

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

| | |
|---------------------------------------------------------------------|--------------------------------|
| Group/Meeting Name: CSB Policy Council Meeting | |
| Date: January 17, 2024 | Time: 6:00 PM – 8:00 PM |
| Meeting Location: 500 Ellinwood Way, Pleasant Hill, CA 94523 | |
| Purpose: Conduct Regular Monthly Meeting | |

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings. Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at aaaraujo@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

1. Agreement on desired outcomes and ground rules so that our meeting is productive.
2. A wellness activity to open communication and enhance overall wellbeing.
3. An awareness of CSB correspondence so that we are all informed of current notifications.
4. 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.
5. A Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.
6. An approval of a Community Representatives so that our council is fully seated.
7. A review and approval of November 15, 2023, Policy Council Minutes.
8. Heard administrative Reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.
9. An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.
10. Heard updates on Head Start Program Instruction 23-04, to ensure representative can respond to proposed rulemaking changes on "Supporting the Head Start Workforce and Consistent Quality Programing"
11. Hear and participate in a short activity called "Who is my child?" from the Make Parenting a Pleasure curriculum to encourage healthy development in children.
12. An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.
13. Heard announcements so that we may be informed of Bureau news and/or available community resources.
14. A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

| Agenda | | | |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------|--------------------------------|
| What? (Content) | How (Process) | Who | Time (Minutes) |
| 1. Review Desired Outcomes | Present Clarify Check for understanding | Juan Batiz Vice Chair | 2 |
| Meeting Ground Rules | Present Clarify Check for understanding | Tuliisa Miller Parliamentarian | 2 |
| 2. Wellness Activity | Present Clarify | Jasmine Cisneros Chair | 10 |
| 3. Correspondence | Present Clarify | Karen Medrano Secretary | 5 |
| 4. Public Comment | Present | Public | 4 |
| 5. Parent Recognition of Staff Excellence Award Recognition | Present Clarify | Jasmine Cisneros Chair | 10 |
| 6. Action: Review and Consider Approval of a Community Representative | Present Clarify Check for understanding Check for Agreement | Ana Araujo | 5 (3 minutes for roll call) |
| 7. Action: Consider approval of October 18, 2023, Policy Council Minutes | Present Clarify Check for understanding Check for Agreement | Jasmine Cisneros Chair | 5 (3 minutes for roll call) |
| 8. Administrative Reports: EHSD- Director | Present Clarify Check for understanding | Marla Stuart | 10 |
| Administrative Reports: CSB Interim Director | Present Clarify Check for understanding | M.J. Robb | 5 |
| Administrative Reports: Division Manager | Present Clarify Check for understanding | Amy Wells | 5 |
| Administrative Reports: Fiscal | Present Clarify Check for understanding | Haydee Ilan | 5 |
| 9. Subcommittees Updates | Present Clarify Check for understanding | Jasmine Cisneros | 10 |
| 10. Proposed rulemaking changes update | Present Clarify Check for Understanding | Sarah Reich | 15 |
| 11. Training: Make Parenting a Pleasure, who is my child? | Present Clarify Check for understanding | Ellen de Sena | 10 |
| 12. Site Reports | Present Clarify Check for Understanding | Site Representatives | 10 |
| 13. Announcements | Present Clarify | Ana Araujo | 5 |

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| | Check for understanding | | |
| 14. 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 Password: 826100
- 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 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



Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA

Date: 11-15-23 **Time Convened:** 6:15 PM **Adjourned:** 7:58 PM **Recorder:** Lilian Recinos

| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Review Desired Outcomes and Meeting Rules | Jasmine Cisneros, Policy Council Chair, called the meeting to order at 6:15 PM. Juan De Dios Batiz, Policy Council Vice Chair, reviewed the desired outcomes. Juan De Dios Batiz, Policy Council Vice Chair, reviewed the meeting ground rules. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wellness Activity | Policy Council Representatives participated in a wellness activity: “Share what you are thankful for.” | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Correspondence | No correspondence. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Comment | None | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parent Recognition of Staff | The following staff were recognized for going above and beyond in their work with the children and the families: <ul style="list-style-type: none"> Ms. Adriana Diaz, Master Teacher at GMC; LaTonya Saucer, Site Supervisor II at Bayo Vista; and Ms. Marisol Mendoza, Teacher Assistant in Training at Balboa, were presented with a certificate to acknowledge their dedication to children and families. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: Review and Consider Approval of a Community Representative | This item is tabled for January 2024. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: Consider approval of October 18, 2023, Policy Council Minutes | <p>The Policy Council meeting minutes from October 18, 2023, were reviewed, and no corrections were noted.</p> <ul style="list-style-type: none"> A motion to approve the Policy Council meeting minutes was made by Deanna Carmona and seconded by Janelle Lafrades. The motion passed with 15 votes in favor. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Michelly Mendanha</td> <td>Deanna Carmona</td> <td>Amy Mockoski</td> <td></td> <td></td> <td>Raisha Bailleres</td> <td>Ana Maria Grijalva Perez</td> <td>Yasmin Rodriguez</td> </tr> <tr> <td>Raquel Magana</td> <td>Theresita Palomera</td> <td>Juan de Dios Batiz</td> <td></td> <td></td> <td>Bennji Zanabria</td> <td>Maira Garcia</td> <td>Jois Tatad</td> </tr> <tr> <td>Maria Garcia</td> <td>Ericka Garcia</td> <td>Diana Nunez</td> <td></td> <td></td> <td>Karen Medrano</td> <td>Rhiana Obemeier</td> <td>Tulisa Miller</td> </tr> <tr> <td>Olga Rios</td> <td>Yesica Hernandez</td> <td>Vanessa Ornelas</td> <td></td> <td></td> <td>Alondra Martinez</td> <td>Tiffany Marbray</td> <td>Kassandra Tiahuitzo</td> </tr> <tr> <td>Gabrieal Garibay</td> <td>Jasmine Cisnero</td> <td>Janelle Lafrades</td> <td></td> <td></td> <td>Charmaine Steptoe</td> <td>Joselyn Chininnin Sanchez</td> <td></td> </tr> </tbody> </table> | Ayes | | | Nays | Abstentions | Not Present | | | Michelly Mendanha | Deanna Carmona | Amy Mockoski | | | Raisha Bailleres | Ana Maria Grijalva Perez | Yasmin Rodriguez | Raquel Magana | Theresita Palomera | Juan de Dios Batiz | | | Bennji Zanabria | Maira Garcia | Jois Tatad | Maria Garcia | Ericka Garcia | Diana Nunez | | | Karen Medrano | Rhiana Obemeier | Tulisa Miller | Olga Rios | Yesica Hernandez | Vanessa Ornelas | | | Alondra Martinez | Tiffany Marbray | Kassandra Tiahuitzo | Gabrieal Garibay | Jasmine Cisnero | Janelle Lafrades | | | Charmaine Steptoe | Joselyn Chininnin Sanchez | |
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| Maria Garcia | Ericka Garcia | Diana Nunez | | | Karen Medrano | Rhiana Obemeier | Tulisa Miller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Administrative Reports <ul style="list-style-type: none"> EHD Director Division Manager Fiscal | <p>Marla Stuart, Employment and Human Services Director, tabled for January 17, 2024.</p> <p>MJ Rob, CSB Director, reported:</p> <ul style="list-style-type: none"> MJ Shared a message from Marla Stuart. The federal government still needs to pass the budget; however, the dates have been extended, so our funding will continue. We are committed to continuing with the workflow and removing barriers for our staff. Our staff works hard, is very dedicated, and does it with a great heart. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

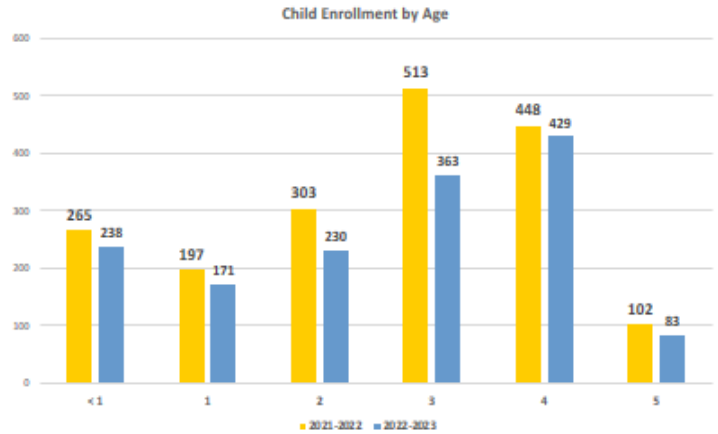
| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <ul style="list-style-type: none"> We are working on grant options and budgets as to what we want the grant to look like. We have yet to hear about the Improvement Plant results and if we have been cleared of any deficiencies. At this moment, we don't have any updates. The Senior Management team has interviewed for a Deputy Director position; we are moving forward with offering the job. The position will assist our Head Start program, Li-Heap, Water Program, Community Actions, and Economic Opportunity Council. Hiring and Enrollment continue to be our priority. We continue looking to hire new teachers and open new classrooms. We continue with the mission; we appreciate your recommendations and understand and thank you for your commitment. <p>Amy Wells, Division Manager, reported:</p> <p>Enrollment:</p> <ul style="list-style-type: none"> The October 2023 enrollment was 55.09% for Head Start and 64.37 % for Early Head Start and Early Head Start Childcare Partnership #2. The October 2023 attendance was 81.71% for Head Start and Head Start Delegate and 81.48% for Early Head Start and Early Head Start Childcare Partnership #2. <p>Monitoring:</p> <ul style="list-style-type: none"> The Monitoring compliance rates for October 2023 were 98.3% for the Daily Facility Checklist, 99.9% for the Daily Health and Safety Classroom Checklist, 99 % for the Daily Teacher Playground Safety Checklist, and 99.9% for the Monthly Playground Safety Checklist. <p>Presented Mini PIR:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="3" data-bbox="435 1142 1287 1178">November PIR Head Start</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 1178 1287 1209">A.12 Cumulative Enrollment</td> <td data-bbox="1287 1178 1414 1209">712</td> <td data-bbox="1414 1178 1528 1209"></td> </tr> <tr> <td data-bbox="435 1209 1287 1287">C.7 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.</td> <td data-bbox="1287 1209 1414 1287">85</td> <td data-bbox="1414 1209 1528 1287">11.94%</td> </tr> <tr> <td data-bbox="435 1287 1287 1325">C.8a The number who have received or are receiving medical treatment.</td> <td data-bbox="1287 1287 1414 1325">96</td> <td data-bbox="1414 1287 1528 1325">13.48%</td> </tr> <tr> <td data-bbox="435 1325 1287 1388">C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year.</td> <td data-bbox="1287 1325 1414 1388">230</td> <td data-bbox="1414 1325 1528 1388">32.30%</td> </tr> <tr> <td data-bbox="435 1388 1287 1425">C19.a.1 Of these, the number of children who have received or are receiving dental treatment.</td> <td data-bbox="1287 1388 1414 1425">14</td> <td data-bbox="1414 1388 1528 1425">1.97%</td> </tr> <tr> <td data-bbox="435 1425 1287 1457">C.1.a Number enrolled in Medicaid and /or CHIP</td> <td data-bbox="1287 1425 1414 1457">485</td> <td data-bbox="1414 1425 1528 1457">68.12%</td> </tr> <tr> <td data-bbox="435 1457 1287 1488">C1 Number of all children with health insurance</td> <td data-bbox="1287 1457 1414 1488">573</td> <td data-bbox="1414 1457 1528 1488">80.48%</td> </tr> <tr> <td data-bbox="435 1488 1287 1566">C.24 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</td> <td data-bbox="1287 1488 1414 1566">101</td> <td data-bbox="1414 1488 1528 1566">14.19%</td> </tr> <tr> <td data-bbox="435 1566 1287 1629">C.28 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.</td> <td data-bbox="1287 1566 1414 1629">151</td> <td data-bbox="1414 1566 1528 1629">21.21%</td> </tr> <tr> <td data-bbox="435 1629 1287 1692">C.45 Number of families that received at least one program services to promote family outcomes.</td> <td data-bbox="1287 1629 1414 1692">434</td> <td data-bbox="1414 1629 1528 1692"></td> </tr> <tr> <td colspan="3" data-bbox="435 1692 1287 1724"></td> </tr> <tr> <th colspan="3" data-bbox="435 1724 1287 1755">November PIR Early Head Start</th> </tr> <tr> <td data-bbox="435 1755 1287 1793">A.10g Cumulative Enrollment of Children</td> <td 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1961">85.46%</td> </tr> </tbody> </table> | | | | November PIR Head Start | | | A.12 Cumulative Enrollment | 712 | | C.7 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. | 85 | 11.94% | C.8a The number who have received or are receiving medical treatment. | 96 | 13.48% | C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year. | 230 | 32.30% | C19.a.1 Of these, the number of children who have received or are receiving dental treatment. | 14 | 1.97% | C.1.a Number enrolled in Medicaid and /or CHIP | 485 | 68.12% | C1 Number of all children with health insurance | 573 | 80.48% | C.24 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 | 101 | 14.19% | C.28 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. | 151 | 21.21% | C.45 Number of families that received at least one program services to promote family outcomes. | 434 | | | | | November PIR Early Head Start | | | A.10g Cumulative Enrollment of Children | 447 | | C.7 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. | 15 | 3.36% | C.8a The number who have received or are receiving medical treatment. | 31 | 6.94% | C.1.a Number enrolled in Medicaid and /or CHIP | 351 | 78.52% | C1 Number of all children with health insurance | 382 | 85.46% |
| November PIR Head Start | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year. | 230 | 32.30% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C19.a.1 Of these, the number of children who have received or are receiving dental treatment. | 14 | 1.97% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| C.24 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 | 101 | 14.19% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C.28 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. | 151 | 21.21% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C.45 Number of families that received at least one program services to promote family outcomes. | 434 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| November PIR Early Head Start | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| C.7 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. | 15 | 3.36% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C.8a The number who have received or are receiving medical treatment. | 31 | 6.94% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C.1.a Number enrolled in Medicaid and /or CHIP | 351 | 78.52% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C1 Number of all children with health insurance | 382 | 85.46% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| TOPIC | RECOMMENDATION / SUMMARY | | |
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| | C.25 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) | 4 | 0.89% |
| | C.28 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. | 61 | 13.65% |
| | C.45 Number of families that received at least one program services to promote family outcomes. | 144 | |
| | <p>Haydee Illan, Accountant III, presented the following financial reports:</p> <ul style="list-style-type: none"> • 2022-2023 Head Start Program: In September 2023, year-to-date cash expenditures were \$8,263,458 YTD, representing 38% of the program budget. • 2022-2023 Early Head Start Program: In September 2023, year-to-date cash expenditures were \$3,471,484 YTD, representing 24% of the program budget. <ul style="list-style-type: none"> ❖ Credit Card expenditures for all programs, including Head Start and Early Head Start, for September 2023 were \$2,163.58. ❖ Child and Adult Care Food Program: September 2023, total meals served, including breakfast, lunch, and supplements, were 13,131. With a claim reimbursement of \$40,929. | | |
| Subcommittees Updates | <p>Juan De Dios Batiz, Policy Council Vice-Chair, shared:</p> <ul style="list-style-type: none"> • He participated on the Fiscal Subcommittee and heard the budget updates. | | |
| Report: 2022-2023 PIR | <p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, presented the 2022-2023 Program Information Report PIR for Sarah Reich, Division Manager of TU.</p> <p>About the PIR</p> <ul style="list-style-type: none"> • Office of Head Start (OHS) mandates grantees to submit the Program Information Report (PIR) for each HS/EHS program annually • Important source of descriptive and service data • Data drives decision making and informs of quality services provided. Shared with: <ul style="list-style-type: none"> – Head Start Community & Partners – Congress – Public <p>Summary</p> <ul style="list-style-type: none"> • Three Program Information Reports submitted <ul style="list-style-type: none"> – 2 Head Start (HS) Reports <ul style="list-style-type: none"> • Grantee/Recipient • Delegate – 1 Early Head Start (EHS) <ul style="list-style-type: none"> • Early Head Start-Child Care Partnership (EHS-CCP) included <p>Performance Indicators</p> <ul style="list-style-type: none"> • Enrollment • Services to All Children • Services to Preschool Children • Family Services • Staff and Classes | | |

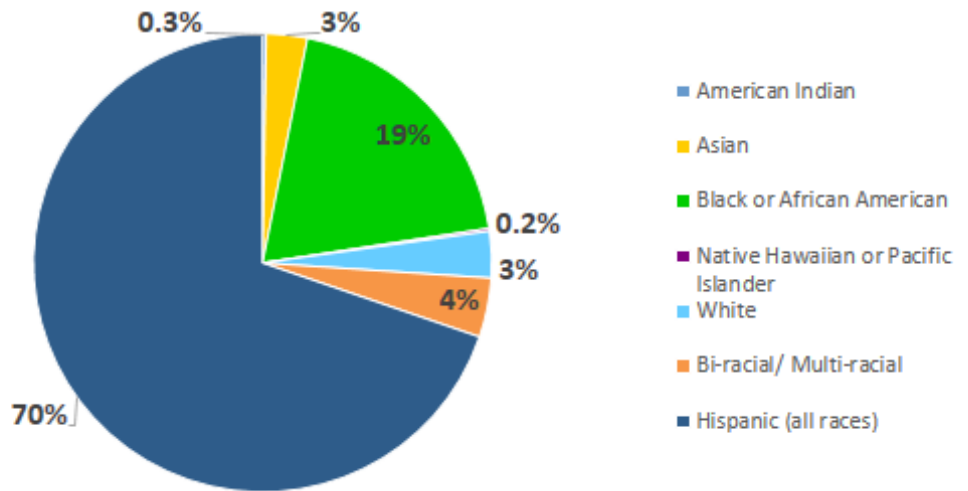
Enrollment

2022-2023 PIR

- Cumulative Child Enrollment: 1,514
- Pregnant Women: 44
- 64% of children served multiple years

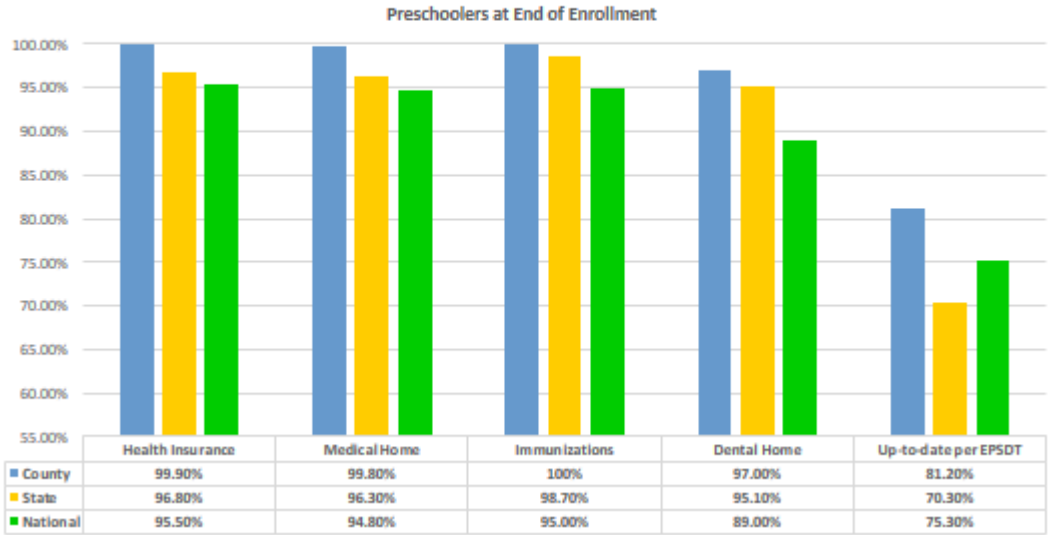


Race & Ethnicity



| TOPIC | RECOMMENDATION / SUMMARY |
|-------|--------------------------|
|-------|--------------------------|

Head Start- Health Services



Family Services

- Most accessed program services to promote family outcomes:
 - Involvement in child screenings, assessments, progress
 - Education on preventative medical and oral health
 - Supporting transitions between programs
 - Emergency/crisis intervention

Staff and Classes

- Preschool Teachers
 - 28% have an Early Childhood Education or related Bachelor’s degree or higher
- 100% of preschool & 95% infant/toddler teachers had a Child Development Associate or equivalent

Training:
Head Start Eligibility

Tracy Lewis, Administrative Assistant III, presented:

Head Start Eligibility
HSPPS 1302.12

Policy Council Training-November 15, 2023

- By the end of this training, we will have an understanding of CSB’s policies on:
- Methods of collecting complete and accurate eligibility information
- Strategies for treating families with dignity and respect
- Individuals who attempt to provide or intentionally provide false information



Eligibility Documentation

- Request and assist families with obtaining documentation to verify eligibility based on:
 - Child age
 - Head Start: age 3-5
 - Early Head Start: age 0-3 and pregnant mothers

| TOPIC | RECOMMENDATION / SUMMARY |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • Categories Of Eligibility <ul style="list-style-type: none"> • Income at or below federal poverty guidelines • Public assistance or SNAP • Experiencing Homelessness • Foster Care <p>Eligibility Process</p> <ul style="list-style-type: none"> • One-on-one interviews with families to determine eligibility – either in person or over the phone • Use of consent forms to contact third parties to assist families with obtaining eligibility documentation <p>Family Support</p> <ul style="list-style-type: none"> • Individualized enrollment process allows for in-person or phone interviews and needs assessments • Comprehensive Services support begins during the eligibility process • On an ongoing basis, support provided through family partnership agreements, family meetings, Mental Health Unit services, etc. • CSB ensures that all families are treated with respect and dignity <p>Confidentiality</p> <ul style="list-style-type: none"> • CSB’s Confidentiality Policy • Child files maintained in locked cabinets with access logs used • Staff trained on HIPAA (Health Information Portability Accountability Act) requirements • Access is limited to staff that are directly involved with a family or child <p>Code of Conduct</p> <ul style="list-style-type: none"> • Staff, consultants, and volunteers sign CSB’s Code of Conduct which states: <ul style="list-style-type: none"> • The unique identity of each child and family will be respected and promoted • Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services • Failure to adhere to these policies may be cause for disciplinary actions up to and including termination <p>Caregiver’s Responsibility</p> <ul style="list-style-type: none"> • Application for Services <ul style="list-style-type: none"> • Caregivers sign under penalty of perjury that the information they provided is true and correct to the best of their knowledge • Family Handbook <ul style="list-style-type: none"> • Slot for childcare services may be vacated for falsification of information on enrollment forms <p>Resources</p> <ul style="list-style-type: none"> • Valuable resources can be found on the Early Childhood Learning & Knowledge Center Website found at: http://eclkc.ohs.acf.hhs.gov/hslc • For questions regarding Eligibility email Tracy Lewis at: TLewis@ehsd.cccounty.us |

| TOPIC | RECOMMENDATION / SUMMARY |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Site Reports</p> | <p>Bayo Vista</p> <ul style="list-style-type: none"> • BayoVista is celebrating a successful month of October. The children enjoyed our yearly Harvest Festival, which took place on October 24. There were lots of fun activities in each room for families to enjoy. The children all received pumpkins that were decorated and painted with help from their parents during the festival. • Each classroom participated in the Harvest Festival. We learned about pumpkins and decorated them before taking them home. • The school underwent power-washing and cleaning. Room #3 was equipped with a new Wallpad. • Our Compensation Services (CS)team, Mrs. Darling and Mrs. Ayana, organized a family wellness day. Parents received tips on oral health, and each child was given a book to read with their parents about proper tooth brushing. <p>Los Nogales</p> <ul style="list-style-type: none"> • We are excited about the upcoming Family Wellness/Fall Festival event that will take place on October 26th in classroom #2. During the event, we will share valuable resource information with all families attending. Additionally, we will provide a fun fall art activity for the kids at one of the tables and gifts of new children's books, pumpkins, and other non-edible goodies. • Parents were given flyers for the County Employment Career Fair, Community Services Bureau/Head Start & Early Head Start, and information pamphlets for Making Parenting A Pleasure classes. <p>GMC</p> <ul style="list-style-type: none"> • Manjeet Suman, an Infant Toddler teacher, has been promoted to Infant/Toddler Master Teacher at George Miller. Most parents and families participated in our Fall Harvest on October 19, 2023. • Every Thursday, seniors from the Assisted League of Diablo Valley visit the preschoolers to read for them. After that, they gifted the books they have read to the classrooms. In addition, nursing students visit the preschool classrooms twice a week, on Mondays and Wednesdays, to conduct health and safety activities for the children. • During the Fall Harvest, families received Stranger Awareness handouts, a "learning about Strangers" book, and resources on Dental and LIHEAP. Additionally, they were given a book called "Brush, Brush, Brush" to promote dental health. <p>Los Arboles</p> <ul style="list-style-type: none"> • On October 27, 2023, the Los Arboles Center celebrated the harvest festival. All parents were invited to attend and enjoy a meal with their children. The teachers had prepared a range of activities for parents and children to enjoy together, including music and dance, painting, pumpkin carving, and face painting. Every child got to bring home a pumpkin to share with their family. • Children in the preschool classroom are currently working on a building project. • On October 31, 2023, Marla Stuart, the EHSD director, visited the site. • The Friday Flyer resources have been sent to parents via email. <p>Lavonia Allen</p> <ul style="list-style-type: none"> • The representatives of Lavonia Allen PC attended their first in-person meeting in September. • The enrollment for Classroom 2 is now complete. |

| TOPIC | RECOMMENDATION / SUMMARY |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • We organized a Fall Harvest Festival which included an open house, various activities for children, a photo booth, and a taste of apple and pumpkin pie with warm apple cider. • The Family Wellness Event by CS was held on October 20, 2023. • Librarian Bella Merrill read and sang to children on Oct. 26. Volunteers from The Assistance League of Diablo Valley read to children on Oct. 18 and 25. • Resources for families include CalFresh, dental health, wellness, and Backpack Connection Series. <p>Marsh Creek</p> <ul style="list-style-type: none"> • Our teachers and CS organized a Family Wellness and Fall Festival event where various fun-filled activities were arranged for the children and families. • We had a veterinarian visit and discussed her work with pets. Bella from Contra Costa Library read to the children. • The families were provided with specific resources based on their individual needs. |
| Announcements | <p>Michelle Mankewich, Administrative Assistant Services, "Parking Lot," a place to note meeting topics not on the agenda:</p> <ul style="list-style-type: none"> • Volunteer: How do parents volunteer in the classrooms • Nutrition: Serving fresh fruits • Children's blankets: Can parents bring their blankets? <p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement provided the following announcement.</p> <ul style="list-style-type: none"> • PC QR Codes -Introduced a new approach for parents to access the Policy Council Agendas packets. The QR codes were distributed to all centers to be posted on parent boards. Furthermore, using our CLOUDS system, parents will receive an SMS text to their mobile phones when the PC packets are posted on the CSBConnect.org web page. This new approach reaches all CSB families, providing valuable program updates in the convenience of their mobile phones and emails. |

| TOPIC | RECOMMENDATION / SUMMARY | |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p style="text-align: center;">PC QR Codes for Parent Boards</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <ul style="list-style-type: none"> • Compliance Report, to collect feedback about our HS program PC parents were encouraged to complete a quick survey using a QR code. • PC Reimbursement Forms: Requesting reimbursement to be timely submitted each month. • Next Meetings: <ul style="list-style-type: none"> ○ Policy Council Executive Meeting: January 3, 2024. ○ Policy Council Business Meeting: January 17, 2024. | |
| <p>Meeting Evaluation</p> | <p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • The meeting ends early • New representatives • Members shared great questions • It was nice to recognize more staff during the session • Great participation | <p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • Questions mentioned under deltas were added to the Parking lot |

Policy Council Correspondence Summary: Office of Head Start Program Instruction 23-04

Title: Notice of Proposed Rulemaking (NRPM) on Supporting the Head Start Workforce and Consistent Quality Programming- Public Comment Period

Issued: November 20, 2023

The Office of Head Start (OHS) has published a Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming. OHS is requesting feedback on proposed changes and will use comments submitted by the public to make decisions. **Comments are due by January 19, 2024.**

<https://www.federalregister.gov/documents/2023/11/20/2023-25038/supporting-the-head-start-workforce-and-consistent-quality-programming>

OHS proposes the following changes to the Head Start Program Performance Standards:

1. Workforce

- Competitive wages for all Head Start staff by August 2031
- Education staff salaries that are comparable to public school teachers (Kindergarten through 3rd grade)
- Wages that cover basic costs of living
- Comprehensive benefits for all full-time staff

2. Mental Health

- Integrate mental health more intentionally and consistently across the program
- New requirements for a multidisciplinary team supporting mental health

3. Other Quality Improvements

- Clarifies existing requirements for more consistent high-quality services to support child well-being
- Cap for family services worker (Comprehensive Services) caseloads (40 families assigned to 1 staff)
- Promotes safety with water and paint testing for lead and specific code of conduct requirements for staff; reduces reporting timeline for incidents to 3 business days
- Gross monthly income for family eligibility determination may be reduced due to high housing costs

Policy Council Correspondence Summary: Notification of Head Start Monitoring Report

Title: Office of Head Start Monitoring Review Report – 09CH010862

Issued: November 24, 2023

The Office of Head Start (OHS) reviewed Contra Costa County's Head Start Program from July 24, 2023 to July 28, 2023 to determine whether previously identified findings have been corrected. OHS thanks the governing body, policy council, staff and parents for supporting the review.

The findings in the following areas were found to have been corrected with no additional follow-up required.

1. Program Management and Quality Improvement (1302.201(b)(1)(i-iv))
2. Monitoring and Implementing Quality Health Services (1032.102(d)(1)(ii))
3. Program Management and Quality Improvement (642(c)(1)(E)(ii))
4. Monitoring and Implementing Fiscal Infrastructure (75.303(a))



Recipient Information

1. Recipient Name

CONTRA COSTA COUNTY
625 Court St Ste 100
Martinez, CA 94553-1231
NO DATA

2. Congressional District of Recipient

05

3. Payment System Identifier (ID)

1946000509A1

4. Employer Identification Number (EIN)

946000509

5. Data Universal Numbering System (DUNS)

794080957

6. Recipient's Unique Entity Identifier (UEI)

W6AHS1UCWKX7

7. Project Director or Principal Investigator

Ms. Marla Stuart
mstuart@ehsd.cccounty.us
(925) 608-4801

8. Authorized Official

John Gioia
Chair, Contra Costa County Board of Supervisors
john.gioia@bos.cccounty.us
510-374-3231

Federal Agency Information

ACF/OHS Region IX Grants Office

9. Awarding Agency Contact Information

Mr. Jeffrey Arciero
Grants Management Officer
jeffrey.arciero@acf.hhs.gov
617-565-2446

10. Program Official Contact Information

Ms. Cynthia T Yao
Head Start Program
Cynthia.Yao@acf.hhs.gov
415-437-8451

Federal Award Information

11. Award Number

09CH010862-05-04

12. Unique Federal Award Identification Number (FAIN)

09CH010862

13. Statutory Authority

42 USC 9801 ET SEQ.

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

NGA Revision

18. Is the Award R&D?

No

Summary Federal Award Financial Information

| | | | |
|---------------------------------------------------------------------------------------------------------------------|------------|------------|------------------|
| 19. Budget Period Start Date | 01/01/2023 | - End Date | 06/30/2024 |
| 20. Total Amount of Federal Funds Obligated by this Action | | | \$0.00 |
| 20a. Direct Cost Amount | | | \$0.00 |
| 20b. Indirect Cost Amount | | | \$0.00 |
| 21. Authorized Carryover | | | \$6,528,375.00 |
| 22. Offset | | | \$0.00 |
| 23. Total Amount of Federal Funds Obligated this budget period | | | \$29,661,911.00 |
| 24. Total Approved Cost Sharing or Matching, where applicable | | | \$7,415,479.00 |
| 25. Total Federal and Non-Federal Approved this Budget Period | | | \$37,077,390.00 |
| 26. Period of Performance Start Date | 01/01/2019 | - End Date | 06/30/2024 |
| 27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance | | | \$152,308,306.83 |

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mr. Jeffrey Arciero
Grants Management Officer

30. Remarks



| Recipient Information |
|------------------------------------------------------------------------------------------------------------|
| Recipient Name CONTRA COSTA COUNTY 625 Court St Ste 100 Martinez, CA 94553-1231 NO DATA |
| Congressional District of Recipient 05 |
| Payment Account Number and Type 1946000509A1 |
| Employer Identification Number (EIN) Data 946000509 |
| Universal Numbering System (DUNS) 794080957 |
| Recipient's Unique Entity Identifier (UEI) W6AHS1UCWKX7 |
| 31. Assistance Type Discretionary Grant |
| 32. Type of Award Service |

| 33. Approved Budget (Excludes Direct Assistance) | |
|-------------------------------------------------------------------------------------|------------------------|
| I. Financial Assistance from the Federal Awarding Agency Only | |
| II. Total project costs including grant funds and all other financial participation | |
| a. Salaries and Wages | \$9,024,366.00 |
| b. Fringe Benefits | \$4,600,653.00 |
| c. Total Personnel Costs | \$13,625,019.00 |
| d. Equipment | \$170,000.00 |
| e. Supplies | \$1,663,433.00 |
| f. Travel | \$98,950.00 |
| g. Construction | \$500,000.00 |
| h. Other | \$10,176,112.00 |
| i. Contractual | \$8,431,530.00 |
| j. TOTAL DIRECT COSTS | \$34,665,044.00 |
| k. INDIRECT COSTS | \$1,525,242.00 |
| l. TOTAL APPROVED BUDGET | \$36,190,286.00 |
| m. Federal Share | \$36,190,286.00 |
| n. Non-Federal Share | \$7,415,479.00 |

| 34. Accounting Classification Codes | | | | | | |
|-------------------------------------|--------------|---------------------|--------------|----------|---------------------------------|---------------|
| FY-ACCOUNT NO. | DOCUMENT NO. | ADMINISTRATIVE CODE | OBJECT CLASS | CFDA NO. | AMT ACTION FINANCIAL ASSISTANCE | APPROPRIATION |
| 3-G094122 | 09CH01086205 | ACFOHS | 41.51 | 93.600 | \$0.00 | 75-23-1536 |
| 3-G094120 | 09CH01086205 | ACFOHS | 41.51 | 93.600 | \$0.00 | 75-23-1536 |
| 3-G094121 | 09CH01086205 | ACFOHS | 41.51 | 93.600 | \$0.00 | 75-23-1536 |



35. Terms And Conditions

STANDARD TERMS

1. Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). Recipients must review and comply with all T&Cs identified under the award. When a recipient is awarded and accepts an ACF award, it must comply with the requirements outlined in the Notice of Award and T&Cs. The recipient must actively manage its award and adhere to all applicable requirements. For more information about grants management activities and resources for recipients throughout the award lifecycle, see the Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>.

Applicable Legislation, Statute, and Regulations

1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at <https://www.congress.gov/bill/110th-congress/house-bill/1429>.
2. The program is codified at 42 U.S.C. 9831 et seq at <http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter105/subchapter2&edition=prelim>.
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-B>. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), <https://eclkc.ohs.acf.hhs.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://eclkc.ohs.acf.hhs.gov/policy/pi> and <https://eclkc.ohs.acf.hhs.gov/policy/im>.
4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards found at 45 CFR Part 75 at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>. This award is subject to the Closeout requirements for Grants and Agreements found at 2 CFR 200.344 at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbabcde2/section-200.344>.
5. This award is subject to Executive Orders in the Federal Register available at <https://www.federalregister.gov/presidential-documents/executive-orders>.
6. This award is subject to requirements or limitations in any applicable Appropriations Act available at <https://crsreports.congress.gov/>.
7. This award is subject to the Administrative and National Policy Requirements at <https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>.
8. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 09CH010862-05-04

FAIN# 09CH010862

Federal Award Date: 11/06/2023

Property

9. This award is subject to the Property Related T&Cs found at <https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms>. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

Award Payment

10. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to <https://pms.psc.gov/>. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

Unique Entity Identifier (UEI) Notice

11. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at Federal Service Desk (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET. This award is subject to requirements as set forth in 2 CFR 25.110.

AWARD ATTACHMENTS

CONTRA COSTA COUNTY

09CH010862-05-04

1. Remarks

30. REMARKS (Continued from previous page)

This grant action extends the budget/project period end date from 12/31/2023 through to 6/30/2024 due to the recipient's Designation Renewal Systems status. A subsequent action will award funds for program operations during this extension period.



Recipient Information

1. Recipient Name

CONTRA COSTA COUNTY
625 Court St Ste 100
Martinez, CA 94553-1231
NO DATA

2. Congressional District of Recipient
05

3. Payment System Identifier (ID)
1946000509A1

4. Employer Identification Number (EIN)
946000509

5. Data Universal Numbering System (DUNS)
794080957

6. Recipient's Unique Entity Identifier (UEI)
W6AHS1UCWKX7

7. Project Director or Principal Investigator
Ms. Marla Stuart
mstuart@ehsd.cccounty.us
(925) 608-4801

8. Authorized Official

John Gioia
Chair, Contra Costa County Board of Supervisors
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510-374-3231

Federal Agency Information

ACF/OHS Region IX Grants Office

9. Awarding Agency Contact Information

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Grants Management Officer
jeffrey.arciero@acf.hhs.gov
617-565-2446

10. Program Official Contact Information

Ms. Cynthia T Yao
Head Start Program
Cynthia.Yao@acf.hhs.gov
415-437-8451

Federal Award Information

11. Award Number

09CH010862-05-05

12. Unique Federal Award Identification Number (FAIN)

09CH010862

13. Statutory Authority

42 USC 9801 ET SEQ.

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Supplement

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 01/01/2023 - **End Date** 06/30/2024

20. Total Amount of Federal Funds Obligated by this Action \$0.00

20a. Direct Cost Amount \$3,599,862.00

20b. Indirect Cost Amount \$0.00

21. Authorized Carryover \$10,128,237.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$29,661,911.00

24. Total Approved Cost Sharing or Matching, where applicable \$8,315,444.00

25. Total Federal and Non-Federal Approved this Budget Period \$37,977,355.00

26. Period of Performance Start Date 01/01/2019 - **End Date** 06/30/2024

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$37,977,355.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mr. Jeffrey Arciero
Grants Management Officer

30. Remarks



| Recipient Information |
|------------------------------------------------------------------------------------------------------------|
| Recipient Name CONTRA COSTA COUNTY 625 Court St Ste 100 Martinez, CA 94553-1231 NO DATA |
| Congressional District of Recipient 05 |
| Payment Account Number and Type 1946000509A1 |
| Employer Identification Number (EIN) Data 946000509 |
| Universal Numbering System (DUNS) 794080957 |
| Recipient's Unique Entity Identifier (UEI) W6AHS1UCWKX7 |
| 31. Assistance Type Discretionary Grant |
| 32. Type of Award Service |

| 33. Approved Budget (Excludes Direct Assistance) | |
|-------------------------------------------------------------------------------------|------------------------|
| I. Financial Assistance from the Federal Awarding Agency Only | |
| II. Total project costs including grant funds and all other financial participation | |
| a. Salaries and Wages | \$11,797,566.00 |
| b. Fringe Benefits | \$4,600,653.00 |
| c. Total Personnel Costs | \$16,398,219.00 |
| d. Equipment | \$170,000.00 |
| e. Supplies | \$1,905,433.00 |
| f. Travel | \$98,950.00 |
| g. Construction | \$500,000.00 |
| h. Other | \$10,565,334.00 |
| i. Contractual | \$8,626,970.00 |
| j. TOTAL DIRECT COSTS | \$38,264,906.00 |
| k. INDIRECT COSTS | \$1,525,242.00 |
| l. TOTAL APPROVED BUDGET | \$39,790,148.00 |
| m. Federal Share | \$39,790,148.00 |
| n. Non-Federal Share | \$8,315,444.00 |

| 34. Accounting Classification Codes | | | | | | | |
|-------------------------------------|--------------|---------------------|--------------|----------|---------------------------------|------------------|------------|
| FY-ACCOUNT NO. | DOCUMENT NO. | ADMINISTRATIVE CODE | OBJECT CLASS | CFDA NO. | AMT ACTION FINANCIAL ASSISTANCE | APPROPRIATION | |
| 2-G094122 | 09CH01086204 | ACFOHS | 41.51 | 93.600 | | (\$3,599,862.00) | 75-22-1536 |
| 2-G094122 | 09CH01086205 | ACFOHS | 41.51 | 93.600 | | \$3,599,862.00 | 75-22-1536 |



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1. Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). Recipients must review and comply with all T&Cs identified under the award. When a recipient is awarded and accepts an ACF award, it must comply with the requirements outlined in the Notice of Award and T&Cs. The recipient must actively manage its award and adhere to all applicable requirements. For more information about grants management activities and resources for recipients throughout the award lifecycle, see the Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>.

Applicable Legislation, Statute, and Regulations

1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at <https://www.congress.gov/bill/110th-congress/house-bill/1429>.
2. The program is codified at 42 U.S.C. 9831 et seq at <http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter105/subchapter2&edition=prelim>.
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-B>. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), <https://eclkc.ohs.acf.hhs.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://eclkc.ohs.acf.hhs.gov/policy/pi> and <https://eclkc.ohs.acf.hhs.gov/policy/im>.
4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards found at 45 CFR Part 75 at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>. This award is subject to the Closeout requirements for Grants and Agreements found at 2 CFR 200.344 at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbabcde2/section-200.344>.
5. This award is subject to Executive Orders in the Federal Register available at <https://www.federalregister.gov/presidential-documents/executive-orders>.
6. This award is subject to requirements or limitations in any applicable Appropriations Act available at <https://crsreports.congress.gov/>.
7. This award is subject to the Administrative and National Policy Requirements at <https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>.
8. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 09CH010862-05-05

FAIN# 09CH010862

Federal Award Date: 12/08/2023

Property

9. This award is subject to the Property Related T&Cs found at <https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms>. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

Award Payment

10. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to <https://pms.psc.gov/>. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

Unique Entity Identifier (UEI) Notice

11. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at Federal Service Desk (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET. This award is subject to requirements as set forth in 2 CFR 25.110.

AWARD ATTACHMENTS

CONTRA COSTA COUNTY

09CH010862-05-05

1. 09CH010862-05-05 Extension & COB Remarks

30. REMARKS (Continued from previous page)

This action reprograms unobligated Head Start operations funds of \$3,599,862.00 from Program Year 04 to Program Year 05 to complete approved program activities. The unobligated federal fund balance is reported as available in the grantee's Final Financial Report SF-425 for Grant No. 09CH010862/04. If the audit report for the periods including Grant No. 09CH010862/04 reflects a lower federal fund balance, it will be the responsibility of the grantee to cover any difference with non-federal funds.

Head Start population: 1,149 children.

Designated Head Start service area: Contra Costa County, California except the Monument Corridor. Monument Corridor is bounded by Clayton Road (north), Galindo Street (northeast), Cleopatra Drive/Walnut Creek and Monument Boulevard (south and southeast), Interstate 680 and State Route 242 (west).

Approved program options for the Head Start program: Center-based, Locally Designed Program.

Early Head Start population: 623 infants, toddlers, and pregnant women.

Designated Early Head Start service area: Contra Costa County, California except the Monument Corridor. Monument Corridor is bounded by Clayton Road (north), Galindo Street (northeast), Cleopatra Drive/Walnut Creek and Monument Boulevard (south and southeast), Interstate 680 and State Route 242 (west). Children enrolled via the Early Head Start-Child Care Partnership option may be recruited from all of Contra Costa County.

Approved program options for the Early Head Start program: Center-based, Home-based, Locally Designed Program.

This action approves the proposed budget for the grant extension period of 1/1/2024-6/30/2024. The total approved funding levels for the prorated period are \$8,567,943 for Head Start Operations; \$86,673 for Head Start T/TA; \$4,066,738 for Early Head Start Operations; and \$109,602 for Early Head Start T/TA. No additional funds are awarded at this time given the unobligated balances currently available, which will be used to fund the prorated budget. As part of this budget, this action also approves \$50,000 in the Early Head Start Equipment budget category for the purchase of screening equipment.

Lastly, this action approves the request to reprogram operations funds totaling \$3,599,862 for the following approved program activities:

Personnel (\$2,773,200): Incentive and retention payments;

Supplies (\$242,000): Classroom and IT supplies;
Contractual (\$195,440): IT consultant and partner start-up expenses; and
Other (\$389,222): In-person governing body meeting expenses, wellness initiatives, and professional development activities.

Due to the extended budget period, the new SF-425 due dates for 09CH010862/05 are:

Semi-Annual: 7/30/2023

Second Semi-Annual: 1/30/2024

Annual: 7/30/2024

Final: 10/30/2024

Additionally, the grantee must submit their SF-429 Real Property Status report via the Online Data Collection System, accessible through GrantSolutions. Your SF-429 report is due by the Annual SF-425 due date given above. Please refer to Program Instruction ACF-PI-HS-17-03 for further details.

Enrollment and Attendance Report to Policy Council November 2023

Enrollment:

- **HS – 57.44%**
- **EHS & EHS-CCP2 – 65.97%**

Attendance:

- **HS – 77.44%**
- **EHS & EHS-CCP2 – 80.27%**

Low enrollment due to class size restrictions and the staffing shortage. Low attendance due to illness (Cough, Cold, Runny Nose & fever). Also, a higher number of Best Interest Days-BIDs used, typical for this time of year.

Informe de Inscripción y Asistencia al Consejo de Políticas Noviembre 2023

Inscripción:

Inscripción:

- **HS – 57.44%**
- **EHS & EHS-CCP2 – 65.97%**

Asistencia:

- **HS – 77.44%**
- **EHS & EHS-CCP2 – 80.27%**

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal. Baja asistencia por enfermedad (Refriados, tos, congestión nasal). Además debido al incremento del uso de los BIDs- Días de Mejor Interest, típico de esta época del año.

Enrollment and Attendance Report to Policy Council December 2023

Enrollment:

- **HS – 58.50%**
- **EHS & EHS-CCP2 – 67.30%**

Attendance:

- **HS – 69.30%**
- **EHS & EHS-CCP2 – 70.20%**

Low enrollment due to class size restrictions and the staffing shortage. Low attendance due to illness (Cough, Cold, Runny Nose & fever). Also, a higher number of Best Interest Days-BIDs used, typical for this time of year.

Informe de Inscripción y Asistencia al Consejo de Políticas Diciembre 2023

Inscripción:

Inscripción:

- **HS – 58.50%**
- **EHS & EHS-CCP2 – 67.30%**

Asistencia:

- **HS – 69.30%**
- **EHS & EHS-CCP2 – 70.20%**

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal. Baja asistencia por enfermedad (Refriados, tos, congestión nasal). Además debido al incremento del uso de los BIDs- Días de Mejor Interest, típico de esta época del año.

Promedios de cumplimiento para el monitoreo de centros: noviembre de 2023

| Herramientas | Promedios de cumplimiento general | Tendencias en herramientas |
|--------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lista de verificación diaria de la instalación / Lista de verificación semanal de la instalación | 98% (-0,3%) | - Todos los incumplimientos ocurrieron en un promedio inferior al 5% - El mayor incumplimiento fue "Los entornos al aire libre están libres de basura y desechos inseguros" con un promedio del 4,9% |
| Lista de verificación diaria de salud y seguridad en el aula | 99.9% | - Todos los incumplimientos que ocurrieron fueron en un promedio inferior al 1%, con el principal incumplimiento, las alarmas en las puertas que funcionan correctamente, ocurriendo en un promedio del 0.15% |
| Lista para los maestros para la verificación diaria de seguridad en el patio de recreo | 94% (-5%) | - Todos los incumplimientos que ocurrieron fueron en un promedio inferior al 3% - El mayor incumplimiento fue "Basura: El área está libre de vidrios, objetos punzantes, heces de animales, ramas, nidos de avispas y ropa abandonada" con un promedio de 6.04% |
| Lista de verificación mensual de seguridad en el patio de recreo | 87% (-12,9%) | - Se identificaron indicadores de incumplimiento en la Lista de verificación diaria del patio de recreo de los maestros, lo que nos muestra que los datos se capturan con precisión. - Hubo 7 incumplimientos en 6 áreas, y Rust se identificó como 2 de los incumplimientos. |

Diciembre 2023

| Herramientas | Promedio de cumplimiento general | Tendencias en herramientas |
|--------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lista de verificación semanal de las instalaciones | 97,75% (-0,25%) | - Aumento de los incumplimientos debido a tormentas y un aumento de las hojas caídas que podrían representar un peligro de tropiezo en el sitio. Esto ocurrió a un promedio de casi el 8%. |
| Lista de verificación diaria de salud y seguridad en el aula | 99.9% | - Todos los incumplimientos que ocurrieron fueron a un promedio inferior al 1%, con el mayor incumplimiento, las alarmas en las puertas que funcionan correctamente, ocurriendo a un promedio del 0.45% |

| | | |
|----------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lista para los maestros para la verificación diaria de seguridad en el patio de recreo | 98,78 (Sube un 4,78%) | - Todos los incumplimientos que ocurrieron fueron en un promedio inferior al 4% - El mayor incumplimiento fue "Basura: El área está libre de vidrios, objetos punzantes, heces de animales, ramas, nidos de avispas y ropa abandonada" con un promedio de 3.95% |
| Lista de verificación mensual de seguridad en el patio de recreo | 99,78 (aumento del 12,78%) | - Se identificaron indicadores de incumplimiento en la Lista de verificación diaria del patio de recreo de los maestros, lo que nos muestra que los datos se capturan con precisión. - El mayor incumplimiento fue la basura y otros desechos nocivos, que ocurrieron en un promedio del 3.9% |
| Herramienta de transición y seguridad de CSB | 96.44% | Se trata de datos preliminares, ya que los datos totales de esta herramienta se acumularán a finales de enero, al final del periodo de seguimiento. |

Elementos a tener en cuenta:

- Los elementos resaltados en verde muestran una mejora en el cumplimiento con respecto al mes anterior. Los elementos resaltados en púrpura muestran disminuciones en el cumplimiento con respecto al mes anterior.
- En noviembre, hicimos la transición a herramientas revisadas, incluido un cambio de una lista de verificación diaria de las instalaciones a una lista de verificación semanal. Las demás herramientas se revisaron para centrarse en los elementos que podían ser corregidos inmediatamente por el revisor. Por ejemplo, se ha eliminado el óxido de la herramienta Zona de juegos diarios, pero sigue estando incluido en la herramienta Áreas de juegos mensuales.
- El 7 de noviembre volvimos a convocar las discusiones de datos con los centros de cuidado infantil operados directamente, los socios y los delegados. Estas discusiones ahora son quincenales y se centrarán en las herramientas enumeradas anteriormente, otras herramientas de monitoreo utilizadas por nuestra Unidad de Gestión de Calidad (QMU), así como en abordar las acciones correctivas en CLOUDS. También hemos agregado salones para grupos pequeños para que los centros/grupos individuales se comuniquen con el personal de CSB para obtener apoyo y compartir ideas sobre cómo hacer correcciones o cumplir con las reuniones.

JANUARY 2024 MINI PIR

| Head Start | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|
| A.12 Cumulative Enrollment | 712 | |
| C.7 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. | 85 | 11.94% |
| C.8a The number who have received or are receiving medical treatment. | 96 | 13.48% |
| C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year. | 230 | 32.30% |
| C19.a.1 Of these, the number of children who have received or are receiving dental treatment. | 14 | 1.97% |
| C.1.a Number enrolled in Medicaid and /or CHIP | 485 | 68.12% |
| C1 Number of all children with health insurance | 573 | 80.48% |
| C.24 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 | 101 | 14.19% |
| C.28 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. | 151 | 21.21% |
| C.45 Number of families that received at least one program services to promote family outcomes. | 434 | |
| | | |
| Early Head Start | | |
| A.10g Cumulative Enrollment of Children | 447 | |
| C.7 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. | 15 | 3.36% |
| C.8a The number who have received or are receiving medical treatment. | 31 | 6.94% |
| C.1.a Number enrolled in Medicaid and /or CHIP | 351 | 78.52% |
| C1 Number of all children with health insurance | 382 | 85.46% |
| C.25 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) | 4 | 0.89% |
| C.28 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. | 61 | 13.65% |
| C.45 Number of families that received at least one program services to promote family outcomes. | 144 | |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2023 HEAD START PROGRAM
BUDGET PERIOD JANUARY 2023 - JUNE 2024
AS OF NOVEMBER 2023 - PERIOD 5

| 1 | 2 | 3 | 4 | 5 |
|------------------------------------|----------------------|----------------------|----------------------|--------------------------|
| DESCRIPTION | Total Budget | Remaining Budget | Total YTD Actual | Should be 61% %YTD |
| a. PERSONNEL | \$ 7,357,157 | \$ 3,445,044 | \$ 3,912,113 | 53% |
| b. FRINGE BENEFITS | 3,137,914 | 549,942 | 2,587,972 | 82% |
| c. TRAVEL | 76,765 | 64,685 | 12,080 | 0% |
| d. EQUIPMENT | 100,000 | 44,938 | 55,062 | 0% |
| e. SUPPLIES | 1,329,433 | 1,057,294 | 272,139 | 20% |
| f. CONTRACTUAL | 4,911,607 | 2,742,125 | 2,169,482 | 44% |
| g. CONSTRUCTION | 500,000 | 500,000 | - | 0% |
| h. OTHER | 5,810,731 | 4,420,478 | 1,390,253 | 24% |
| I. TOTAL DIRECT CHARGES | \$ 23,223,607 | \$ 12,824,507 | \$ 10,399,100 | 45% |
| j. INDIRECT COSTS | 967,376 | 706,399 | 260,977 | 27% |
| k. TOTAL-ALL BUDGET CATEG | \$ 24,190,983 | \$ 13,530,906 | \$ 10,660,077 | 44% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 4,913,482</i> | <i>\$ 2,248,463</i> | <i>\$ 2,665,019</i> | <i>54%</i> |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2023 HEAD START PROGRAM
BUDGET PERIOD JANUARY 2023 - JUNE 2024
AS OF NOVEMBER 2023 - PERIOD 5

| 1 | 2 | 3 | 4 | 5 |
|------------------------------------------------------|------------------|---------------------|---------------------|---------------------------|
| | Total Budget | Remaining Budget | Total YTD Actual | Should be 61% % YTD |
| a. Salaries & Wages (Object Class 6a) | | | | |
| Permanent 1011 | 5,297,656 | 1,625,963 | 3,671,693 | 69% |
| Hiring and Retention Bonus | 1,802,580 | 1,802,580 | - | 0% |
| Temporary 1013 | 256,921 | 16,501 | 240,420 | 94% |
| a. PERSONNEL (Object class 6a) | 7,357,157 | 3,445,044 | 3,912,113 | 53% |
| b. FRINGE BENEFITS (Object Class 6b) | - | - | - | 0% |
| Fringe Benefits | 3,137,914 | 549,942 | 2,587,972 | 82% |
| b. FRINGE (Object Class 6b) | 3,137,914 | 549,942 | 2,587,972 | 82% |
| c. Travel (Object Class 6c) | | | | |
| HS Staff | 76,765 | 64,685 | 12,080 | 0% |
| c. TRAVEL (Object Class 6c) | 76,765 | 64,685 | 12,080 | 0% |
| d. EQUIPMENT (Object Class 6d) | | | | |
| 1. Office Equipment | 60,000 | 4,938 | 55,062 | 92% |
| 4. Other Equipment | 40,000 | 40,000 | - | 0% |
| d. EQUIPMENT (Object Class 6d) | 100,000 | 44,938 | 55,062 | 0% |
| e. SUPPLIES (Object Class 6e) | | | | |
| 1. Office Supplies | 83,433 | 35,745 | 47,688 | 57% |
| 2. Child and Family Services Supplies (Includesclass | 258,000 | 236,331 | 21,669 | 8% |
| 4. Other Supplies | - | - | - | 0% |
| Health and Safety Supplies | 1,000 | 1,000 | - | 0% |
| Computer Supplies, Software Upgrades, Comput | 936,500 | 740,603 | 195,897 | 21% |
| Health/Safety Supplies | 5,000 | 2,198 | 2,802 | 56% |
| Mental helath/Diasabilities Supplies | 1,000 | 1,000 | - | 0% |
| Employee Morale | 36,500 | 32,852 | 3,648 | 10% |
| Household Supplies | 7,500 | 7,500 | - | 0% |
| TOTAL SUPPLIES (6e) | 1,329,433 | 1,057,294 | 272,139 | 20% |
| f. CONTRACTUAL (Object Class 6f) | | | | |
| 1. Adm Svcs (e.g., Legal, Accounting, Temporary Co | 103,000 | 36,415 | 66,585 | 65% |
| 2. Health/Disabilities Services | - | - | - | 0% |
| Health Consultant | 64,500 | 10,301 | 54,199 | 84% |
| 5. Training & Technical Assistance - PA11 | - | - | - | 0% |
| Leadership Trainings/Seminars/Worshops | 52,185 | 35,631 | 16,554 | 32% |
| Demogtaphic/Data Research | 37,000 | 19,204 | 17,796 | 48% |
| Practice Based Coaching/Classroom Observator | 35,000 | (588) | 35,588 | 102% |
| Family Development Credential/Reflective Practi | 15,000 | (4,608) | 19,608 | 131% |
| Reflective Supervision | 55,000 | 53,813 | 1,187 | 2% |
| 7. Delegate Agency Costs | - | - | - | 0% |
| YMCA Delegate Agency PA22 | 2,549,116 | 1,717,094 | 832,022 | 33% |
| YMCA Delegate Agency PA20 | 8,000 | 8,000 | - | 0% |
| 8. Other Contracts | - | - | - | 0% |
| New Partnership | 132,387 | 132,387 | - | 0% |
| KinderCare | 44,262 | 21,755 | 22,507 | 51% |
| Tiny Toes | 92,787 | 50,957 | 41,830 | 45% |
| YMCA-West | 763,265 | 376,568 | 386,697 | 51% |
| YMCA-East | 829,665 | 268,794 | 560,871 | 0% |
| f. CONTRACTUAL (Object Class 6f) | 4,911,607 | 2,742,125 | 2,169,482 | 44% |
| g. CONSTRUCTION (6g) | 500,000 | 500,000 | - | 0% |

h. OTHER (Object Class 6h)

| | | | | |
|--------------------------------------------------------|-------------------|-------------------|-------------------|------------|
| 2. Bldg Occupancy Costs/Rents & Leases | 350,000 | (61,583) | 411,583 | 118% |
| (Rents & Leases/Other Income) | - | 1,328 | (1,328) | 0% |
| 4. Utilities, Telephone | 141,000 | 57,825 | 83,175 | 59% |
| 5. Building and Child Liability Insurance | 5,000 | 2,689 | 2,312 | 46% |
| 6. Bldg. Maintenance/Repair and Other Occupancy | 1,637,000 | 1,288,472 | 348,528 | 21% |
| 8. Local Travel (55.5 cents per mile effective 1/1/20) | 20,000 | 1,679 | 18,321 | 92% |
| 9. Nutrition Services | - | - | - | 0% |
| Child Nutrition Costs | 380,000 | 134,019 | 245,981 | 65% |
| (CCFP & USDA Reimbursements) | (60,000) | 30,606 | (90,606) | 151% |
| 13. Parent Services | - | - | - | 0% |
| Parent Conference Registration - PA11 | 1,060 | 1,060 | - | 0% |
| PC Orientation, Trainings, Materials & Translation | 1,000 | 1,000 | - | 0% |
| Policy Council Activities | 12,050 | 12,050 | - | 0% |
| Child Care/Mileage Reimbursement | 5,000 | 5,000 | - | 0% |
| 14. Accounting & Legal Services | - | - | - | 0% |
| Auditor Controllers | 3,000 | (660) | 3,660 | 122% |
| Data Processing/Other Services & Supplies | 23,000 | (54,868) | 77,868 | 339% |
| 15. Publications/Advertising/Printing | - | - | - | 0% |
| Outreach/Printing | 2,000 | 798 | 1,202 | 60% |
| Recruitment Advertising (Newspaper, Brochures) | 134,877 | 125,199 | 9,678 | 7% |
| 16. Training or Staff Development | - | - | - | 0% |
| Agency Memberships (WIPFLI, Meeting Fees, N | 19,000 | 13,880 | 5,120 | 27% |
| Staff Trainings/Dev. Conf. Registrations/Member | 484,846 | 458,027 | 26,819 | 6% |
| Mental Health, Disabilities, Health and Safety Tr. | 146,525 | 145,356 | 1,169 | 1% |
| Family, Community and Parent Involvement | 32,834 | 32,834 | - | 0% |
| 17. Other | - | - | - | 0% |
| Site Security Guards | 40,000 | 23,662 | 16,338 | 41% |
| Dental/Medical Services | 1,000 | 1,000 | - | 0% |
| Vehicle Operating/Maintenance & Repair | 130,000 | 24,174 | 105,826 | 81% |
| Equipment Maintenance Repair & Rental | 308,000 | 275,369 | 32,631 | 11% |
| Dept. of Health and Human Services-data Base ((| 10,000 | 4,110 | 5,890 | 59% |
| Other Operating Expenses (Facs Admin/Other ad | 250,000 | 163,914 | 86,086 | 34% |
| Other Departmental Expenses | 1,060,287 | 1,060,287 | - | 0% |
| h. OTHER (6h) | 5,810,731 | 4,420,478 | 1,390,253 | 24% |
| i. TOTAL DIRECT CHARGES (6a-6h) | 23,223,607 | 12,824,507 | 10,399,100 | 45% |
| j. INDIRECT COSTS | 967,376 | 706,399 | 260,977 | 27% |
| k. TOTALS (ALL BUDGET CATEGORIES) | 24,190,983 | 13,530,906 | 10,660,077 | 44% |
| <i>Non-Federal Share (In-kind)</i> | <i>4,913,482</i> | <i>2,248,463</i> | <i>2,665,019</i> | <i>54%</i> |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2023 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY 2023 - JUNE 2024

AS OF NOVEMBER 2023

| 1 | 2 | 3 | 4 | 5 |
|---------------------------------------|-------------------|---------------------|---------------------|---------------------------|
| DESCRIPTION | Total Budget | Remaining Budget | Total YTD Actual | Should be 61% % YTD |
| a. PERSONNEL | 4,440,409 | 3,256,289 | 1,184,120 | 27% |
| b. FRINGE BENEFITS | 1,462,739 | 729,403 | 733,336 | 50% |
| c. TRAVEL | 22,185 | 18,368 | 3,817 | 17% |
| d. EQUIPMENT | 70,000 | 33,547 | 36,453 | 0% |
| e. SUPPLIES | 576,000 | 479,553 | 96,447 | 17% |
| f. CONTRACTUAL | 3,715,363 | 1,559,009 | 2,156,354 | 58% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 4,754,604 | 4,427,000 | 327,604 | 7% |
| I. TOTAL DIRECT CHARGES | 15,041,300 | 10,503,171 | 4,538,129 | 30% |
| j. INDIRECT COSTS | 557,866 | 504,455 | 53,411 | 10% |
| k. TOTAL-ALL BUDGET CATEGORIES | 15,599,166 | 11,007,626 | 4,591,540 | 29% |
| <i>In-Kind (Non-Federal Share)</i> | 3,401,963 | 2,254,974 | 1,146,988 | 34% |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

**2023 EARLY HEAD START PROGRAM
BUDGET PERIOD JANUARY 2023 - JUNE 2024**

AS OF NOVEMBER 2023

| 1 | 2 | 3 | 4 | 5 |
|--------------------------------------------------------------|------------------|---------------------|---------------------|---------------------------|
| | Total Budget | Remaining Budget | Total YTD Actual | Should be 61% % YTD |
| a. Salaries & Wages (Object Class 6a) | | | | |
| Permanent 1011 | 2,864,923 | 1,681,910 | 1,183,013 | 41% |
| Hiring and Retention Bonus | 970,620 | - | - | 0% |
| Temporary 1013 | 604,866 | 603,759 | 1,107 | 0% |
| a. PERSONNEL (Object class 6a) | 4,440,409 | 3,256,289 | 1,184,120 | 27% |
| b. FRINGE BENEFITS (Object Class 6b) | | | | |
| Fringe Benefits | 1,462,739 | 729,403 | 733,336 | 50% |
| b. FRINGE (Object Class 6b) | 1,462,739 | 729,403 | 733,336 | 50% |
| c. Travel (Object Class 6c) | | | | |
| HS Staff | 22,185 | 18,368 | 3,817 | 0% |
| c. TRAVEL (Object Class 6c) | 22,185 | 18,368 | 3,817 | 17% |
| d. EQUIPMENT (Object Class 6d) | 70,000 | 33,547 | 36,453 | 0% |
| e. SUPPLIES (Object Class 6e) | | | | |
| 1. Office Supplies | 45,000 | (10,040) | 55,040 | 122% |
| 2. Child and Family Services Supplies (Includesclassroom Sup | 144,000 | 106,143 | 37,857 | 26% |
| 4. Other Supplies | - | - | - | 0% |
| Computer Supplies, Software Upgrades, Computer Replace | 363,500 | 363,500 | - | 0% |
| Health/Safety Supplies | 5,000 | 5,000 | - | 0% |
| Household Supplies | 11,000 | 7,451 | 3,549 | 32% |
| Employee Health and Welfare costs (formerly Employee mc | 7,500 | 7,500 | - | 0% |
| TOTAL SUPPLIES (6e) | 576,000 | 479,553 | 96,447 | 17% |
| f. CONTRACTUAL (Object Class 6f) | | | | |
| 1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts) | 62,000 | 34,079 | 27,921 | 45% |
| 2. Health/Disabilities Services | - | - | - | 0% |
| Health Consultant | 23,050 | 7,530 | 15,520 | 67% |
| 5. Training & Technical Assistance - PA11 | - | - | - | 0% |
| One Solution Technology | 160,000 | 160,000 | - | 0% |
| Leadership Trainings/Seminars/Worshops | 55,000 | 44,747 | 10,253 | 19% |
| Demogtaphic/Data Research | 50,000 | 36,100 | 13,900 | 28% |
| Practice Based Coaching/Classroom Observation | 40,000 | 28,514 | 11,486 | 29% |
| Family Development Credential/Reflective Practice | 40,000 | 29,641 | 10,359 | 26% |
| Reflective Supervision | 75,000 | 75,000 | - | 0% |
| 8. Other Contracts | - | - | - | 0% |
| New Partnership | 486,803 | 486,803 | - | 0% |
| Aspiranet | 1,024,205 | 64,429 | 959,776 | 94% |
| Crossroads | 207,876 | 116,866 | 91,010 | 44% |
| KinderCare | 323,502 | 140,046 | 183,456 | 57% |
| Tiny Toes | 53,917 | 29,151 | 24,766 | 46% |
| YMCA (West) | 434,291 | 199,377 | 234,914 | 54% |
| YMCA (East) | 679,719 | 106,726 | 572,993 | 84% |
| f. CONTRACTUAL (Object Class 6f) | 3,715,363 | 1,559,009 | 2,156,354 | 58% |
| g. CONSTRUCTION (6g) | - | - | - | 0% |
| h. OTHER (Object Class 6h) | | | | |
| 2. Bldg Occupancy Costs/Rents & Leases | 40,000 | 8,935 | 31,065 | 78% |
| 4. Utilities, Telephone | 12,000 | (1,773) | 13,773 | 115% |

| | | | | |
|------------------------------------------------------------|-------------------|-------------------|------------------|------------|
| 6. Bldg. Maintenance/Repair and Other Occupancy | 1,062,000 | 863,041 | 198,959 | 19% |
| 7. Incidental Alterations/Renovations | 450,202 | 450,182 | 20 | 0% |
| 8. Local Travel (55.5 cents per mile effective 1/1/2012) | 8,000 | 6,159 | 1,841 | 23% |
| 9. Nutrition Services | - | - | - | 0% |
| Child Nutrition Costs | 6,500 | 6,238 | 262 | 4% |
| (CCFP & USDA Reimbursements) | (1,500) | (454) | (1,046) | 0% |
| 13. Parent Services | - | - | - | 0% |
| Parent Conference Registration - PA11 | 3,000 | 3,000 | - | 0% |
| PC Orientation, Trainings, Materials & Translation - PA11 | 4,000 | 4,000 | - | 0% |
| Policy Council Activities | 7,450 | 7,450 | - | 0% |
| Parent Activities (Sites, PC, BOS luncheon) & Appreciation | 8,000 | 8,000 | - | 0% |
| Child Care/Mileage Reimbursement | 3,000 | 3,000 | - | 0% |
| 14. Accounting & Legal Services | - | - | - | 0% |
| Auditor Controllers | 3,500 | 1,087 | 2,413 | 69% |
| Data Processing/Other Services & Supplies | 7,000 | (16,261) | 23,261 | 332% |
| 15. Publications/Advertising/Printing | - | (334) | 334 | 0% |
| Recruitment Advertising (Newspaper, Brochures) | 150,123 | 148,640 | 1,483 | 1% |
| 16. Training or Staff Development | - | - | - | 0% |
| Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAI | 18,000 | 12,928 | 5,072 | 28% |
| Staff Trainings/Dev. Conf. Registrations/Memberships - P/ | 183,407 | 180,190 | 3,217 | 2% |
| Family, Community and Parent Involvement | 27,500 | 26,498 | 1,002 | 4% |
| 17. Other | - | - | - | 0% |
| Site Security Guards | 21,000 | 19,968 | 1,032 | 5% |
| Vehicle Operating/Maintenance & Repair | 16,000 | 4,018 | 11,982 | 75% |
| Equipment Maintenance Repair & Rental | 17,978 | 7,806 | 10,172 | 57% |
| Dept. of Health and Human Services-data Base (CORD) | 1,000 | 1,000 | - | 0% |
| Other Operating Expenses (Facs Admin/Other admin) | 80,000 | 57,238 | 22,762 | 28% |
| Comprehensive Services with State Child Development Prc | 2,549,969 | 2,549,969 | - | 0% |
| h. OTHER (6h) | 4,754,604 | 4,427,000 | 327,604 | 7% |
| i. TOTAL DIRECT CHARGES (6a-6h) | 15,041,300 | 10,503,171 | 4,538,129 | 30% |
| j. INDIRECT COSTS | 557,866 | 504,455 | 53,411 | 10% |
| k. TOTALS (ALL BUDGET CATEGORIES) | 15,599,166 | 11,007,626 | 4,591,540 | 29% |
| <i>Non-Federal Share (In-kind)</i> | <i>3,401,963</i> | <i>2,254,974</i> | <i>1,146,988</i> | <i>34%</i> |

SUMMARY CREDIT CARD EXPENDITURE

Agency: Community Services Bureau

Month: **Nov 2023**

| Stat. Date | Amount | Program | Purpose/Description |
|------------|--------------------|--------------------------|----------------------------|
| 11/22/2023 | \$ 451.00 | EHS Basic Grant | Books and Periodicals |
| 11/22/2023 | \$ 272.40 | EHS Basic Grant | Books and Periodicals |
| 11/22/2023 | \$ 390.12 | Head Start T & TA | Other Travel Expenses |
| 11/22/2023 | \$ 167.20 | EHS T & TA | Other Travel Expenses |
| 11/22/2023 | \$ 390.12 | Head Start T & TA | Other Travel Expenses |
| 11/22/2023 | \$ 167.20 | EHS T & TA | Other Travel Expenses |
| 11/22/2023 | \$ 418.92 | Head Start T & TA | Other Travel Expenses |
| 11/22/2023 | \$ 179.54 | EHS T & TA | Other Travel Expenses |
| 11/22/2023 | \$ 418.92 | Head Start T & TA | Other Travel Expenses |
| 11/22/2023 | \$ 179.54 | EHS T & TA | Other Travel Expenses |
| 11/22/2023 | \$ 503.45 | HS Basic Grant | Other Travel Expenses |
| 11/22/2023 | \$ 87.80 | EHS Basic Grant | Books and Periodicals |
| 11/22/2023 | \$ 20.00 | EHS Basic Grant | Other Travel Expenses |
| 11/22/2023 | \$ 20.00 | EHS Basic Grant | Other Travel Expenses |
| | \$3,666.21 | | |
| | | | |
| 11/22/23 | \$56.00 | HS Basic Grant | Training and Registration |
| 11/22/23 | \$56.00 | EHS Basic Grant | Training and Registration |
| 11/22/23 | \$537.98 | HS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$537.98 | EHS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$43.84 | Child Nutrition Services | Misc Services and Supplies |
| 11/22/23 | \$557.32 | EHS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$557.32 | EHS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$513.46 | HS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$513.46 | HS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$513.46 | HS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$513.46 | HS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$20.00 | EHS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$49.35 | HS Basic Grant | Misc Services and Supplies |
| 11/22/23 | \$437.50 | HS Basic Grant | Training and Registration |
| 11/22/23 | \$437.50 | EHS Basic Grant | Training and Registration |
| | | | |
| | \$4,831.17 | | |
| | | | |
| 11/22/23 | \$978.13 | GMIII Site Costs | Misc Services and Supplies |
| | | | |
| 11/22/23 | \$18.00 | HS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$12.00 | EHS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$18.00 | HS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$12.00 | EHS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$891.84 | HS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$594.56 | EHS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$18.00 | HS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$12.00 | EHS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$18.00 | HS Basic Grant | Other Travel Expenses |
| 11/22/23 | \$12.00 | EHS Basic Grant | Other Travel Expenses |
| | | | |
| | \$1,606.40 | | |
| | | | |
| | \$11,081.91 | | |

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2023-24

November 2023

12 Approved Sites



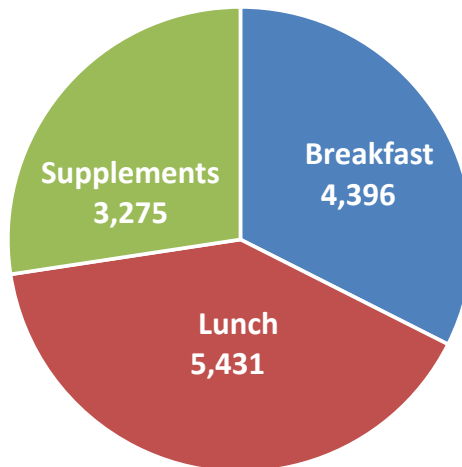
19 Days Meals Served



286 Daily Participation



13,102 Meals Served



Claim Reimbursement

Total: \$ 40,639

November Policy Council Parking Lot

Nutrition- Fresh food options

See attached CACFP meal requirements.

All centers, directly operated and partner sites, follow the regulations set forth by our funding program the Child Adult Care Food Program, CACFP. For each breakfast we offer a fruit, lunch we offer a fruit and vegetable, and for PM Snack we offer two items varying between fruit, vegetable, grain, and meat/ meat alternate.

New blankets for Kids

While at school, we understand that many children find comfort from items from home, including blankets. Children may bring light-weight blankets from home to use during nap, however, please note that the blanket must fit in their cubby area or be stored with their current nap mat and blanket. Unfortunately, our classrooms do not have the space to store items elsewhere. The light-weight, breathable material in the blankets we provide was also chosen for children's safety. We keep the temperature of the classrooms at a comfortable range and do not want children to overheat during naptime with heavy material.

Parent Volunteers

CSB values the role of each center in its community and encourages community members to volunteer in classrooms

All potential volunteers seeking to volunteer at one of our centers must:

1. Complete a Volunteer Application. If you are an enrolled family, you do not need to complete a Volunteer Application.
2. Provide a statement of good health and results of TB Clearance that were performed no more than one year prior. This is a requirement under CCL 101216(g)(3)(A)(B).
3. If supervising children, verify immunization compliance and doctor's note of immunity. (CCL SB 792)
 - a. Pertussis (Whooping cough)
 - b. Measles
 - c. Annual Influenza Vaccination between August 1st. And December 1st. (This immunization can be waved*)
4. Review and sign the Volunteer Handbook Receipt and the Volunteer Standards of Conduct form.

Potential volunteers seeking more than 16 hours per week must meet the above health requirements and submit fingerprint clearance from an acceptable authority.

Parents or caregivers interested in volunteering for our program can permit our CSB staff to access their TB and immunization records through the California Immunization Registry (CAIR). Our staff will assist parents or caregivers in obtaining proper documentation to verify that they meet the health requirements to volunteer at any of our centers.

The Site Supervisor at our CSB centers maintains proof of health requirements for all volunteers. There are various ways to volunteer at the centers; please reach out to your center supervisor for more information or check the Volunteer worksheet.

BREAKFAST

Serve Milk, Vegetable or Fruit, Grain*

| COMPONENT | AGES 1-2 | AGES 3-5 | AGES 6-18 | ADULTS |
|--------------------------|-----------|-----------|-----------|---------|
| Milk | 1/2 cup | 3/4 cup | 1 cup | 1 cup |
| Vegetable, Fruit or Both | 1/4 cup | 1/2 cup | 1/2 cup | 1/2 cup |
| Grain* | 1/2 oz eq | 1/2 oz eq | 1 oz eq | 2 oz eq |

* Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week.
oz eq = ounce equivalents

LUNCH / SUPPER

Serve All Five Components

| COMPONENT | AGES 1-2 | AGES 3-5 | AGES 6-18 | ADULTS |
|---------------------|-----------|-----------|-----------|---------|
| Milk | 1/2 cup | 3/4 cup | 1 cup | 1 cup* |
| Vegetable | 1/8 cup | 1/4 cup | 1/2 cup | 1/2 cup |
| Fruit | 1/8 cup | 1/4 cup | 1/4 cup | 1/2 cup |
| Meat/Meat Alternate | 1 oz | 1 1/2 oz | 2 oz | 2 oz |
| Grain | 1/2 oz eq | 1/2 oz eq | 1 oz eq | 2 oz eq |

* A serving of milk is not required at supper meals for adults.
oz eq = ounce equivalents

SNACK

Select Two of the Five Components

| COMPONENT | AGES 1-2 | AGES 3-5 | AGES 6-18 | ADULTS |
|---------------------|-----------|-----------|-----------|---------|
| Milk | 1/2 cup | 1/2 cup | 1 cup | 1 cup |
| Vegetable | 1/2 cup | 1/2 cup | 3/4 cup | 1/2 cup |
| Fruit | 1/2 cup | 1/2 cup | 3/4 cup | 1/2 cup |
| Meat/Meat Alternate | 1/2 oz | 1/2 oz | 1 oz | 1 oz |
| Grain | 1/2 oz eq | 1/2 oz eq | 1 oz eq | 1 oz eq |

oz eq = ounce equivalents

Refer to USDA FNS Exhibit A for further guidance on grain serving sizes.



Fluid Milk



Vegetable



Fruit



Meat/Meat Alternate



Grain

AGES BIRTH THROUGH 5 MONTHS

BREAKFAST, SNACK, LUNCH & SUPPER MEAL PATTERNS

| | | |
|------|--------|-------------------------------------------------|
| Milk | 4-6 oz | breastmilk ¹ or formula ² |
|------|--------|-------------------------------------------------|

AGES 6 MONTHS THROUGH 11 MONTHS

BREAKFAST, LUNCH & SUPPER MEAL PATTERNS

| | | |
|-------------------------------|--------------------------------------|-----------------------------------------------------------------------------------|
| Milk | 6-8 oz | breastmilk ¹ or formula ² |
| Grain/ Meat/Meat Alternate | 0- ¹ / ₂ oz eq | infant cereal ² <i>or</i> |
| | 0-4 tbs | meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas <i>or</i> |
| | 0-2 oz | cheese <i>or</i> |
| | 0-4 oz | cottage cheese or yogurt ³ <i>or</i> |
| | 0-4 oz | a combination of the above ⁴ |
| Fruit/Vegetable | 0-2 tbs | vegetable or fruit or a combination of both ^{4,5} |

SNACK MEAL PATTERNS

| | | |
|-----------------|--------------------------------------|------------------------------------------------------------|
| Milk | 2-4 oz | breastmilk ¹ or formula ² |
| Grain | 0- ¹ / ₂ oz eq | slice bread ⁶ <i>or</i> |
| | 0- ¹ / ₄ oz eq | crackers ⁵ <i>or</i> |
| | 0- ¹ / ₂ oz eq | infant cereal ^{2,6} <i>or</i> |
| | 0- ¹ / ₄ oz eq | ready-to-eat breakfast cereal ^{4,6,7} |
| Fruit/Vegetable | 0-2 tbs | vegetable or fruit or a combination of both ^{4,5} |

oz eq = ounce equivalents

¹ Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

² Infant formula and dry infant cereal must be iron-fortified.

³ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁴ A serving of this component is required when the infant is developmentally ready to accept it.

⁵ Fruit and vegetable juices must not be served.

⁶ A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

⁷ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).



Fluid Milk



Vegetable



Fruit



Meat/Meat Alternate



Grain



CSB welcomes all Parent/Volunteers; our work would not be accomplished without your support.

Non-supervisory volunteer opportunities

1. Cleaning paintbrushes and make sure paint is stocked
2. Cleaning tables, desks, and work surfaces
3. Cutting out and laminating projects
4. Gardening - outdoor plants and other yard projects
5. Greeter, invite and remind parents about parent committee meetings and other events such as: week of the young child, teacher appreciation week, multicultural day, open house, etc.
6. Greeter, welcomes new parents to the program, assist with transitioning to the center.
7. Hanging out children's artwork
8. Making booklets or journals
9. Making copies, signs, flyers, etc.
10. Making playdough (can also be done at home)
11. Organizing cabinets and closets
12. Organizing/refreshing library books
13. Participating in leadership roles at parent committee meetings
14. Refreshing and discarding dry markers
15. Refreshing and re-filling glue bottles
16. Refreshing and re-filling tempera/paint gallon and paint containers
17. Refreshing areas in the classroom such as dramatic play area, blocks, science, etc.
18. Refreshing/updating bulletin/parent boards/parent resources (PIO)
19. Replacing crayons
20. Setting up art, science, and other projects
21. Setting up outdoor environment
22. Sharing talents as "classroom visitor expert"
23. Sharpening pencils
24. Sorting and construction paper, writing paper and copy papers
25. Spring Cleaning
26. Stocking papers at easels
27. Inventory: art supplies, office supplies, classroom supplies, etc.
28. Supporting classroom projects (emergent curriculum), prepare pretending area props/costumes, others
29. Taking minutes at Parent Committee Meetings
30. Updating PC Agendas and minutes
31. Updating wellness centers

Supervisory volunteer opportunities:

1. Classroom partner: Involve and engage in various areas of the classroom. Support children in activities such as reading/writing, craft projects, pretending, science, computer, etc.
2. Chaperone field trips/count as part of the field trip ratio