



COLUSA COUNTY OFFICE OF EDUCATION
CHILDREN'S SERVICES
345 5th Street, Colusa, CA 95932
(530) 458-0350 • Fax: (530) 458-0310

Colusa County Office of Education - Children's Services
Early Head Start, Head Start, and State Funded Programs
Regular Policy Council Meeting

Date: Wednesday, August 30, 2023

Time: 9:00 a.m.

Location: Education Village - 499 Margurite Street, Williams, CA 95932 - In Room E-2 (Enter at the front main office door)

Agenda

- 1.0 Call Meeting to Order - TIME: _____
 - 1.1 Pledge of Allegiance
- 2.0 Roll Call
- 3.0 Approve the Minutes of March 22, 2023 & May 24, 2023 Policy Council Meeting **Action**
action _____ motion _____ second _____ yes _____ no _____
- 4.0 Public Comments & Presentations **Informational**
- 5.0 Program Planning/Budget **Informational**
 - 5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report
- 6.0 Reports **Informational**
 - 6.1 Secretary's Report
 - 6.2 Classroom Reports by Policy Council Representatives
 - 6.3 Content Area Training
 - 6.3.1 Attendance & Recruitment - Joseph Moye, Family Services Division Manager, Children's Services
 - 6.4 Community Member Reports
 - 6.4.1 Colusa County One-Stop, Marisa Apaseo, Employment Service Coordinator
 - 6.4.2 Colusa County Superintendent of Schools, Mike West
 - 6.5 Director's Report
 - 6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries, Vicki Markss - Executive Director, Children's Services
 - 6.6 Family Engagement Coordinator Report - Family Engagement Coordinator, Lydia Navarro

7.0 New Business

7.1 Approve the 2023-24 Annual Timeline

action _____ motion _____ second _____ yes _____ no _____

8.0 Correspondence

Informational

8.1 ACF-IM-HS-23-03: Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings

8.2 ACF-IM-HS-23-04: Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients

8.3 Management Bulletin 23-06: Revised State Median Income Ceilings and Income Ranking Table for Fiscal Year 2023-24.

9.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents

Action

action _____ motion _____ second _____ yes _____ no _____

10.0 Announcements

11.0 Advanced Planning

11.1 Next Scheduled Meeting Date: September 27, 2023 at 9:00am
(4th Wednesday of the Month) Education Village - Room E-2

12.0 Adjournment - TIME: _____



COLUSA COUNTY OFFICE OF EDUCATION
CHILDREN'S SERVICES
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Oficina de Educación del Condado de Colusa - Servicios de Niños
Early Head Start/Head Start, Programas del Estado
Junta Regular del Concilio de Pólizas

Fecha: miércoles, 30 de agosto del 2023

Horario: 9:00 a.m.

Lugar: Education Village, - 499 Margurite Street en Williams - Salón E-2 (Entera por la puerta principal en la oficina)

Agenda

1.0 Dar comienzo a la junta-Hora: _____
1.1 Juramento de Lealtad

2.0 Tomar lista de los presentes

3.0 Aprobar las minutas de la juntas del Concilio de Pólizas de 22 de marzo y 24 de mayo del 2023

Acción

acción _____ moción _____ segundo _____ si _____ no _____

4.0 Comentarios del Público y Presentaciones Información

5.0 Planificación/Presupuesto del Programa Información

5.1 Reporte del Presupuesto, Total de Comidas, Gastos de Tarjeta
de Crédito y de carga, Donaciones (*In-Kind*)

6.0 Reportes Información

6.1 Reporte de la Secretaria

6.2 Reporte de los Salones por los Representantes del Concilio

6.3 Entrenamiento de Área de Formación de Contenidos

6.3.1 Asistencia y Reclutamiento - Joseph Moye, Gerente de División Servicios
Familiares

6.4 Reportes de Miembros de la Comunidad

6.4.1 Colusa County One-Stop - Marisa Apaseo, Coordinadora de Servicios
de Empleo

6.4.2 Superintendente del Condado de Colusa, Mike West

6.5 Reporte del Director

- 6.5.1 Inscripción, Asistencia de niños, Asistencia de los niños parcialmente financiados por otros programas, Plan de Estudios, Información del Resumen de los Programas, Vicki Markss, Directora Ejecutiva, Servicios de Niños
- 6.6 Reporte de Compromiso Familiar - Coordinadora de Compromiso Familiar, Lydia Navarro, Servicios de Niños
- 7.0 Nuevo Negocios **Acción**
- 7.1 Aprobar plazos anuales del 2023-24 del Concilio de Pólizas
- acción _____ moción _____ segundo _____ si _____ no _____
- 8.0 Correspondencia **Información**
- 8.1 ACF-IM-HS-23-03: Tratamiento de descuentos, reembolsos, descuentos y ahorros de costos similares
- 8.2 ACF-IM-HS-23-04: Proceso de monitoreo del año fiscal 2024 para los beneficiarios de Programas de Head Start y Early Head Start
- 8.3 Boletín de Gestación 23-06: Límites máximos de ingresos medios estatales revisados y tabla de clasificación de ingresos para el año fiscal 2023-24
- 9.0 Dar Asiento a los Nuevos Elegidos al Concilio de Pólizas Representantes, Alternativos o Miembros de la Comunidad **Acción**
- acción _____ moción _____ segundo _____ si _____ no _____
- 10.0 Anuncios **Información**
- 11.0 Planificación Avanzada
- 11.1 Próxima fecha programada para la reunión: 27 de septiembre del 2023 a las 9:00am., **(cuarto miércoles del mes)** Education Village, Salón E-2
- 12.0 Terminar la Junta - HORA: _____

**Colusa County Office of Education
Children's Services
Early Head Start/Head Start & State Programs
Policy Council Meeting Minutes
March 22, 2023**

Policy Council Members Present: Klarissa Espindola Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

**Newly Elected Policy Council
Member Present:**

Other Members Present: Michael P. West, Superintendent of School, Colusa County Office of Education - Board of One

Staff Members Present: Vicki Markss, Executive Director, Children's Services
Rosa Talamantes, Fiscal Specialist,
Licia Deiring, Special Needs Coordinator, Children's Services
Lydia Navarro, Family Engagement Coordinator

1.0 Call Meeting to Order

Chairperson, Klarissa Espindola, called the meeting to order at 9:06A.M.

2.0 Roll Call

Chairperson, Klarissa Espindola took roll call.

3.0 Approve the Minutes of November 16, 2022 Policy Council Meeting

Result: Approved

Motion: Maria L. Medina

Second: Patricia Medina de Salazar

Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

4.0 Public Comments & Presentations - None

5.0 Program Planning/Budget

5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report

Rosa Talamantes, Fiscal Specialist, reported on the budget, meal count, credit card/charge expense report as presented. Reports are included in your packets.

6.0 Reports

6.1 Secretary's Report - None

6.2 Classroom Reports by Policy Council Representatives

Astrid Fernandez, WPLC A Representative shared about her child's classroom. The Education Staff attended a Behavior Training. The children will be starting the "Recycle, Reuse Study" next week.

6.3 Content Area Training

6.3.1 Social-Emotional - Special Needs Coordinator, Children's Services

Licia Dering, Special Needs Coordinator shared a PowerPoint presentation on Social-Emotional with Policy Council Representatives as presented.

6.4 Community Member Reports

6.4.1 Colusa County One-Stop - Marisa Apaseo

Marisa Apaseo was not in attendance

6.4.2 Colusa County Superintendent of Schools, Michael P. West (Board of One)

Superintendent Mike West shared the following updates:

Truancy is an issue across the state. Some children are not attending school. Mr. West is working with the school districts in our county. It is important for students to be attending school.

Mr. West will be going to Washington D.C. to attend conference to advocate at local issues and concerns regarding our rural community. Parents make a huge difference!

There will be plant sale next month at Education Village. Community garden plots are also available for community members who are interested.

Congratulations to Ana Cristina Cardona's son Damian for earning 1st place in Colusa County Spelling Bee! Next competition will be in Stockton at the California State Spelling Bee in May.

6.5 Director's Report

6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries

Vicki Markss, Executive Director Children's Services reported on enrollment, attendance of children partially funded by other programs and program information summaries as presented.

Currently working on under enrollment initiative plan to focus on improving hiring events, community outreach, raising salaries, competitive wages, etc.

Community Needs Assessment working with a consultant to collect data on family needs and county dynamics.

CCOE On the Spot Hiring Event April 20th from 4:00pm to 7:00pm at Odd Fellows Building, 601 5th Street in Arbuckle. Information on current job openings can be found on the EDJoin website: <https://www.edjoin.org/ccoe> Or by contacting Human Resources Department at (530)458-0350 or hr@ccoe.net

6.6 Family Engagement Coordinator Report - Lydia Navarro, Family Engagement Coordinator

Pictures and information of the conference "Wave of Wellness" - that took place on March 17th 2023 was shared with Policy Council. Irene Cruz and Klarissa Espindola attended the conference.

Head (Start) to the Capitol Advocacy Day - March 23, 2023 in Sacramento. Children's Services Staff and Policy Council Chairperson Klarissa Espindola will be attending.

Parent Café - The Growing Brain, Communication and Language Milestones, April 6, 2023 5:00pm to 7:00pm at the Colusa Children's Center in Colusa. For more information contact: Maria Ayala at (530)458-0350 ext. 10309 or mayala@ccoe.net

Teaching Pyramid For Families Training - The training is a 3 part series that will help parents learn and implement the social/emotional strategies that are used in the classroom at home. Dates: March 30th, April 27th, May 25th time 5:00pm to 7:00pm via Zoom Application.

To register: <https://forms.gle/6bpJXcB4dQt7r37A>

Zoom Meeting ID: 871 8592 6240

Passcode: 178100

PATH (Department of Behavioral Health) Relationship Awareness, What do we know? How do we grow? 6 week group. Facilitator: Steven Shoup for more information or to sign up: (530)458-0841

Once they get people signed up the dates and times will be announced.

7.0 New Business

7.1 Approve the 2023-24 Application for Federal Assistance (SF-424)

Result: Approved

Motion: Maria L. Medina

Second: Ana Cristina Cardona

Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

7.2 Approve Recruitment Plan and Eligibility Priorities

Result: Approved
Motion: Maria L. Medina
Second: Ana Cristina Cardona
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

7.3 Approve the (Annual Self) Assessment Process

Result: Approved
Motion: Maria L. Medina
Second: Patricia Medina de Salazar
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

7.4 Approve the 2019-2024 Community Assessment Report

Result: Approved
Motion: Maria L. Medina
Second: Patricia Medina de Salazar
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

7.5 Approve the Updated 2019-2024 Program Goals

Result: Approved
Motion: Maria L. Medina
Second: Ana Cristina Cardona
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

7.6 Approve the 2022-2023 Annual Head Start Report

Result: Approved
Motion: Maria L. Medina
Second: Patricia Medina de Salazar
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

8.0 Correspondence

8.1 ACF-PI-HS-23-02 FY 2023 - Head Start Funding Increase

Information is included in your packets. Executive Director, Vicki Markss shared information as presented.

9.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents

None

10.0 Policy Council Executive Officer Elections

10.1 Secretary

Item will be tabled for next PC Meeting

11.0 Announcements

11.1 Colusa County Office of Education- Children's Services, Family Fair - April 15th
10:00am to 2:00pm

12.0 Advanced Planning

12.1 Next Scheduled Meeting Date: April 26, 2023 at 9:00am
(4th Wednesday of the Month) Education Village - Room E-2

13.0 Meeting Adjournment

Meeting was adjourned at 10:26a.m.

Lydia Navarro

Minutes by: Lydia Navarro, Family Engagement Coordinator

**Colusa County Office of Education
Children's Services
Early Head Start/Head Start & State Programs
Policy Council Meeting Minutes
May 24, 2023**

Policy Council Members Present: Klarissa Espindola, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

**Newly Elected Policy Council
Member Present:**

Other Members Present: Serena Morrow, Board Member (Liaison)

Staff Members Present: Vicki Markss, Executive Director, Children's Services
Rosa Talamantes, Fiscal Specialist
Donyale Miller, Division Manager - Education
Irma Roque, Health Specialist
Lydia Navarro, Family Engagement Coordinator
Esther Rocha, Program Services Assistant (translation)

1.0 Call Meeting to Order

Chairperson, Klarissa Espindola, called the meeting to order at 9:07A.M.

2.0 Roll Call

Chairperson, Klarissa Espindola took roll call.

3.0 Approve the Minutes of March 22, 2023, Policy Council Meeting

Result: no quorum

4.0 Public Comments & Presentations - None

5.0 Program Planning/Budget

5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report

Rosa Talamantes, Fiscal Specialist, reported on the budget, meal count, credit card/charge expense report as presented. Reports are included in your packets.

6.0 Reports

6.1 Secretary's Report - None

6.2 Classroom Reports by Policy Council Representatives

Open Houses were held. Conferences are also being held. Concern w/gate at WCC T Division Manager, Education will follow up. Recycle study and transitioning to

Sand/Water activities. End of year activities are taking place in all half day programs.

6.3 Content Area Training

6.3.1 Child Outcomes - Donyale Miller, Division Manager - Education, Children's Services

Donyale Miller, Division Manager - Education shared a PowerPoint presentation on Social-Emotional with Policy Council Representatives as presented.

6.3.2 Health/Nutrition - Irma Roque, Health Specialist - Children's Services.

Irma Roque, Health Specialist, shared a PowerPoint presentation on Social-Emotional with Policy Council Representatives as presented.

6.4 Community Member Reports

6.4.1 Colusa County One-Stop - Marisa Apaseo

Marisa Apaseo was not in attendance

6.4.2 Colusa County Superintendent of Schools, Michael P. West (Board of One)

6.5 Director's Report

6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries

Vicki Markss, Executive Director Children's Services reported on enrollment, attendance of children partially funded by other programs and program information summaries as presented.

Data continues to be collected. Planning for next year. Recruiting for the upcoming year. Need to staff to fully open all classrooms. Also planning on open Infant/Toddler Center in Colusa.

Information on current job openings can be found on the EDJoin website:

<https://www.edjoin.org/ccoe>

Or by contacting Human Resources Department at (530)458-0350 or

hr@ccoe.net

6.6 Family Engagement Coordinator Report - Lydia Navarro, Family Engagement Coordinator

Pictures and information of the conference "Wave of Wellness" - that took place on March 17th 2023 was shared with Policy Council. Irene Cruz and Klarissa Espindola attended the conference.

Head (Start) to the Capitol Advocacy Day - March 23, 2023 in Sacramento. Children's Services Staff and Policy Council Chairperson Klarissa Espindola will attended. Slide show was shared with PC reps. Assembly Member, Cecilia Aguilar Curry may possibly visit in late summer or early fall.

Parent Café - The Growing Brain, Communication and Language Milestones, took place in April. Great attendance! More Parent Café's will be planned for next fiscal year.

7.0 New Business

- 7.1 Approve the Application for Federal Assistance SF-424: Head Start COLA and Quality Improvement Funding

Result: no quorum

8.0 Correspondence

- 8.1 ACF-IM-HS-23-01: The Role of Head Start Programs in Addressing Lead in Water
- 8.2 MB 23-04: Fiscal Year 2022-23 Program Self-Evaluation for California State Preschool Program Contractors
- 8.2 MB 23-05: Part-day California State Preschool Program as an Extended Learning and Care Option

Information is included in your packets. Executive Director, Vicki Markss shared information as presented.

9.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents

None

10.0 Announcements

- 10.1 Colusa County Office of Education- Children's Services, **Family Fair - April 15th 10:00am to 2:00pm**

11.0 Advanced Planning

- 11.1 Next Scheduled Meeting Date: August 23, 2023 at 9:00am
(4th Wednesday of the Month) Education Village - Room E-2

13.0 Meeting Adjournment

Meeting was adjourned at 10:36a.m.

Minutes by: Lydia Navarro, Family Engagement Coordinator

Policy Council
Head Start Budget Report
as of

May 31, 2023

Fiscal Year 2022/2023

OPERATING COSTS	OBJECT CODE			
		Head Start Budget	Head Start What we have spent	Balance
		5210	5210	
Certificated Salaries = Teachers, Administrators	1000's	446,733	326,349	120,384
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	197,272	177,682	19,590
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	274,444	216,273	58,171
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	57,778	63,091	(5,313)
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	278,045	178,089	99,956
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	211,489	122,936	88,553
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		24,025	23,721	304
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.	7000's	92,559	80,340	12,219
TOTAL OPERATING COSTS TO DATE		1,582,345	1,188,480	393,865
% OF YEAR COMPLETED			92%	
TOTAL BUDGET FOR 22/23		1,582,345	1,188,480	
% OF BUDGET SPENT TO DATE			75.1%	

Policy Council
Early Head Start Budget Report
as of

May 31, 2023

Fiscal Year 2022-2023

Certificated Salaries = Teachers, Administrators	1000's	217,818	209,052	8,766
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	147,316	142,407	4,909
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	168,344	149,211	19,133
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	35,906	35,497	409
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	125,607	73,954	51,653
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	82,591	80,739	1,852
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		15,768	14,928	840
Indirect Costs = 7.25% , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		51,453	45,316	6,137
TOTAL OPERATING COSTS TO DATE		844,803	751,102	93,701
% OF YEAR COMPLETED			92%	
TOTAL BUDGET FOR 22/23		844,803	751,102	
% OF BUDGET SPENT TO DATE			88.9%	

Policy Council
AmRescuePI Budget Report
as of

May 31, 2023

Fiscal Year 2022-2023

Certificated Salaries = Teachers, Administrators	1000's	13,552	13,555	(3)
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	0	0	0
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	8,949	7,392	1,557
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	200	189	11
Consulting Services = Contractor costs.	5000's	0	0	0
Equipment = Equipment and items with a cost of over \$5,000.	6000's	10,845	13,262	(2,417)
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		2,393	1,538	855
TOTAL COSTS TO DATE		35,939	35,935	4
% OF YEAR COMPLETED			92%	
TOTAL BUDGET FOR 22/23		35,939	35,935	
% OF BUDGET SPENT TO DATE			100.0%	

Policy Council
Head Start Budget Report
as of

June 30, 2023

Fiscal Year 2022/2023

OPERATING COSTS	OBJECT CODE			
		Head Start Budget	Head Start What we have spent	Balance
		5210	5210	
Certificated Salaries = Teachers, Administrators	1000's	400,131	354,602	45,529
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	203,272	192,800	10,472
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	254,463	233,388	21,075
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	87,753	75,592	12,161
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	308,653	292,877	15,776
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	211,489	123,058	88,431
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		24,025	22,401	1,624
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.	7000's	92,559	93,867	(1,308)
TOTAL OPERATING COSTS TO DATE		1,582,345	1,388,585	193,760
% OF YEAR COMPLETED			100%	
TOTAL BUDGET FOR 22/23		1,582,345	1,388,585	
% OF BUDGET SPENT TO DATE			87.8%	

Policy Council
Early Head Start Budget Report
as of

June 30, 2023

Fiscal Year 2022-2023

Certificated Salaries = Teachers, Administrators	1000's	217,818	220,854	(3,036)
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	147,316	157,577	(10,261)
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	168,344	160,593	7,751
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	35,906	44,492	(8,586)
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	125,607	119,238	6,369
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	82,591	80,976	1,615
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		15,768	14,702	1,066
Indirect Costs = 7.25% , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		51,453	52,016	(563)
TOTAL OPERATING COSTS TO DATE		844,803	850,447	(5,644)
% OF YEAR COMPLETED			100%	
TOTAL BUDGET FOR 22/23		844,803	850,447	
% OF BUDGET SPENT TO DATE			100.7%	

Policy Council
AmRescuePI Budget Report
as of

June 30, 2023

Fiscal Year 2022-2023

Certificated Salaries = Teachers, Administrators	1000's	13,552	13,555	(3)
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	0	0	0
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	8,949	7,392	1,557
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	200	189	11
Consulting Services = Contractor costs.	5000's	0	0	0
Equipment = Equipment and items with a cost of over \$5,000.	6000's	10,845	13,265	(2,420)
Indirect Costs = 7.25% , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		2,393	1,538	855
TOTAL COSTS TO DATE		35,939	35,939	0
% OF YEAR COMPLETED			100%	
TOTAL BUDGET FOR 22/23		35,939	35,939	
% OF BUDGET SPENT TO DATE			100.0%	

Policy Council
Head Start Budget Report
as of

July 31, 2023

Fiscal Year 2023/2024

OPERATING COSTS	OBJECT CODE			
		Head Start Budget	Head Start What we have spent	Balance
		5210	5210	
Certificated Salaries = Teachers, Administrators	1000's	530,156	21,924	508,232
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	205,028	15,699	189,329
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	272,918	16,173	256,745
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	42,648	1,761	40,887
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	301,734	12,428	289,306
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	90,000	725	89,275
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		24,025	3,471	20,554
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.	7000's	99,629	5,233	94,396
TOTAL OPERATING COSTS TO DATE		1,566,138	77,415	1,488,723
% OF YEAR COMPLETED			8%	
TOTAL BUDGET FOR 23/24		1,566,138	77,415	
% OF BUDGET SPENT TO DATE			4.9%	

Policy Council
Early Head Start Budget Report
as of

July 31, 2023

Fiscal Year 2023-2024

Certificated Salaries = Teachers, Administrators	1000's	256,504	17,532	238,972
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	173,377	15,703	157,674
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	187,287	15,258	172,029
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	35,906	2,906	33,000
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	109,801	6,707	103,094
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	0	0	0
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		14,702	2,231	12,471
Indirect Costs = 7.25% , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		51,453	4,374	47,079
TOTAL OPERATING COSTS TO DATE		829,030	64,711	764,319
% OF YEAR COMPLETED			8%	
TOTAL BUDGET FOR 23/24		829,030	64,711	
% OF BUDGET SPENT TO DATE			7.8%	

Monthly Meal Counts														
Contract # 06-2105-1J														
	All Center Programs	July	August	September	October	November	December	January	February	March	April	May	June	Total
1	Breakfasts	1670	2111	2411	2598	1910	1652	1771	2344	2792	2091	3051	1600	
2	Lunches	1755	2154	2434	2624	1941	1650	1781	2344	2803	2141	3066	1618	
3	Snacks	1516	1607	1572	1737	1228	982	950	1269	1515	1286	1843	1459	
4	Total	4941	5872	6417	6959	5079	4284	4502	5957	7110	5518	7960	4677	69276
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 10,384.98	\$ 12,682.60	\$ 14,495.37	\$ 16,521.59	\$ 11,742.97	10,003.15	\$ 10,778.90	\$ 14,208.17	\$ 16,583.69	\$ 12,926.22	\$ 18,581	\$ 9,879	
6	Expected Reimbursement	\$ 9,913.90	\$ 12,641.71	\$ 14,528.97	\$ 15,634.78	\$ 11,232.27	\$ 9,728.65	\$ 10,264.64	\$ 13,524.84	\$ 16,240.55	\$ 12,355.40	\$ 18,143	\$ 10,327	
7	HS/EHS % of all meals served	31%	27%	38%	36%	38%	39%	39%	39%	41%	41%	30%	36%	
8	HS/EHS Meal Count	1,573	1,585	2,252	2,416	1,827	1,670	1,756	2,251	2,915	2,262	3,064	1,551	

Due to the blended classroom settings, the following rationale was used to arrive at the totals above. *(The Monthly Meal Counts, (items 1-4) should match and reconcile to the monthly claim submitted under contract # 06-2105-1J. However, due to the blended classroom setting, the HS/EHS meal summary amounts and reimbursement amounts will not match as we are reporting using the fixed percentage claiming method rather than the actual count)*

Rationale by item number

- 1 Total number of breakfasts served for all center based programs (actuals)
- 2 Total number of lunches served for all center based programs (actuals)
- 3 Total number of snacks served for all center based programs (actual)
- 4 Total of all meals served for center based programs (actuals)
- 5 Cash reimbursement received by CCOE after monthly claim is sent- (if amount is zero then reimbursement is still outstanding)
- 6 Expected amount to be received by CCOE, rationale; multiply total amount to be received for all center based programs by the percentage of hs/ehs meals served (item 7)
- 7 % From Monthly CACFP Claim
- 8 HS/EHS meals served per month, calculation is total number of meals served for all programs (Item number 4) multiplied by HS/EHS % of all meals (item number 7)

Monthly Meal Counts														
Contract # 06-2105-1J														
	All Center Programs	July	August	September	October	November	December	January	February	March	April	May	June	Total
1	Breakfasts	1685												
2	Lunches	1756												
3	Snacks	1576												
4	Total	5017	0	0	0	0	0	0	0	0	0	0	0	5017
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**													
6	Expected Reimbursement	\$ 11,535.91												
7	HS/EHS % of all meals served	36%												
8	HS/EHS Meal Count	1,827												

Due to the blended classroom settings, the following rationale was used to arrive at the totals above. *(The Monthly Meal Counts, (items 1-4) should match and reconcile to the monthly claim submitted under contract # 06-2105-1J. However, due to the blended classroom setting, the HS/EHS meal summary amounts and reimbursement amounts will not match as we are reporting using the fixed percentage claiming method rather than the actual count)*

Rationale by item number

- 1 Total number of breakfasts served for all center based programs (actuals)
- 2 Total number of lunches served for all center based programs (actuals)
- 3 Total number of snacks served for all center based programs (actual)
- 4 Total of all meals served for center based programs (actuals)
- 5 Cash reimbursement received by CCOE after monthly claim is sent- (if amount is zero then reimbursement is still outstanding)
- 6 Expected amount to be received by CCOE, rationale; multiply total amount to be received for all center based programs by the percentage of hs/ehs meals served (item 7)
- 7 % From Monthly CACFP Claim
- 8 HS/EHS meals served per month, calculation is total number of meals served for all programs (Item number 4) multiplied by HS/EHS % of all meals (item number 7)



Credit Card and Charge Account Expenditure Report

As of 5/31/2023

COLUSA COUNTY OFFICE OF EDUCATION

Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase					
9867	US Bank	5/01/23-5/31/23	Cal Card	\$ 301.00	Vicki Markss	Amazon	AECEC - Classroom Supplies					
				\$ 30.44	Vicki Markss	Amazon	Recruitment Supplies					
				\$ 142.20	Vicki Markss	Amazon	AECEC - Classroom Supplies					
				\$ 184.86	Vicki Markss	Amazon	CCC Infant Classroom Supplies					
				\$ 183.16	Vicki Markss	Amazon	ACC Infant Classroom Supplies					
				\$ 184.01	Vicki Markss	Amazon	WCC Infant Classroom Supplies					
				\$ 92.67	Vicki Markss	Amazon	Infant training 05/17/2023 Supplies					
				\$ 21.64	Vicki Markss	Amazon	Williams Community Staff 05/18/23					
				\$ 55.44	Vicki Markss	Amazon	Cases for Recruitment iPads					
				\$ 149.39	Vicki Markss	Amazon	CCC Preschool Classroom Replacement					
				\$ 141.10	Vicki Markss	Amazon	Coaching Books for Preschool					
				\$ 239.86	Vicki Markss	Amazon	Recruitment Van Supplies					
				\$ 29.33	Vicki Markss	Amazon	Recruitment Supplies					
				\$ 95.87	Vicki Markss	Amazon	AECEC - Classroom Supplies					
6472	US Bank	6/01/23-6/30/23	Cal Card	\$ 45.60	Jared Robinett	Amazon	CCC- Bells for Site Doors					
				\$ 98.80	Jared Robinett	Amazon	All Sites- Bells for Doors					
				\$ 16.29	Jared Robinett	Amazon	WCC - Infant Classroom Desk Lock Repair Supplies					
				\$ 530.10	Jared Robinett	Select Blinds	WPLC Shades					
				\$ 2,007.53	Vicki Markss	PrintGlobe	Recruitment Supplies					
				\$ 190.32	Vicki Markss	Doorblok	CS and Sites - Lock Blok for Doors					
				\$ 108.74	Vicki Markss	The Home Depot	Infant Classroom Supplies					
				\$ 125.00	Vicki Markss	Teachstone	EPS - Observer Recertification					
				\$ 7.00	Vicki Markss	Bay Area Fastrak	CAAEEYC Conference, Bridge Toll					
				\$ 268.02	Vicki Markss	Sam's Club	Fans for CS Office and Sites					
								Wayman's 76	\$ 365.61	Food Service Staff	Fuel	Food Transportation
								AlSCO Geyer	\$ 51.68	Maintenance	Supplies	AECEC - Landscaping Irrigation Repair Supplies
								AlSCO Geyer	\$ 38.08	Maintenance	Supplies	ACC Infant Classroom Supplies
				Williams Hardware	\$ 34.44	Maintenance	Supplies	WCC - Ticket # 2320				
				Close Lumber	\$ 5.28	Maintenance	Supplies	WCC Toddler Classroom Supplies				

As of 6/30/2023

[illegible]

Credit Card and Charge Account Expenditure Report

As of 7/31/2023

COLUSA COUNTY OFFICE OF EDUCATION



Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
9867	US Bank	7/01/23-7/31/23	Cal Card	\$ 591.59	Vicki Markss	Amazon	All Sites - Medical Supplies
				\$ 28.92	Vicki Markss	Amazon	All Sites - Storage Container
				\$ 21.64	Vicki Markss	Amazon	Home Base Education - Office Supplies
				\$ 55.44	Vicki Markss	Amazon	Recruitment - Cases for iPads
				\$ 27.24	Vicki Markss	Amazon	CPLC-B - Classroom Materials
				\$ 230.84	Vicki Markss	Amazon	CCC-I - Outdoor Supplies
				\$ 43.49	Vicki Markss	Amazon	CCC-P - Outdoor Supplies
				\$ 179.68	Vicki Markss	Amazon	WPLC-B - Classroom Storage Cabinet
				\$ 254.92	Vicki Markss	Amazon	Welcome Back Day Supplies 08/01/23
				\$ 87.52	Vicki Markss	Amazon	CPLC-B - Sensory Classroom Supplies
				\$ 80.45	Vicki Markss	Amazon	CCC-P - Classroom Materials
				\$ 183.51	Vicki Markss	Amazon	WCC - Site Outside Supplies
				\$ 91.33	Vicki Markss	Amazon	AECEC - Site Outside Supplies
				\$ 92.18	Vicki Markss	Amazon	CCC - Site Outside Supplies
				\$ 182.66	Vicki Markss	Amazon	ACC - Site Classroom Supplies
				\$ 20.03	Vicki Markss	Walmart	CCC-I - Classroom Supplies
				\$ 46.71	Vicki Markss	Walmart	CPLC-B - Classroom Step Stool
				\$ 67.37	Vicki Markss	Walmart	CPLC-B - Fish Tank Filters
				\$ 337.61	Vicki Markss	The Home Depot	CCC - Site Classroom Supplies
				\$ 334.50	Vicki Markss	The Home Depot	ACC - Site Classroom Supplies
				\$ 448.07	Vicki Markss	The Home Depot	WCC - Site Classroom Supplies
				\$ 112.53	Vicki Markss	The Home Depot	CPLC-B - Site Classroom Supplies
				\$ 2,327.95	Vicki Markss	Vista Print	Recruitment Supplies
				\$ 125.00	Vicki Markss	Teachstone	Division Education Manager - CLASS Recertification
				\$ 49.85	Vicki Markss	Young Innovations	Infant/Toddler Toothbrush
			Wayman's 76	\$ 66.12	Food Service Staff	Fuel	Food Transportation
			Close Lumber	\$ 10.89	Maintenance	Supplies	CCC - Concrete
			Close Lumber	\$ 28.11	Maintenance	Supplies	WPLC - Site Maintenance Supplies
			Close Lumber	\$ 198.31	Maintenance	Supplies	CPLC-A, WPLC, AECEC - Maintenance Supplies
			Close Lumber	\$ 47.49	Maintenance	Supplies	Supplies for Buddy Benches
			Alsco Geyer	\$ 35.30	Maintenance	Supplies	ACC-P - Classroom Supplies
			Alsco Geyer	\$ 138.93	Maintenance	Supplies	ACC - Site Classroom Supplies
			Alsco Geyer	\$ 371.46	Maintenance	Supplies	WCC - Landscaping Supplies
			Alsco Geyer	\$ 45.16	Maintenance	Supplies	ACC - Cleaning Supplies
			Messick's	\$ 125.39	Maintenance	Supplies	CCC - Ticket #2377
			Messick's	\$ 37.83	Maintenance	Supplies	WPLC - Carpet Shampoo
			Williams Hardware	\$ 32.46	Maintenance	Supplies	ACC - Carbon Monoxide Alarm
			CCFS Farm Supply	\$ 23.69	Maintenance	Supplies	CPLC - Ticket 2380

8/23/2023
11:46 AM

Colusa County Office of Education

Page
ChildPlus

1

rtalamantes

4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2022 - 6/30/2023

Colusa County Office of Education Policy Council

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total
Total		\$196.70	\$361.91	\$377.64	\$818.26	\$220.28	\$188.84	\$330.42	\$503.52		\$354.05		\$3351.62

Arbuckle Children's Center

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total
Total	\$11573.92	\$10054.67	\$8898.14	\$11709.84	\$10448.05	\$11234.80	\$14204.15	\$10326.72	\$14173.28	\$11289.86	\$5200.42	\$4720.50	\$123834.35

Arbuckle Early Care & Ed. Center

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total
Total		\$4490.54	\$1492.33	\$5176.99	\$2431.07	\$1707.24	\$1581.37	\$5554.47	\$3579.72	\$2360.26	\$3886.56		\$32260.55

CHILDREN'S SERVICES

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total
Total		\$31.47	\$1231.47	\$1595.00		\$111419.25	\$400.00					\$32459.00	\$147136.19

Colusa Children's Center

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total
Total	\$3949.30	\$5527.46	\$6317.06	\$7985.60	\$7897.48	\$5696.09	\$6957.69	\$3980.99	\$4618.24	\$6270.44	\$6042.28	\$4143.04	\$69385.67

Colusa PLC A

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total
Total		\$125.88	\$3976.04	\$8228.89	\$4125.49	\$2429.90	\$2320.91	\$3697.73	\$10070.40	\$4649.72	\$4240.60		\$43865.56

Colusa PLC B

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total
Total	\$1062.11	\$275.36	\$623.53	\$1306.03	\$361.91	\$31.47	\$865.43	\$9692.76	\$251.77	\$157.35	\$700.21	\$755.28	\$16083.21

Home Based

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total
Total	\$1628.72	\$3679.43	\$3626.91	\$3760.67	\$3422.37	\$2517.62	\$6333.34	\$2541.21					\$27510.27

Williams Children's Center

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total
Total	\$534.99	\$4940.79	\$5802.41	\$5263.36	\$6050.38	\$6377.38	\$6990.41	\$5816.14	\$2155.71	\$6809.98	\$6698.36	\$5858.41	\$63298.32

Williams PLC

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total
Total		\$1982.61	\$5703.99	\$6678.85	\$4563.17	\$6026.56	\$5947.88	\$7458.41	\$8819.53	\$7426.99	\$3894.42		\$58502.41

Report Totals

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Total	Requirement	% YTD	% Earned
Total	\$18,749.04	\$31,304.91	\$38,033.79	\$52,082.87	\$40,118.18	\$147,660.59	\$45,790.02	\$49,398.85	\$44,172.17	\$38,964.60	\$31,016.90	\$47,936.23	\$585,228.15	\$585,107	100%	100%

8/23/2023
3:30 PM

Colusa County Office of Education

rtalamantes

4315 - Monthly In-Kind Amounts
Transaction Date: 7/1/2023 - 7/31/2023

Colusa County Office of Education
Arbuckle Children's Center

	Jul 23	Total
Total	\$3028.08	\$3028.08

Colusa Children's Center

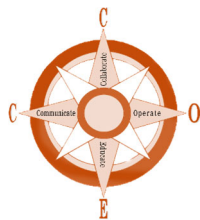
	Jul 23	Total
Total	\$5486.36	\$5486.36

Williams Children's Center

	Jul 23	Total
Total	\$3247.86	\$3247.86

Report Totals

	Jul 23	Total	Requirement	% YTD	% Earned
Total	\$11,762.30	\$11,762.30	\$532,595	9%	2%



COLUSA COUNTY OFFICE OF EDUCATION

Michael P. West, County Superintendent of Schools
 345 5th Street, Suite A, Colusa CA 95932 ♦ www.ccoe.net
 mwest@ccoe.net ♦ p 530.458.0350 ♦ f 530.458.8054

COLUSA COUNTY BOARD OF EDUCATION REGULAR MEETING

DATE: Wednesday, August 9, 2023

TIME: 4:00 pm Board Business Meeting

PLACE: 345 5th Street, Colusa, Large Conference Room

NOTICES: *The Colusa County Office of Education encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, contact the Superintendent's Office at 530.458.0350 well in advance of the meeting that you wish to attend so that we may make every reasonable effort to accommodate you (Cal. Gov't. Code, § 54954.2, subd. (a)(1)).*

The agenda packet and supporting materials can be viewed at the Colusa County Office of Education located at 345 5th Street, Colusa, CA, or online at ccoe.net. For more information, please call 530.458.0350.

This meeting will be recorded.

AGENDA

DECISION

- | | |
|--|---|
| <p>1.0 CALL TO ORDER</p> <p>1.1 Pledge of Allegiance</p> <p>2.0 ORDERING OF AGENDA</p> <p>3.0 STAFF QUESTIONS AND COMMENTS</p> <p>4.0 LETTERS AND COMMUNICATIONS</p> <p>4.1 Awarding of Diplomas – Colusa County Adult School</p> <p>5.0 PUBLIC INPUT – <i>Items not on the agenda</i></p> <p>6.0 YUBA COMMUNITY COLLEGE DISTRICT UPDATE</p> <p>Douglas M. Harris, MSW, Trustee Area 7</p> <p>7.0 REPORTS FROM SUPERINTENDENT AND STAFF</p> <p><i>Note: Bold indicates oral report</i></p> <p>7.1 Superintendent's Reports</p> <p>7.1.1 Superintendent's Monthly Report</p> <p>7.1.2 Superintendents Council – July Meeting</p> <p>7.2 Administrative Services – Aaron Heinz</p> <p>7.3 Student Services – Chuck Wayman</p> <p>7.4 Technology Services – Alex Evans</p> | <p>information</p> <p>information</p> <p>information</p> <p>information</p> |
|--|---|

DECISION

- 8.0 BOARD QUESTIONS AND COMMENTS
 - 8.1 Board President's Report information
- 9.0 PUBLIC INPUT – *Items on the agenda*
- 10.0 CONSENT AGENDA
 - (All items are approved by one motion unless pulled by a Board member for separate discussion or action.)
 - 10.1 Approve Minutes of the June 20, 2023, Public Hearing action
 - 10.2 Approve Minutes of the June 21, 2023, Regular Board Meeting action
 - 10.3 Approve Minutes of the July 12, 2023, Regular Board Meeting action
 - 10.4 Second Reading: Board Policy Revision action
 - OP 3013 Opting Out of Stipend and/or Mileage
 - Reimbursement Payments
- 11.0 OLD BUSINESS
 - 11.1 Community College District Territory (standing item) information
 - 11.2 Facilities Update (standing item) information
 - 11.3 LCAP Update (standing item) information
 - 11.4 Universal Prekindergarten (standing item) information
- 12.0 NEW BUSINESS
 - 12.1 First Reading: Board Policy Revision information
 - 12.1.1 BP 9100 Organization
 - 12.1.2 BP 9122 Ex Officio Secretary and Executive Officer
 - 12.1.3 BP 9320 Meetings and Notices
 - 12.1.4 BP 9322 Agenda/Meeting Materials
 - 12.2 Approve CSBA Dues action
- 13.0 ADVANCED PLANNING
 - 13.1 Items to be Considered for the Next Board Meeting
 - 13.2 Next Regular Board Meeting information
 - Instructional Materials for 2023-2024
 - September 13, 2023, 4:00 p.m.
 - 345 5th Street, Colusa, Large Conference Room
- 14.0 ADJOURNMENT

Jun-23

Total Enrollment Slots for HS = 106 and Total Enrollment for EHS Slots =62																	
Head Start Enrollment By Month	July		Aug		Sept		Oct.		Nov.		Dec.	Jan.	Feb.	March	April	May	June
Enrolled Slots		2023	148		190		168		168		173				195	196	121
Total Slots																	
Vacant Slots																	

Actual Enrollment for Head Start and CSPP																	
Site and Classroom Name	Capacity																
		6/6/2023		6/13/2023		6/20/2023		6/27/2023									
Arbuckle Children's Center - Preschool	20	16 (80%)	8 HS (1EHS)/ 7 State	16 (80%)	8 HS (1EHS)/ 7 State	16 (80%)	8 HS (1EHS)/ 7 State	15 (75%)	9 HS / 7 State								
Arbuckle Children's Center - Preschool CMIG)																	
Arbuckle Early Care and Education Center	20																
Colusa Children's Center - Preschool	20	15 (75%)	8 HS/ 8 State	15 (75%)	7 HS/ 8 State	15 (75%)	8 HS/ 8 State	15 (75%)	6 HS/ 9 State								
Colusa Children's Center - Preschool (CMIG)																	
Colusa Preschool Learning Center A	20																
Colusa Preschool Learning Center B	20	15 (75%)	2 HS/ 13 State	15 (75%)	2 HS/ 13 State	14 (70%)	2 HS/ 12 State	14 (70%)	2 HS/ 12 State								
Williams Children's Center- Preschool 1	20	20 (100%)	6 HS/ 14 State	20 (100%)	6 HS/ 14 State	20 (100%)	6 HS/ 14 State	19 (75%)	5 HS/ 14 State								
Williams Children's Center- Preschool 2 (CMIG)	20	8 (40%)	8 State	8 (40%)	8 State	8 (40%)	8 State	8 (40%)	8 State								
Williams Preschool Learning Center A	20																
Williams Preschool Learning Center B	20																
Maxwell TK Collaboration																	

Total Enrollment Slots for HS = 106 and Total Enrollment for EHS Slots =62																	
Early Head Start Enrollment By Month	July		Aug.		Sept		Oct.		Nov.		Dec.	Jan.	Feb.	March	April	May	June
Enrolled Slots for Early Head Start																	
Reserved Slots for Early Head Start																	
Vacant Slots for Early Head Start																	

Actual Enrollment for Early Head Start, CCTR and CMIG																			
Site and Classroom Name	Capacity																		
		6/6/2023	6/13/2023		6/20/2023		6/27/2023												
Arbuckle Children's Center - Infant	8	6 (87.5%)	1 EHS/ 5 State	6 (87.5%)	1 EHS/ 5 State	6 (87.5%)	1 EHS/ 5 State	6 (87.5%)	1 EHS/ 5 State										
Arbuckle Children's Center - Infant (CMIG)																			
Arbuckle Children's Center - Toddler	8	8 (100%)	5 EHS/ 3 State	8 (100%)	5 EHS/ 3 State	7 (100%)	5 EHS/ 3 State	7 (100%)	5 EHS/ 3 State										
Arbuckle Children's Center -Toddler (CMIG)																			
Colusa Children's Center - Infant	9	6 (67%)	4 EHS/ 2 State	6 (67%)	4 EHS/ 2 State	6 (67%)	4 EHS/ 2 State	6 (67%)	4 EHS/ 2 State										
Colusa Children's Center - Infant (CMIG)																			
Colusa Children's Center- Toddler	8	6 (75%)	3 EHS/ 3 State	7 (80%)	4 EHS/ 3 State	6 (75%)	3 EHS/ 3 State	7 (75%)	4 EHS/ 3 State										
Colusa Children's Center- Toddler (CMIG)																			
Williams Children's Center- Infant	9	5 (55%)	2 EHS/ 3 State	5 (55%)	2 EHS/ 3 State	5 (55%)	2 EHS/ 3 State	5 (55%)	2 EHS/ 3 State										
Williams Children's Center - Infant 2 (CMIG)	8																		
Williams Children's Center - Toddler	8	8 (100%)	2 EHS/ 6 State	8 (100%)	3 EHS/ 5 State	8 (100%)	2 EHS/ 6 State	8 (100%)	3 EHS/ 5 State										
Williams Children's Center - Toddler 2 (CMIG)	8																		
Home Base																			
Home Base		8 (66%)	8 EHS	8 (66%)	8 EHS	7 (55%)	7 EHS	7 (55%)	7 EHS										

Jul-23

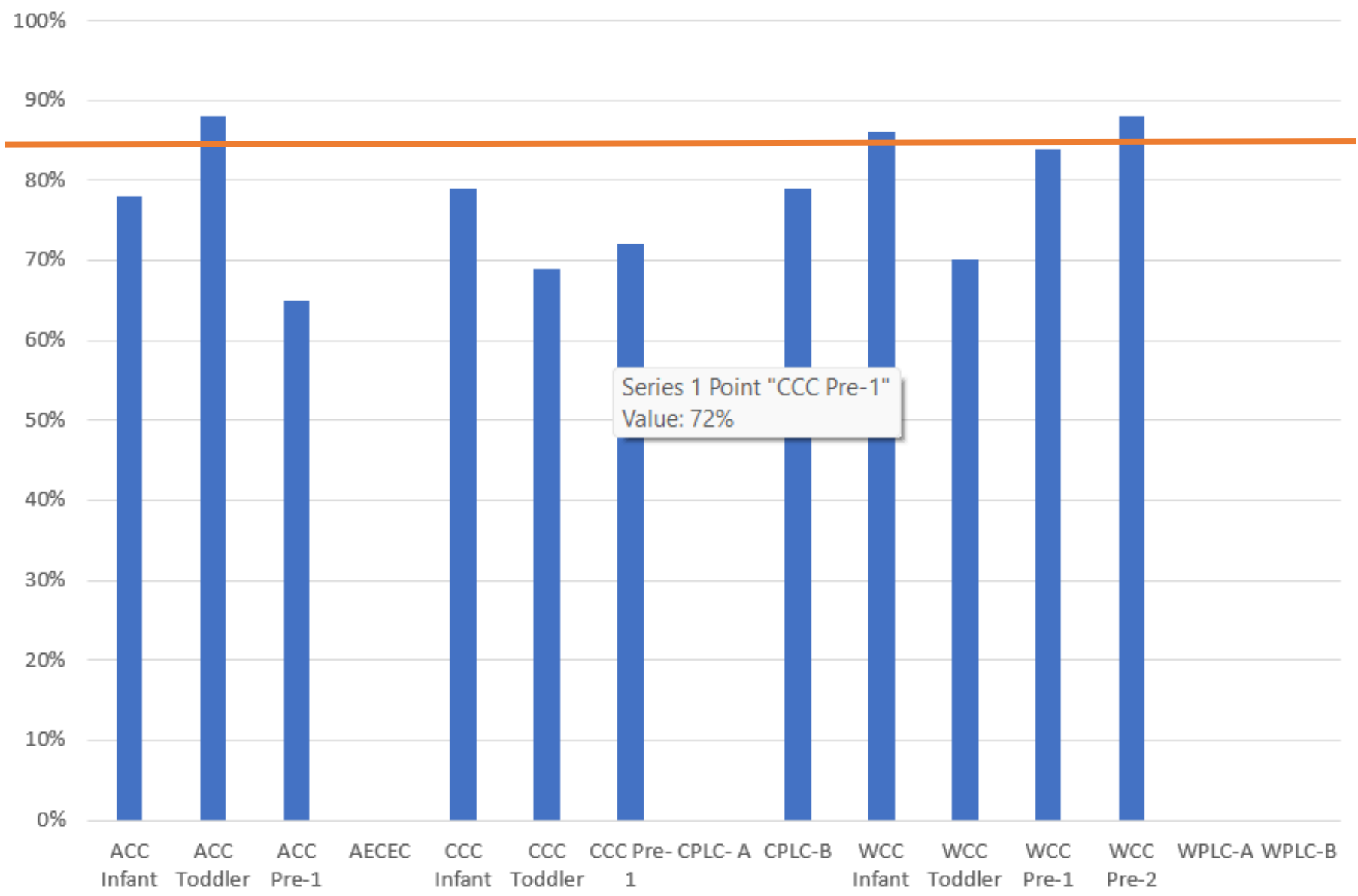
Total Enrollment Slots for HS = 106 and Total Enrollment for EHS Slots =62																	
Head Start Enrollment By Month	July		Aug		Sept		Oct.		Nov.		Dec.	Jan.	Feb.	March	April	May	June
Enrolled Slots	126	2023	148		190		168		168		173				195	196	121
Total Slots																	
Vacant Slots																	

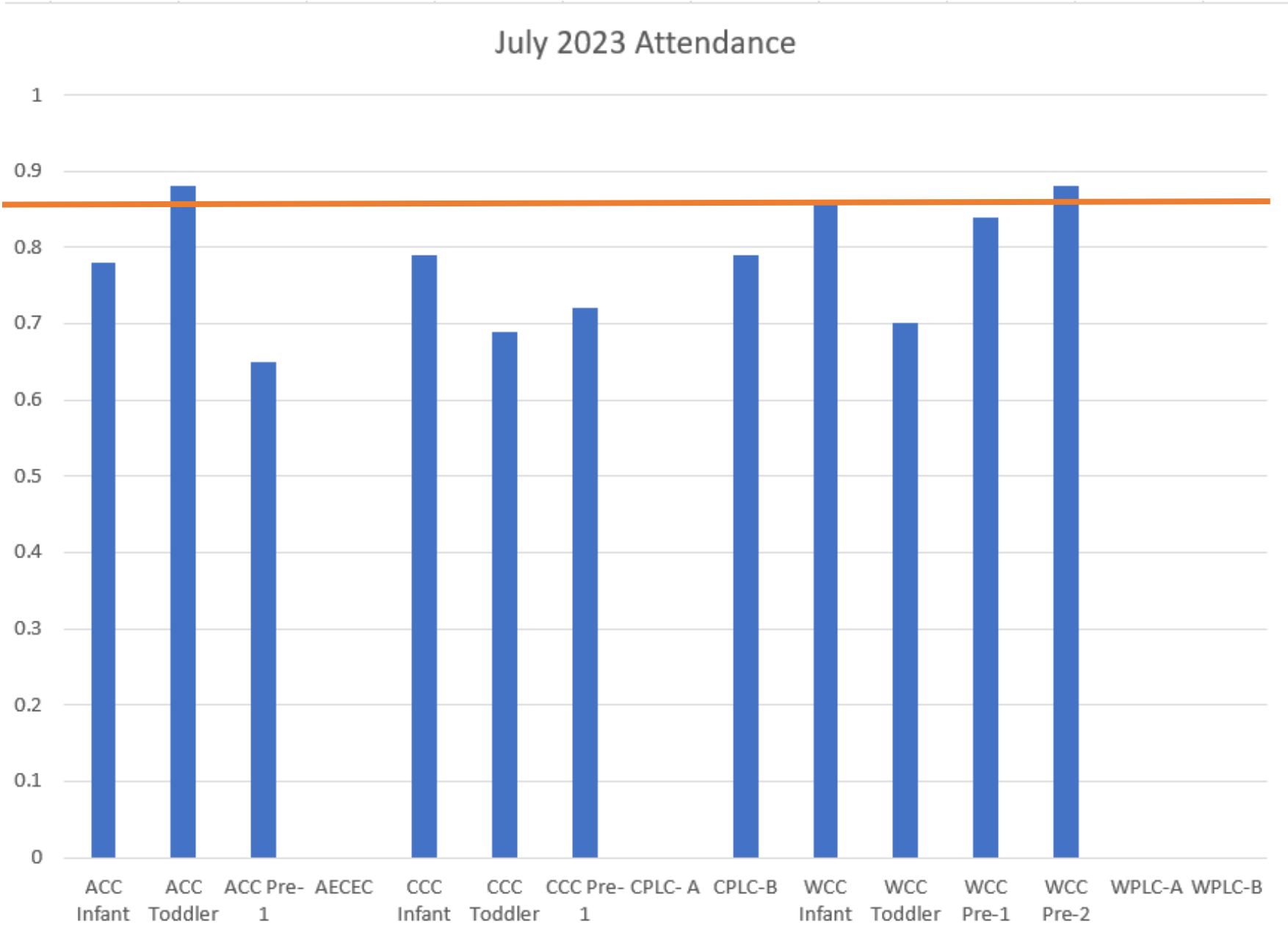
Actual Enrollment for Head Start and CSPP																	
Site and Classroom Name	Capacity																
		7/4/2023		7/11/2023		7/18/2023		7/25/2023									
Arbuckle Children's Center - Preschool	20	15 (75%)	9 HS / 6 State	15 (75%)	9 HS / 7 State	16 (75%)	9 HS / 7 State	16 (75%)	9 HS / 7 State								
Arbuckle Children's Center - Preschool CMIG)																	
Arbuckle Early Care and Education Center	20																
Colusa Children's Center - Preschool	20	15 (75%)	7 HS / 8 State	15 (75%)	6 HS / 9 State	17 (75%)	7 HS / 10 State	17 (75%)	7 HS / 10 State								
Colusa Children's Center - Preschool (CMIG)																	
Colusa Preschool Learning Center A	20																
Colusa Preschool Learning Center B	20	14 (70%)	2 HS/ 12 State	14 (70%)	2 HS/ 12 State	16 (75%)	2 HS/ 14 State	16 (75%)	2 HS/ 14 State								
Williams Children's Center- Preschool 1	20	19 (95%)	5 HS/ 14 State	19 (75%)	5 HS/ 14 State	20 (100%)	6 HS/ 14 State	20 (100%)	6 HS/ 14 State								
Williams Children's Center- Preschool 2 (CMIG)	20	8 (40%)	8 State	8 (40%)	8 State	11 (55%)	11 State	11 (55%)	11 State								
Williams Preschool Learning Center A	20																
Williams Preschool Learning Center B	20																
Maxwell TK Collaboration																	

Total Enrollment Slots for HS = 106 and Total Enrollment for EHS Slots =62																	
Early Head Start Enrollment By Month	July		Aug.		Sept		Oct.		Nov.		Dec.	Jan.	Feb.	March	April	May	June
Enrolled Slots for Early Head Start																	
Reserved Slots for Early Head Start																	
Vacant Slots for Early Head Start																	

Actual Enrollment for Early Head Start, CCTR and CMIG																	
Site and Classroom Name	Capacity																
		7/4/2023		7/11/2023		7/18/2023		7/25/2023									
Arbuckle Children's Center - Infant	8	6 (87.5%)	1 EHS/ 5 State	6 (87.5%)	1 EHS/ 5 State	4 (57.5%)	2 EHS/ 4 State	4 (57.5%)	2 EHS/ 4 State								
Arbuckle Children's Center - Infant (CMIG)																	
Arbuckle Children's Center - Toddler	8	7 (100%)	5 EHS/ 3 State	7 (100%)	5 EHS/ 3 State	9 (100%)	5 EHS/ 4 State	9 (100%)	5 EHS/ 4 State								
Arbuckle Children's Center -Toddler (CMIG)																	
Colusa Children's Center - Infant	9	6 (67%)	4 EHS/ 2 State	6 (67%)	4 EHS/ 2 State	6 (67%)	4 EHS/ 2 State	6 (67%)	4 EHS/ 2 State								
Colusa Children's Center - Infant (CMIG)																	
Colusa Children's Center- Toddler	8	6 (75%)	3 EHS/ 3 State	7 (75%)	4 EHS/ 3 State	8 (100%)	5 EHS/ 3 State	8 (100%)	5 EHS/ 3 State								
Colusa Children's Center- Toddler (CMIG)																	
Williams Children's Center- Infant	9	5 (55%)	2 EHS/ 3 State	5 (55%)	2 EHS/ 3 State	4 (44%)	2 EHS/ 2 State	4 (44%)	2 EHS/ 2 State								
Williams Children's Center - Infant 2 (CMIG)	8																
Williams Children's Center - Toddler	8	8 (100%)	2 EHS/ 6 State	8 (100%)	3 EHS/ 5 State	10 (100%)	3 EHS/ 7 State	10 (100%)	3 EHS/ 7 State								
Williams Children's Center - Toddler 2 (CMIG)	8																
Home Base																	
Home Base		7 (55%)	7 EHS	7 (55%)	7 EHS	7 (55%)	7 EHS	7 (55%)	7 EHS								

June 2023 Attendance







Colusa County Office of Education
Policy Council Annual Timeline 2022-2023

July 26	August 30	September 27	October 25	November 15- 3rd Wed. of Nov.	December 20 – 3rd Wed. of Dec.
No Regular Meeting	Action: *Approve PC Annual Timeline Receive: *Monthly Program Enrollment & Attendance *Fiscal & In-kind Reports	Action: Review: *Head Start Annual Report Receive: *Monthly Program Enrollment & Attendance *Fiscal & In-kind Reports Meeting: *New member Orientation *Roles & Responsibilities *Shared Governance *Standing & Ad Hoc Committee Membership	Action: *PC Reps Seated *PC Officer Election *Standing & Ad Hoc Committee Membership *Approve Process for Completing Community Assessment Review: *PIR Results Receive: *Monthly Program Enrollment & Attendance *Fiscal & In-kind Reports Committee Meeting: *Community Assessment *Nutrition & Health *Menu Planning Input	Action: Review: *Self Assessment Process Receive: *Monthly Program Enrollment & Attendance *Fiscal & In-kind Reports Committee Meeting: *Impasse, Community Complaint, Policies, etc. *Community Assessment Analysis & Develop 5 Year Program Goals or Update 5 Year Program Goals	Action: *Approve Self Assessment Process Review: *Parent Satisfaction Survey *Impasse, Community Complaint, Policies, etc. *By-Laws Receive: *Monthly Program Enrollment & Attendance *Fiscal & In-kind Reports Committee Meeting:
January 24	February 28	March 27	April 24	May 22	June 26
Action: *Approve Area Plans *Approve Impasse, Community Complaint, Policies, etc. *Recruitment Plan & Eligibility Priorities Review: *Community Assessment Analysis & 5-year Program Goals or Update *Parent Satisfaction Survey Results Receive: *Monthly Program Enrollment & Attendance *Fiscal & In-kind Reports Committee Meeting: *Program Self Review Training	Action: *By-Laws Review: *Basic Grant Information *Budget for Upcoming Fiscal Year *Draft of Recruitment Plan *Self-Review Response & Action Plan *5 Year Program Goals *Annual Head Start Report *Self-Review Response & Action Plan Receive: *Monthly Program Enrollment & Attendance *Fiscal & In-kind Reports Committee Meeting: *Annual Self Assessment Review	Action: *Grant Proposal *Budget for Upcoming Fiscal Year *Self-Review Response & Action Plan *5 Year Program Goals Receive: *Monthly Program Enrollment & Attendance *Fiscal & In-kind Reports Committee Meeting:	Action: Receive: *Monthly Program Enrollment & Attendance *Fiscal & In-kind Reports Committee Meeting: *Nutrition & Health	Action: Review: *Draft of PC Annual Timeline Receive: *Monthly Program Enrollment & Attendance *Fiscal & In-kind Reports Committee Meeting:	No Regular Meeting



Oficina de Educación del Condado de Colusa
Plazos Anuales del Concilio de Pólizas 2023-2024

26 de julio	30 de agosto	27 de septiembre	25 de octubre	15 de noviembre 30 miércoles en noviembre	20 de diciembre, 30 miércoles en diciembre
No Habrá Junta Regular	Acción: *Aprobar Plazos Anuales del Concilio Recibir: *Reporte Mensual de Asistencia y Inscripción *Año Fiscal y In-kind	Acción: Revisión: *Reporte Anual de Head Start Recibir: *Reporte Mensual de Asistencia y Inscripción *Año Fiscal y In-kind Junta: *Orientación para Nuevos Miembros del Concilio *Responsabilidades *Gobernación Compartida *Posición y la Membrecía del Comité de Ad Hoc	Acción: *Dar asiento a Representes del Concilio *Elección de los Oficiales del Concilio *Posición y la Membrecía del Comité de Ad Hoc *Aprobar el proceso para completar el evaluación de comunidad Revisión: *Resultados del PIR Recibir: *Reporte Mensual de Asistencia y Inscripción *Año Fiscal y In-kind Junta del Comité *Evaluación de Comunidad *Nutrición y Salud *Contribución del Planificación del Menú	Acción: Revisión: *Proceso de Evaluación Propia Recibir: *Reporte Mensual de Asistencia y Inscripción *Año Fiscal y In-kind Junta del Comité: * Punto Muerto, Quejas de la Comunidad, Pólizas, etc. * Análisis del Evaluación de Comunidad y desarrollar Metas del Programa de 5 Años o actualizar metas de 5 años	Acción: *Aprobar Proceso de Evaluación Propia Revisión: *Encuesta del satisfacción de Padres * Punto Muerto, Quejas de la Comunidad, Pólizas, etc. *Reglas del Concilio Recibir: *Aprobar Plan de Planificación/CA *Reporte Mensual de Asistencia y Inscripción *Año Fiscal y In-kind Junta del Comité:
24 de enero	28 de febrero	27 de marzo	24 de abril	22 de mayo	26 de junio
Acción: *Aprobar Plan de Áreas * Punto Muerto, Quejas de la Comunidad, Pólizas, etc. Revisión: * Análisis del Evaluación de Comunidad y desarrollar Metas del Programa de 3 Años o actualizar metas de 3 años *Resultados del Encuesta de Satisfacción de Padres Recibir: *Reporte Mensual de Asistencia y Inscripción *Año Fiscal y In-kind Junta de Comité: *Entrenamiento del Reviso Propio del Programa	Acción: *Evaluación de Comunidad * Metas del Programa de 5 Años o actualizar metas de 5 años *Reglas del Concilio Revisión: *Propuesta de las Becas *Presupuesto para el próximo año Fiscal *Proyecto del Plan de Reclutamiento Recibir: *Reporte Mensual de Asistencia y Inscripción *Año Fiscal y In-kind Junta del Comité: *Reviso del plan de Evaluación Propio	Acción: *Propuesta de las Becas * Presupuesto para el próximo año Fiscal *Respuestas de el Reviso Propio y Plan de Acción *Metas del Programa *Plan de Reclutamiento y la Prioridad de Elegibilidad Recibir: *Reporte Mensual de Asistencia y Inscripción *Año Fiscal y In-kind Junta del Comité:	Acción: Recibir: *Reporte Mensual de Asistencia y Inscripción *Año Fiscal y In-kind Junta del Comité: *Nutrición y Salud	Acción: Revisión: *Plan preliminar de Plazos Anuales del Concilio Recibir: *Reporte Mensual de Asistencia y Inscripción *Año Fiscal y In-kind Junta del Comité:	No Habrá Junta Regular

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Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings

ACF-IM-HS-23-03


ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-IM-HS-23-03	2. Issuance Date: 07/10/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Rebate; Refund; Discount; Cost Reduction; Cost Savings; Applicable Credits; E-Rate Program	

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Recipients and Subrecipients

SUBJECT: Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings

INFORMATION:

Head Start recipients receive a wide variety of rebates, tax credits, refunds, discounts, and similar cost savings that affect the net cost of goods and services or are received as cash payments, such as insurance proceeds and cash-back credit card rewards. Applicable credits are addressed in the Uniform Guidance at 45 CFR §§75.406 <<https://www.ecfr.gov/current/title-45/subtitle-a/subchapter-a/part-75#75.406>>, 75.402 <<https://www.ecfr.gov/current/title-45/subtitle-a/subchapter-a/part-75#75.402>>, 75.453 <<https://www.ecfr.gov/current/title-45/subtitle-a/subchapter-a/part-75#75.453>>, and within the HHS Grants Policy Statement  <<https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf?language=es>> I-22, II-28, II-62, II-65, B-2. As defined in 45 CFR §75.406:

(a) Applicable credits refer to those receipts or reduction-of-expenditure-type transactions that offset or reduce expense items allocable to the federal award as direct or indirect (F&A) costs. Examples of such transactions are as follows: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the non-federal entity relate to allowable costs, they must be credited to the federal award either as a cost reduction or cash refund, as appropriate.

(b) In some instances, the amounts received from the federal government to finance activities or service operations of the non-federal entity should be treated as applicable credits. Specifically, the concept of netting such credit items (including any amounts used to meet cost sharing or matching requirements) must be recognized in determining the rates or amounts to be charged to the federal award. (See §§75.436 <<https://www.ecfr.gov/current/title-45/section-75.436>> and 75.468 <<https://www.ecfr.gov/current/title-45/section-75.468>>, for areas of potential application in the matter of federal financing of activities.)

The purpose of this Information Memorandum (IM) is to provide guidance on cost-saving measures and how the savings should be treated by the recipient toward the Head Start award. The IM (Information Memorandum) will also guide recipients in ensuring that direct and indirect cost reductions or cash refunds that relate to a Head Start award are reflected in the recipient's accounting practices, allocated correctly, and returned to the federal award appropriately. This IM (Information Memorandum) supersedes ACF-IM-HS-12-09.

Example of the E-Rate Program

The E-Rate program was implemented in 1997 by the Federal Communications Commission (FCC) and is administered by the Schools and Libraries Division of the Universal Service Administrative Company (USAC). The E-Rate program is intended to ensure that all eligible schools and libraries have affordable access to telecommunications and information services. Some Head Start and Early Head Start recipients are eligible for E-Rate program participation. Service discounts range from 20% to 90% depending upon local income and urban or rural location. In order to be eligible to receive support from the E-Rate program, Head Start entities must meet the federal and state definitions of elementary school. This means that the state must first consider these facilities to be schools and then USAC (Universal Service Administrative Company) will determine if Head Start schools in a particular state are eligible.

It is possible that some Head Start programs in a state will be able to meet both parts of the test and, therefore, be eligible for funding, while others will not. For example, a Head Start center that is not considered a school in a particular state is not eligible for funding even if the Eligibility Table indicates that Head Start facilities in that state are eligible. You should check with your state department of education <<https://www.usac.org/e-rate/applicant-process/before-you-begin/non-traditional-education-eligibility/>> for more information on your status.

E-Rate participants have two payment options (exercisable at the participant's discretion) for their covered telecommunications and information services:

1. The user pays only the non-discount portion of the telecommunications and information services cost to the service or equipment provider, who, in turn, seeks reimbursement from the E-Rate Program Administrator for the discounted amount.
OR
2. The user pays their telecommunications and information services bill in full and seeks reimbursement payments for the amount of the discount from the E-Rate Program Administrator via the service or equipment provider.

Additional information can be found at the FCC <<https://www.fcc.gov/consumers/guides/universal-service-program-schools-and-libraries-e-rate>> and USAC <<https://www.usac.org/e-rate/>> E-Rate sites.

Option 1 is recommended for E-Rate participants to fully realize the benefit of the program. This option allows the recipient to take the discounted amount before the transaction and maintain the savings in the current operations budget. If the recipient chooses to utilize option 2, the reimbursement is categorized as applicable credits. Applicable credits cannot be classified as program income and, as such, are not included in the total cost of a federal award. In these instances, the applicable credits must be credited to the federal government as a cost reduction (if received during the same project period as charges were made) or cash refund (if received after the project period in which charges were incurred has ended). Recipients should refer to the Program Support Center (PSC) guidance on returning funds/interest <<https://pms.psc.gov/grant-recipients/returning-funds-interest.html>>. For records and awareness, the recipient must provide the Office of Grants Management with a copy of the documentation submitted to PSC (Program Support Center).

Because of the diverse characteristics and accounting practices of recipient organizations, it is not possible to specify every type of receipt or reduction-in-expenditure that recipients may encounter. Using the table below as a guide, recipients must ensure that all direct and indirect cost reductions or cash refunds that relate to a Head Start award are reflected in the recipient's accounting practices and allocated to the cost of necessary Head Start goods and services. Please note, it is not the Office of Head Start's intention that changes be made to recipients' accounting systems or policies on the basis of this IM (Information Memorandum). Recipients may continue with current accounting practices for applicable credits if compliant with 45 CFR Part 75 <<https://www.ecfr.gov/current/title-45/subtitle-a/subchapter-a/part-75>> and the generally accepted accounting principles.

Treatment of Receipts and Negative Expenditures that Offset or Reduce Direct or Indirect Cost Items

Type of Receipt or Negative Expenditure	Treatment	
	Cost Reduction ¹	Cash Refund ²
Discounts	X	

Rebate taken before payment is completed	X	
Credits received during the same project period	X	
Refund received during the project period in which related cost was incurred	X	
Credits received after the end of the project period		X
Refund received after the project period in which related cost was incurred		X
Refund given in the form of credit to existing account with no actual cash refund and not related to an individual cost, regardless of when received		X
Insurance claim proceeds if funds were awarded for the same purpose		X

If you have any questions regarding this IM (Information Memorandum), please contact your regional office.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin

Director

Office of Head Start

See PDF Version of Information Memorandum:

ACF-IM-HS-23-03: Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings 

</sites/default/files/im/downloads/acf-im-hs-23-03.pdf> (344.82 KB)

¹ Cost reduction requires the recipient to reduce (net) the amount of the cost charged to the Head Start award to reflect the rebate or similar reduction in cost.

² Cash refund requires the recipient to show the amount in excess of the Head Start award and return the funds to the U.S. Treasury through Program Support Center.

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California *EC* Section 33308.5.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Thursday, August 10, 2023

Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients

ACF-IM-HS-23-04

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-IM-HS- 23-04	2. Issuance Date: 07/11/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2024; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Recipients

SUBJECT: Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients

INFORMATION:

Section 641A </policy/head-start-act/sec-641a-standards-monitoring-head-start-agencies-programs> of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. This Information Memorandum (IM) outlines the OHS (Office of Head Start) monitoring process for Fiscal Year 2024 (FY24) and shares the updated process to conduct Focus Area 1 (FA1), Focus Area 2 (FA2), and Classroom Assessment Scoring System (CLASS®) reviews.

During the FY24 program year, CLASS (Classroom Assessment Scoring System) scores will be used for Designation Renewal System (DRS) </designation-renewal-system> determinations as described in 45 CFR §1304.11(c) </policy/45-cfr-chap-xiii/1304-11-basis-determining-whether-head-start-agency-will-be-subject-open-competition>. As a reminder, from the spring of 2020 through spring of 2023, OHS (Office of Head Start) did not use CLASS (Classroom Assessment Scoring System) scores for DRS determinations due to the COVID-19 pandemic. 45 CFR §1304.17 </policy/1304-17-flexibility-head-start-designation-renewal-determinations-certain-emergencies> of the Head Start Program Performance Standards (HSPPS) allows OHS (Office of Head Start) the flexibility to make DRS determinations without one or more of the data elements required in 45 CFR §1304.11 in instances where a major disaster, emergency, or public health emergency makes some data elements unavailable. Since the public health emergency related to the COVID-19 pandemic has ended, OHS (Office of Head Start) can no longer utilize this flexibility.

FY 2024 Monitoring Reviews

Review Type	FY24 Implementation	Start Date
<u>FA1 (Focus Area 1)</u>	<u>FA1 (Focus Area 1)</u> reviews will be conducted through a virtual format.	October 2023
<u>FA2 (Focus Area 2)</u>	<u>FA2 (Focus Area 2)</u> reviews will be conducted using a hybrid model, which is a combination of on-site and virtual monitoring.	October 2023
<u>CLASS (Classroom Assessment Scoring System)[®]</u>	Grant recipients will have the opportunity to self-record and submit their own videos or request an on-site <u>CLASS (Classroom Assessment Scoring System)</u> review.	October 2023
Follow-up Reviews	Follow-up reviews will be conducted either in-person or virtually by the <u>OHS (Office of Head Start)</u> regional office.	Start dates will coincide with the end of the corrective action period.
Other	<u>OHS (Office of Head Start)</u> reserves the right to conduct special off-site or on-site reviews.	As needed

FA1 (Focus Area 1) Reviews

The FA1 (Focus Area 1) review is an opportunity for grant recipients to describe their approach and plan for providing high-quality services to children and families. This focus area informs OHS (Office of Head Start)'s understanding of each grant recipient's foundation for program services, as they describe their approaches to staffing structure, program design and governance, education, health and family services, and fiscal infrastructure.

FA2 (Focus Area 2) Reviews

The FA2 (Focus Area 2) review is an opportunity for grant recipients to demonstrate their effective implementation of high-quality services to children and families that meet Head Start requirements. This focus area broadens OHS (Office of Head Start)'s understanding of each grant recipient's performance and determines if programs are meeting the requirements of the HSPPS (Head Start Program Performance Standards), Uniform Guidance, and Head Start Act.

CLASS (Classroom Assessment Scoring System)[®] Reviews

Section 641A(c)(2)(F) </policy/head-start-act/sec-641a-standards-monitoring-head-start-agencies-programs> of the Improving Head Start for School Readiness Act of 2007 requires OHS (Office of Head Start) to assess the quality of teacher-child interactions using a valid and reliable observation measure. OHS (Office of Head Start) will continue to use the 2008 edition of the CLASS (Classroom Assessment Scoring System) Pre-K Teacher-Child Observation Instrument to meet this requirement.

For FY24, an updated process will be used to conduct CLASS (Classroom Assessment Scoring System) reviews. Grant recipients that are scheduled for a CLASS (Classroom Assessment Scoring System) review will have the option to self-record and submit their own videos for their monitoring review.

In some cases, grant recipients will not meet the criteria related to technology requirements and/or staffing resources needed to submit their own videos. If these criteria cannot be met or if other concerns are identified, grant recipients can request an in-person CLASS review.

All grant recipients will have the opportunity to attend information sessions specifically developed to discuss FY24 CLASS (Classroom Assessment Scoring System) options, including a group of sessions convened specifically for American Indian and Alaska Native grant recipients.

Scheduling

Each year, grant recipients are required to submit an accurate calendar of availability. The information is used to schedule monitoring reviews by OHS (Office of Head Start) regional office staff. The availability calendar also gives grant recipients a way to inform OHS (Office of Head Start) as to when their program is not operational and when children are not in session. Grant recipients should update their calendars immediately, as changes in program availability occur. Please note that OHS (Office of Head Start) is unable to accommodate requests to reschedule reviews. OHS (Office of Head Start) also reserves the right to conduct unannounced reviews at any time.

Grant recipients scheduled to receive a monitoring review in FY24 will receive a notification letter 45 to 60 days before the start of the event (depending on type of monitoring review). Grant recipients can expect a planning call with their assigned review coordinator to discuss their review. During the initial call, recipients may share their program's current service delivery options.

If you have any questions or concerns regarding the FY24 monitoring season, please contact your regional office.

Thank you for the work you do on behalf of children and families.

Sincerely,


/Khari M. Garvin/

Khari M. Garvin

Director

Office of Head Start

See PDF Version of Information Memorandum:

ACF-IM-HS-23-04 Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start
Recipients  </sites/default/files/im/downloads/acf-im-hs-23-04.pdf> (289.34 KB)

Historical Document



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Management Bulletin 23-06

Revised State Median Income Ceilings and Income Ranking Table for Fiscal Year 2023-24.

Early Education Division

Subject: Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2023–24

Number: 23-06

Date: August 2023

Expires: Until rescinded

Authority: California *Education Code*, Sections 8208, 8210, 8211, and 8213.

Attention: Executive Directors and Program Directors of All California State Preschool Programs

Purpose

The purpose of this Management Bulletin (MB) is to notify California State Preschool Program (CSPP) contractors of:

- The revised Schedule of Income Ceilings to be used to determine families' income eligibility for CSPP for Fiscal Year (FY) 2023–24
- The updated Income Ranking Table to be used to determine a family's income ranking for purposes of enrollment priorities for CSPP based on income for FY 2023–24

This MB rescinds and replaces MB 22-05.

Policy

Effective July 1, 2023, CSPP contractors must use the revised Schedule of Income Ceilings when determining both initial and ongoing income eligibility for families in part- and full-day CSPP. Contractors must use the revised Income Ranking Table when determining enrollment priorities related to a family's income level.

Directives for Implementation

The following Schedule of Income Ceilings must be used for determining income eligibility for families initially certified or recertified on or after July 1, 2023. The schedule must also be used for determining maximum monthly income for 15 percent above the income eligibility threshold.

State Fiscal Year 2023–24 Schedule of Income Ceilings

Family	Family Yearly Income Ceiling (100% of SMI)	Family Monthly Income Ceiling (100% of SMI)	Maximum Monthly Income for 15% above Income Eligibility Threshold
1-2	\$86,514	\$7,209	\$8,291
3	\$97,843	\$8,154	\$9,377
4	\$113,292	\$9,441	\$10,857
5	\$131,419	\$10,952	\$12,594
6	\$149,546	\$12,462	\$14,331
7	\$152,944	\$12,745	\$14,657
8	\$156,343	\$13,029	\$14,983
9	\$159,742	\$13,312	\$15,309
10	\$163,141	\$13,595	\$15,634
11	\$166,539	\$13,878	\$15,960
12	\$169,938	\$14,162	\$16,286

Source: 2021 American Community Survey (ACS) Public Use Microdata Sample File

Note: Pursuant to the California *Education Code (EC)*, Section 8213(c), the State Median Income (SMI) for families of five (5) or more persons is calculated by multiplying the SMI for a family of four by the ratio for the appropriate family size used in the federal Low-Income Home Energy Assistance Program, and specified in federal regulations at paragraphs five (5), six (6), and seven (7) of subdivision (b) of Section 96.85 of Title 45 of the *Code of Federal Regulations*.

Effective July 1, 2023, contractors must use the revised Income Ranking Table at <https://www.cde.ca.gov/sp/cd/ci/documents/incomerankingtable202324.xlsx> when determining enrollment priorities for families. The revised Income Ranking Table is not provided for the purposes of determining eligibility for CSPP. Please note that this Income Ranking table goes to 100 percent of SMI (rank 100) and includes income up to 15 percent above the income threshold as well (rank 115). Because there are some cases where families are served whose income exceeds 100 percent of SMI in CSPP, the California Department of Education (CDE) has accounted for these situations in the updated table so contractors serving these families know how to prioritize them. As a result,

please pay careful attention to the income and family size of the family and those indicators on the chart, along with the applicable statute, regulations, and MB guidance that apply to enrolling children in those families.

Changes to the Child Development Management Information System

The updated SMI boundary for FY 2023–24 will take effect in Child Development Management Information System (CDMIS), beginning in the July 2023 CDD-801A Monthly Child Care Population report (CDD-801A) reporting period. The updated income boundaries will be reflected in the CDD-801A reporting fields for “Family Size” and “Monthly Family Income.” Families that have been certified under a previous fiscal year’s income rankings will continue to be able to be saved within the CDMIS.

Background

The *Education Code* (EC) Section 8213(c) requires the California Department of Finance to annually recalculate the SMI based on the most recent census data and pursuant to the formula set forth in EC Section 8213, and provide the calculations to the CDE. The updated SMI calculations are used to revise the income ceilings used to determine a family’s initial and ongoing eligibility for services, as part of the certification and recertification process, and to update the Income Ranking Table used for determining priority for enrollment.

In accordance with EC Section 8213(a) and (b), for families to be eligible for CSPP services based on income, a family’s adjusted monthly income must be at or below 100 percent of the SMI adjusted for family size. Notwithstanding any other law, EC Section 8208 provides that a part-day and full-day CSPP may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold. However, no more than 10 percent of enrolled children can be from families whose income is within the 101-115 percent of the SMI bracket.

In addition, EC sections 8210 and 8211 require contractors to enroll families in priority order. The State Superintendent of Public Instruction adopts an Income Ranking Table, for purposes of determining enrollment priorities when the priority is related to a family’s income level.

The EC sections 8210(a) and 8211(a) specify that the first priority for CSPP enrollment must be families with children who are receiving child protective services, or children who are at risk of abuse, neglect, or exploitation. Second priority for services is for children with exceptional needs/disabilities (as defined in EC 8205) whose family’s income is below the income eligibility threshold. After the first two priorities, families must be enrolled following EC sections 8210 and 8211 and use the Income Ranking Table when enrollment priority is based on income ranking.

If you have any questions regarding the information in this MB, please contact your assigned Early Education Program Quality Implementation (PQI) Regional Consultant via the CDE Consultant Regional Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233. For questions related to the CDD-801A income data fields in the CDMIS, please email CDMIS@cde.ca.gov.