEL OF EXPLORING EARLIER OR ABOVE ON THE MEASURE RECIPROCAL COMMUNICATION AND CONVERSATION	

**INFANTS AND TODDLERS  
BASELINE AND YEAR-END ANTICIPATED OUTCOMES**

BASELINE	ANTICIPATED
FORTY-FOUR PERCENT OF INFANTS AND TODDLERS ARE AT THE DEVELOPMENTAL LEVEL OF EXPLORING EARLIER OR ABOVE ON THE MEASURE KNOWLEDGE OF THE NATURAL WORLD	BY JUNE 2023, FOR EACH OF THESE GOALS, 70% OF INFANTS AND TODDLERS WILL BE AT THE DEVELOPMENTAL LEVEL OF EXPLORING EARLIER OR ABOVE ON THIS MEASURE.
SIXTY-FOUR PERCENT OF INFANTS AND TODDLERS ARE AT THE DEVELOPMENTAL LEVEL OF EXPLORING EARLIER OR ABOVE ON THE MEASURE PERSONAL CARE ROUTINES: FEEDING	

5

**PRESCHOOL & PRE-KINDERGARTEN SCHOOL READINESS GOALS**

DOMAIN & MEASURE	GOALS
APPROACHES TO LEARNING SELF-REGULATION: ENGAGEMENT AND PERSISTENCE (ATL-REG 6)	CHILDREN INCREASINGLY PERSIST IN UNDERSTANDING OR MASTERING ACTIVITIES EVEN IF THEY ARE CHALLENGING OR DIFFICULT.
SOCIAL AND EMOTIONAL DEVELOPMENT: SOCIAL AND EMOTIONAL UNDERSTANDING (SED 2)	CHILDREN SHOW A DEVELOPING UNDERSTANDING OF PEOPLE'S BEHAVIORS, FEELINGS, THOUGHTS AND INDIVIDUAL CHARACTERISTICS.
LANGUAGE AND LITERACY DEVELOPMENT: EMERGENT WRITING (LLD 10)	CHILDREN SHOW AN INCREASING ABILITY TO WRITE USING SCRIBBLES, MARKS, DRAWINGS, LETTERS, CHARACTERS, OR WORDS TO REPRESENT MEANING.

6

**PRESCHOOL & PRE KINDERGARTEN SCHOOL READINESS GOALS**

DOMAIN & MEASURE	GOALS
ENGLISH LANGUAGE DEVELOPMENT: SYMBOL, LETTER, AND PRINT KNOWLEDGE IN ENGLISH (ELD 4)	CHILDREN WHOSE HOME LANGUAGE IS OTHER THAN ENGLISH WILL SHOW AN INCREASING UNDERSTANDING THAT PRINT IN ENGLISH CARRIES MEANING.
COGNITION INCLUDING MATH AND SCIENCE: PATTERNING (COG 6)	CHILDREN SHOW AN INCREASING ABILITY TO RECOGNIZE, REPRODUCE, AND CREATE PATTERNS OF VARYING COMPLEXITY.
PHYSICAL DEVELOPMENT AND HEALTH: NUTRITION (PD-HLTH 10)	CHILDREN DEMONSTRATE AN INCREASING KNOWLEDGE ABOUT NUTRITION AND HEALTHFUL FOOD CHOICES.

7

**PRESCHOOL CHILD ASSESSMENT DATA**

BASELINE	YEAR-END ANTICIPATED RESULTS
FORTY-NINE PERCENT OF ALL PRESCHOOL AGE CHILDREN ARE AT THE BUILDING EARLIER LEVEL OR ABOVE IN ENGAGEMENT AND PERSISTENCE (ATL REG 6)	BY JUNE 2023, FOR EACH OF THESE GOALS, 70% OF THESE CHILDREN WILL BE AT THE BUILDING EARLIER LEVEL OR ABOVE IN ENGAGEMENT AND PERSISTENCE
FIFTY-ONE PERCENT OF ALL PRESCHOOL CHILDREN ARE AT THE BUILDING EARLIER LEVEL OR ABOVE IN SOCIAL AND EMOTIONAL UNDERSTANDING (SED 2)	
FORTY-TWO PERCENT OF ALL PRESCHOOL CHILDREN ARE AT THE BUILDING EARLIER LEVEL OR ABOVE IN EMERGENT WRITING (LLD 10)	

8

**PRESCHOOL CHILD ASSESSMENT DATA (continued)**

BASELINE	YEAR-END ANTICIPATED RESULTS
FORTY-TWO PERCENT OF PRESCHOOL CHILDREN ARE AT THE BUILDING EARLIER LEVEL OR ABOVE IN PATTERNING (COG 6)	BY JUNE 2023, FOR EACH OF THESE GOALS, 70% OF PRESCHOOL CHILDREN WILL BE AT THE BUILDING EARLIER LEVEL OR ABOVE IN PATTERNING
FIFTY-THREE PERCENT OF PRESCHOOL CHILDREN WHOSE HOME LANGUAGE IS OTHER THAN ENGLISH ARE AT THE BUILDING EARLIER LEVEL OR ABOVE IN SYMBOL, LETTER AND PRINT KNOWLEDGE IN ENGLISH (ELD 4)	
SIXTY-SIX PERCENT OF PRESCHOOL CHILDREN ARE AT THE BUILDING EARLIER LEVEL OR ABOVE IN NUTRITION (PD-HLTH 10)	

9

**PRE-KINDERGARTEN CHILD ASSESSMENT DATA**

BASELINE	YEAR-END ANTICIPATED RESULTS
FIFTEEN PERCENT OF PRE-KINDERGARTEN CHILDREN ARE AT THE BUILDING LATER LEVEL OR ABOVE IN THE ENGAGEMENT AND PERSISTENCE MEASURE	BY JUNE 2023, FOR EACH OF THESE GOALS, 70% OF THESE CHILDREN WILL BE AT THE BUILDING LATER LEVEL OR ABOVE IN THIS MEASURE
FOURTEEN PERCENT OF PRE KINDERGARTEN CHILDREN ARE AT THE BUILDING LATER LEVEL OR ABOVE IN THE SOCIAL AND EMOTIONAL UNDERSTANDING MEASURE	
FORTY PERCENT OF PRE KINDERGARTEN CHILDREN ARE AT BUILDING LATER LATER OR ABOVE IN THE EMERGENT WRITING MEASURE	

10

**PRE-KINDERGARTEN CHILD ASSESSMENT DATA (continued)**

BASELINE	YEAR-END ANTICIPATED RESULTS
FIFTEEN PERCENT OF PRE-KINDERGARTEN CHILDREN ARE AT THE BUILDING LATER LEVEL OR ABOVE IN THE PATTERNING MEASURE	BY JUNE 2023, FOR EACH OF THESE GOALS, 70% OF THESE CHILDREN WILL BE AT THE BUILDING LATER LEVEL OR ABOVE IN THIS MEASURE
ELEVEN PERCENT OF PRE-KINDERGARTEN CHILDREN WHOSE HOME LANGUAGE IS OTHER THAN ENGLISH ARE AT THE BUILDING LATER LEVEL OR ABOVE IN THE SYMBOL, LETTER AND PRINT KNOWLEDGE IN ENGLISH MEASURE	
THIRTY-SIX PERCENT OF PRE KINDERGARTEN CHILDREN ARE AT THE BUILDING LATER LEVEL OR ABOVE IN THE NUTRITION MEASURE	

**FAMILY ENGAGEMENT SCHOOL READINESS GOAL FIRST SURVEY RESULTS**


FAMILY ENGAGEMENT PROGRAM GOAL	ANTICIPATED YEAR-END GOAL	RESULTS
FAMILIES WILL INDICATE AN INCREASED COMFORT LEVEL TO SUPPORT THEIR CHILD'S UNDERSTANDING ABOUT NUTRITION, HEALTHY FOOD CHOICES AND FOR INFANTS AND TODDLERS, FEEDING THEMSELVES WITH INCREASING PROFICIENCY.	BY JUNE 2022, 70% OF INFANT, TODDLER, PRESCHOOL AND PRE KINDERGARTEN FAMILIES WILL INDICATE AN INCREASED COMFORT LEVEL TO SUPPORT THEIR CHILD'S UNDERSTANDING ABOUT NUTRITION, HEALTHY FOOD CHOICES AND FOR INFANT AND TODDLER CHILDREN, FEEDING THEMSELVES WITH INCREASING PROFICIENCY.	THE FIRST SURVEY RESULTS INDICATED THAT OVER 90% OF FAMILIES FEEL COMFORTABLE OR VERY COMFORTABLE TO SUPPORT THEIR CHILD'S UNDERSTANDING ABOUT NUTRITION, HEALTHY FOOD CHOICES AND FOR INFANTS AND TODDLERS, FEEDING THEMSELVES WITH INCREASING PROFICIENCY.

WHAT QUESTIONS DO YOU HAVE?



**Report:**  
1st Period Semi-  
Annual Report

DRAFT



## 2022-2023 Semi-Annual Monitoring Report

### Quality Management Unit

February 15, 2023

Nelly Ige & Amanda Cleveland, ASAIII  
Community Services Bureau

CONTRA COSTA COUNTY  
EMPLOYMENT & HUMAN SERVICES

1




## Head Start Management Wheel



A visual representation of the twelve (12) program management, planning, an oversight systems that are critical to high-quality services.

CONTRA COSTA COUNTY  
EMPLOYMENT & HUMAN SERVICES


2



## Head Start Program Performance Standards

*1302.102 Achieving program goals. (b) Monitoring program performance. (1) Ongoing compliance oversight and correction. In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (i) Collect and use data to inform this process; (ii) Correct quality and compliance issues immediately, or as quickly as possible; (iii) Work with the governing body and the policy council to address issues during the ongoing oversight and correction process and during federal oversight; and, (iv) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.*

CONTRA COSTA COUNTY  
EMPLOYMENT & HUMAN SERVICES



## Overview of Monitoring

Community Services Bureau (CSB) implements ongoing monitoring of its operations and services. This process includes: (1) using measures, tools, or procedures to implement the system of ongoing monitoring; (2) assigning staff and consultants to the ongoing monitoring of each service; (3) collecting, analyzing and reporting on the program's progress towards its own goals for quality; and (4) following-up on and correcting any weaknesses identified through ongoing monitoring. This is conducted through a multi-level monitoring system of (1) Center Level; (2) Content Area Level; and (3) Agency Level.

Monitoring Aggregate Data Reflects July 2022-December 2022

CONTRA COSTA COUNTY  
EMPLOYMENT & HUMAN SERVICES





## Summary of Monitoring Activities

Monitoring was conducted for directly operated CSB centers, partner agencies, and the Delegate Agency, YMCA of the East Bay. This report highlights the data trends identified using monitoring tools focused on Classroom & Facility Environment, Education, Comprehensive Services, and File Review. During the Program Year 2022-2023, Community Services Bureau has had an increased focus on the health and safety of the children, families, and staff that we serve.

Data sources utilized by the team include: child and family files, classroom & facility observations, and CLOUDS database reports.



5



## Changes to PY 2022-2023

- |   |  |
|---|--|
| 1. Requested Technical & Training Assistance with ACF   | 6. Conducted Trainings   |
| 2. Developed a Quality Improvement Plan Team to address the 5 Deficiencies & 1 Area of Non-Compliance | 7. Conducted monitoring  |
| 3. Updated our Policies & Procedures  | 8. Weekly Data Discussions - Reviewing and analyzing data from the updated monitoring tools                        |
| 4. Updated our Monitoring Plan to include formalized multilevel monitoring                            | 9. Reporting to Policy Council of trends   |
| 5. Updated existing and added new monitoring forms  | 10. Added Quarterly Roundtables  |
|   | 11. Updated Semi-Annual Monitoring Report to include all areas of monitoring, not just the Quality Management Unit |



6



## What We Reviewed in 2022-2023 Period 1

### Center Level Monitoring:

- 1,765 Daily Facility Safety Checklists Completed
- 3,214 Daily Teacher Playground Safety Checklists completed
- 4,727 Daily Health and Safety Classroom Checklists Completed
- 96 Monthly Playground Safety Checklists Completed
- 166 Classrooms - CSB Child Safety & Transition

### Content Area Monitoring:

- 203 Health & Safety Checklists Completed (including Partner Health & Safety)
- 73 Classrooms - On Site Content Area Compliance Checklist
- 74 Files - Centralized Enrollment Unit (CEU) File Eligibility
- 13 Files - Centralized Enrollment Unit (CEU) Over Income Eligibility
- 11 Centers - Child and Adult Care Food Care (CACFP) Monitoring
- 47 Classrooms - Sr. Administrative Management Observation Tool

### Quality Management Unit:


- File Reviews:
  - 107 Files - Need & Eligibility
  - 148 Files - Comprehensive Services
  - 159 - Education
  - 30 Files - Low Income Home Energy Assistance Program (LIHEAP)
- 26 Centers - Head Start Health & Safety Screener
- 1 Fidelity Visit to Brookside - Child Nutrition Unit (CNU) Health & Safety Checklist
- 1 Visit - Home Based Socialization & 1 Visit for a Home Visit
- 25 - Environment Rating Scale
- 31 Preschool Classroom - Classroom Assessment Scoring System (CLASS)



## Top Trends

- Tools that were revised or newly implemented during the monitoring period show a steady increase in completion rates
- Positive interactions between teachers and children
- Active supervision is consistently demonstrated and can be articulated by teaching staff
- Professional development focused on health, safety, and supervision is visible in the overall monitoring data
- Preventable non-compliances have decreased since increased and formalized monitoring has been implemented.
- Inconsistencies across sites and tools in addressing corrections within expected timeline





## Classroom Assessment Scoring System (CLASS)

Countywide Total Average Domain Score		2022-2023 CSB Threshold	Federal Quality Threshold	Federal Competitive Threshold
Domain	Score	Score	Score	Score
Emotional Support *	6.39	6	6	5
Classroom Organization	6.09	6	6	5
Instructional Support	4.44	3	3	2.30



## What's Next?



Site Reports

**Ambrose**

- Parents participated and completed the “Desired Results for Children and Families -Parent Survey” Parents provided good feedback. .
- Ms. Bella, Contra Costa Librarian, came to read books with the children.
- The yellow table in the playground and the front ramp handrails were repainted.
- Special Projects "treasured moments” scrapbook for parents to celebrate Positive Parenting Awareness Month.
- Healthy Eating/Nutrition Tips - Take home activity for families.

**Bayo Vista**

- Bayo Vista is celebrating and welcoming a new year 2023!
- The staff is still enjoying the new furniture purchased for their breakroom.
- Minor repairs were completed on some parts of the asphalt on the preschool playground. We are hoping at some point, the entire surface will receive an upgrade.
- Bayo Vista is invited to participate in a Community Garden Project that will be happening at our site next door on the side of the Bayo-Vista Housing Development in the next couple of months.
- Bayo Vista Preschool families received information from Friday Flyers

**GM III**

- The children were eager and enthusiastic upon coming back to school after spending the holidays with their families and relatives. They had so many stories to share with their teachers and friends!
- Classroom 8, Study of leaves & Introduction of writing material.
- Classroom 1, Study of what are the characteristics of trees?
- Classroom 2, Study about buildings. There are no facility improvements at this time.
- Classroom 7, Study of Reduce, Re-use, Recycle.
- Classroom 10, Study of Clothing .
- Classroom 3, Study of Trains.

- Informational flyers about the West Contra Costa Unified School District WCCUSD 2023-2024 Academic School Year enrollment process, were distributed to families in both English and Spanish. Also, a Nutrition Tips booklet on Healthy Eating For Your Family/How to Feed Your Child at Every Age was distributed in English and Spanish to families.

**GMC**

- Parking lot safety.
- Provided Transition to Kindergarten information.
- Provided Healthy Eating for your Family booklets.

**Lavonia Allen**

- Ms. Doretha McElderry, Preschool teacher, has been working for the County Head Start programs for 20 years!
- Site Supervisor, Ligia Ortiz, will support the center for 6 hours daily. We will participate in a Music and Creative Movement class with Nick Young every Thursday.
- Children's "Study Project" this month they are working on "Insects".
- Teachers continue to participate in "Health & Safety Trainings".
- Bella Merrill, from Contra Costa Library is coming monthly to read to the children and play her guitar.
- Parents received resources through "Friday Flyer.". A family received low-income housing information.

**Los Arboles**

- The Preschool classroom started to work on building project; children are learning about constructions and different materials to make building. They are focusing on observations, drawing different kinds of building. The Toddler room are working on "Who is in your family", children share pictures of their families and identify themselves and others.
- Parents are writing love letters to their children and drop the letters in a mailbox at school. Teachers read the letter to the child/ children during group time.
- Friday resources, were emailed to parents.

**Los Nogales**

- The siding on room 1 building has been painted after it was replaced.
- Room 1: Doing a study on clothes.
- Room 2: Doing a study Water Cycle.
- Ms. Bella Merrill, from Contra Costa Library is coming to our site to read stories to the kids. She also plays the Ukulele, sings, and dances with them! Such a fun time!!
- Resources provided:
  - Low Income Home Energy Assistance Program LIHEAP, is a resource that can help you pay for heating and electricity.
  - English as a Second Language ESL Conversation Group: Tuesday, in-person 6:30-7:30 PM & Wednesday online via zoom from 2-3 PM.

**Marsh Creek**

- For our parent meeting/training, parents were given information on Free and low-cost places to go; and Emergency Preparedness/shelter in place.
- Both classrooms are working on creative curriculum -Tree Study.
- Bella from Contra Costa library comes to read to the children.

	<ul style="list-style-type: none"> <li>• Specific resources were given to individual families as needed.</li> </ul> <p><b>Riverview</b></p> <ul style="list-style-type: none"> <li>• We started our rock garden</li> <li>• We are welcoming Miss Kafia Amin to our site;she is the new associate teacher in room 2.</li> <li>• Room 1 is starting a new project about traveling around the world.</li> <li>• Bella the Contra Costa librarian, will be regularly coming on the 2nd Friday of the month.</li> <li>• We had a parent meeting about affordable fitness options for families.</li> </ul>	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements and resources (copy of resources were emailed to participants):</p> <ul style="list-style-type: none"> <li>• 700 Forms due March 30</li> <li>• March Policy Council – in-person meeting <ul style="list-style-type: none"> <li>○ Policy Council Executive Meeting and Program Services Subcommittees: March 1, 2023.</li> <li>○ Policy Council Fiscal Subcommittee and Policy Council Business Meeting: March 15, 2023.</li> </ul> </li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Great participation</li> <li>• Great Information</li> <li>• Great facilitation Juan</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>