



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, February 28, 2024

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 January 24, 2024 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 Enrollment and Eligibility - Joseph Moye, Children's Services, Division Manager, Family 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 **Action**
- 8.0 Correspondence Informational
- 9.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents
 - Action**
 - action _____ motion _____ second _____ yes _____ no _____
- 10.0 Announcements
 - 10.1 Advocacy Day - State Capitol, March 12, 2024
 - 10.2 Parent's Choice Conference, Tehema County, March 15, 2024
 - 10.3 Children's Faire - April 13, 2024 10:00am to 2:00pm - Colusa Fair Grounds
- 11.0 Advanced Planning
 - 11.1 Next Scheduled Meeting Date: March 27, 2024 at 9:00am
(**4th Wednesday of the Month**) Education Village - Room E-2
- 12.0 Adjournment - TIME: _____



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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, 28 de febrero del 2024

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 junta del Concilio de Pólizas 24 de enero del 2024
- 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 Inscripción y elegibilidad - Joseph Moye, Servicios de Niños, 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/a, Vicki Markss, Directora Ejecutiva, Servicios de Niños
- 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**
- 8.0 Correspondencia Información
- 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
- 10.1 Día de la Abogacía - Capitolio del Estado, 12 de marzo de 2024
- 10.2 Conferencia de Padres, Condado de Tehema, 15 de marzo de 2024
- 10.3 Feria Infantil - 13 de abril de 2024 10:00 a.m. a 2:00 p.m. - Terrenos de Ferria de Colusa
- 11.0 Planificación Avanzada
- 11.1 Próxima fecha programada para la reunión: 27 de marzo del 2024 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
January 24, 2024**

Policy Council Members Present: Klarissa Espindola, Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

Newly Elected Policy Council Member Present: Ana I. Velazquez

Other Members Present: Chuck Wayman, Deputy Superintendent, Student Services
Serena Morrow, CCOE - School Board Member (Liaison)

Staff Members Present: Joseph Moye, Division Manager, Family Services
Donyale Miller, Division Manager, Education
Lydia Navarro, Family Engagement Coordinator

1.0 Call Meeting to Order

Chairperson, Klarissa Espindola, called the meeting to order at 9:09A.M.

2.0 Roll Call

Chairperson, Klarissa Espindola took roll call.

3.0 Approve the Minutes of October 25, 2024 Policy Council Meeting

Result: Approved
Motion: Astrid Fernandez
Second: Marisa Apaseo
Ayes: Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

4.0 Public Comments & Presentations - None

5.0 Program Planning/Budget

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

Nicol Stephenson, Policy Council Treasurer, 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

Parents shared the children are doing the clothing study.

6.3 Content Area Training

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

Donyale Miller shared a PowerPoint presentation with Policy Council as presented.

6.4 Community Member Reports

6.4.1 Colusa County One-Stop - Marisa Apaseo

Marisa Apaseo shared information about Independent Living Program. Colusa County One Stop is offering free tax help through the VITA (Volunteer Income Tax Assistance) For more information contact the Colusa One Stop office at (530)458-0326 to schedule an appointment.

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

Chuck Wayman, Deputy Superintendent, Student Services shared updates with Policy Council Representatives as presented.

6.5 Director's Report

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

Joseph Moye, Division Manager, Family Services reported on enrollment, attendance of children partially funded by other programs and program information summaries as presented.

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

Currently recruiting in Arbuckle, Williams, Colusa Sites for new Policy Council Representatives.

Job Fair - February 8th 4:00 to 7:00pm. Flyers were distributed. Also shared on Learning Genie

March 12th Head Start Advocacy Day at Sacramento State Capitol. Please let Lydia Navarro know if you are interested in attending by February 28th.

Family Faire will be held April 13th from 10:00am to 2:00pm at Colusa Fairgrounds - Main Exhibit Hall

7.0 New Business

7.1 Approve the Ongoing Management System (Self-Assessment Process)

Result: Approved
Motion: Nicol Stephenson
Second: Marisa Apaseo
Ayes: Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

7.2 Approve the Internal Dispute (Impasse) Resolution Procedure

Result: Approved
Motion: Astrid Fernandez
Second: Nicol Stephenson
Ayes: Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

7.3 Approve the Recruitment and Selection Criteria

Result: Approved
Motion: Nicol Stephenson
Second: Astrid Fernandez
Ayes: Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

8.0 Correspondence

8.1 ACF-PI-OHS-24-01: Federal Reporting of Standard Forms 425 and 428

8.2 Management Bulletin 23-10: Implementation of the Classroom Assessment Scoring System (CLASS) and CLASS Environment and Removal of the Environment Rating Scale for the California State Preschool Program (CSPP)

Information is included in your packets.

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

Result: Approved
Motion: Marisa Apaseo
Second: Astrid Fernandez
Ayes: Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

Newly nominated Policy Representative was seated at the Policy Council Meeting. Congratulations to WCC - Alternate, Ana Velazquez!

10.0 Announcements

None

11.0 Advanced Planning

11.1 Next Scheduled Meeting Date: February 28, 2024 at 9:00am
(4th Wednesday of the Month) Education Village - Room E-2

13.0 Meeting Adjournment

Meeting was adjourned at 10:08a.m.

Minutes by: Lydia Navarro, Family Engagement Coordinator

Policy Council
Head Start Budget Report
as of
 January 31, 2024

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	238,355	291,801
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	205,028	110,851	94,177
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	153,130	119,788
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	42,648	33,533	9,115
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	301,734	149,607	152,127
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	0	90,000
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.		22,401	14,640	7,761
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	50,758	48,871
TOTAL OPERATING COSTS TO DATE		1,564,514	750,874	813,640
% OF YEAR COMPLETED			58%	
TOTAL BUDGET FOR 23/24		1,564,514	750,874	
% OF BUDGET SPENT TO DATE			42.0%	

**Policy Council
Early Head Start Budget Report
as of**

January 31, 2024

Fiscal Year 2023-2024

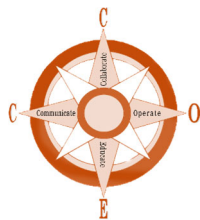
Certificated Salaries = Teachers, Administrators	1000's	256,504	143,346	113,158
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	173,377	85,503	87,874
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	187,287	103,362	83,925
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	35,906	31,051	4,855
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	109,801	86,169	23,632
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	9,165	5,537
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	33,248	18,205
TOTAL OPERATING COSTS TO DATE		829,030	491,844	337,186
% OF YEAR COMPLETED			58%	
TOTAL BUDGET FOR 23/24		829,030	491,844	
% OF BUDGET SPENT TO DATE			42.0%	

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	2044	2481	2930	2284	2096	2341						
2	Lunches	1756	2152	2498	2959	2297	2121	2363						
3	Snacks	1576	1503	1434	1707	1386	1241	1344						
4	Total	5017	5699	6413	7596	5967	5458	6048	0	0	0	0	0	42198
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 10,909.31	\$ 13,517.92	\$ 15,644.83	\$ 17,329.99	\$ 14,323.35	13,416.78							
6	Expected Reimbursement	\$ 11,535.91	\$ 13,210.47	\$ 15,746.55	\$ 17,794.46	\$ 14,087.43	\$ 12,505.95	\$ 14,822.38						
7	HS/EHS % of all meals served	36%	35%	40%	38%	44%	39%	51%						
8	HS/EHS Meal Count	1,827	1,994	2,547	2,886	2,625	2,153	3,073						

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)



COLUSA COUNTY OFFICE OF EDUCATION

Michael P. West, County Superintendent of Schools
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 mwest@ccoe.net ♦ p 530.458.0350 ♦ f 530.458.8054

COLUSA COUNTY BOARD OF EDUCATION REGULAR MEETING

DATE: Wednesday, February 14, 2024

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

- | | |
|---|---|
| <ul style="list-style-type: none"> 1.0 CALL TO ORDER <ul style="list-style-type: none"> 1.1 Pledge of Allegiance 2.0 ORDERING OF AGENDA 3.0 STAFF QUESTIONS AND COMMENTS 4.0 LETTERS AND COMMUNICATIONS <ul style="list-style-type: none"> 4.1 Letter – California State Treasurer Fiona Ma Re: CalKids Program 5.0 PUBLIC INPUT – <i>Items not on the agenda</i> 6.0 REPORTS FROM SUPERINTENDENT AND STAFF <p><i>Note: Bold indicates oral report</i></p> <ul style="list-style-type: none"> 6.1 Superintendent's Reports <ul style="list-style-type: none"> 6.1.1 Superintendent's Monthly Report 6.1.2 Superintendents Council – No January Meeting 6.2 Administrative Services – Aaron Heinz | <ul style="list-style-type: none"> information information information |
|---|---|

DECISION

- | | | |
|------|---|-------------|
| 6.3 | Student Services – Chuck Wayman | information |
| 6.4 | Technology Services – Alex Evans | information |
| 7.0 | BOARD QUESTIONS AND COMMENTS | |
| 7.1 | Board President’s Report | information |
| 7.2 | Board Liaison Reports | information |
| 8.0 | PUBLIC INPUT – <i>Items on the agenda</i> | |
| 9.0 | CONSENT AGENDA | |
| | (All items are approved by one motion unless pulled by a Board member for separate discussion or action.) | |
| 9.1 | Approve Minutes of the December 13, 2023, Annual Organizational Meeting and Regular Board Meeting | |
| 9.2 | Approve Minutes of the December 14, 2023, Contingency Meeting | |
| 9.3 | Approve Minutes of the January 10, 2024, Regular Board Meeting | action |
| 10.0 | OLD BUSINESS | |
| 10.1 | Community College District Territory (standing item) | information |
| 10.2 | Facilities Update (standing item) | information |
| 10.3 | LCAP Update (standing item) | information |
| | 10.3.1 2023-24 LCAP Annual Update, Including Midyear Metrics Outcome Data and Identified Actions | information |
| | Expenditure and Implementation Data | information |
| 10.4 | Universal Prekindergarten | |
| 10.5 | Set 2024-25 Liaison Assignments | action |
| 10.6 | CCBE Transition to CSBA Region 14 | information |
| 11.0 | NEW BUSINESS | |
| 11.1 | Approve A-G Completion Improvement Grant Plan | action |
| 11.2 | Approve 2024-25 Colusa County Office of Education Transportation Plan | action |
| 11.3 | Approve School Accountability Report Cards (SARC) using data from the 2022-23 School Year | action |
| | 11.3.1 Coastal Buttes Academy | |
| | 11.3.2 S. William Abel Academy | |

DECISION

- 11.4 Approve 2024-25 Year One Funding Application for Federal Assistance action
- 11.5 Approve Nominees for Delegate Assembly Elections action
 - 11.5.1 CSBA County Delegate Region 4 (Glenn, Tehama, Butte,
Colusa, Sutter, Yuba, Nevada, Placer, and Sierra Counties)
One nominee - David Patterson (Placer CBOE)
 - 11.5.2 CSBA Subregion 4-C (Colusa, Sutter, and Yuba Counties)
One nominee – Greg Forest (Wheatland Union HSD)
- 11.6 2023-24 County Superintendent Salary and HDV Cap information
- 12.0 ADVANCED PLANNING
 - 12.1 Items to be Considered for the Next Board Meeting
 - 12.2 Next Regular Board Meeting information
 - 2nd Interim Report
 - March 13, 2024, 4:00 p.m.
 - 345 5th Street, Colusa, Large Conference Room
- 13.0 CLOSED SESSION
 - 13.1 Approve Entering Negotiations with the Authority to action
Purchase Property
- 14.0 OPEN SESSION
 - 14.1 Report Action Taken in Closed Session
- 15.0 ADJOURNMENT

2/5/2024

Next Week 1

Children's Services Sites	Staff	Licensed Capacity	Current Capacity	Enrolled Children	IFSP/IEP	EHS	Pending (IP)	Waitlist	HS	Pending (IP)	Waitlist	CCTR	Waitlist	CSPP Full Year	Waitlist	CSPP Part Year	Waitlist	CMIG	Waitlist	Inquires	30 Drops	Drop Reasons	Notes/Comments
Arbuckle Children's Center Infants	3	8	6	6	1	5		3					3										
Arbuckle Children's Center Toddlers	3	8	8	8	1	6		4					4										
Arbuckle Children's Center Preschool	4	24	24	21	5				13												1		
Arbuckle Early Care & Education Center (8am-2pm) 1/8/24	4	24	24	24	4				15		1												
Colusa Children's Center Infants	3	8	6	6	0	5		1					4										
Colusa Children's Center Toddlers	3	8	8	8	4	7		1					9										
Colusa Children's Center Preschool	3	24	24	20	1				12		1				2								
Colusa Preschool Learning Center A (Part Day)	3	24	24	16	6				10		1						1						
Colusa Preschool Learning Center B (full day)	2	24	16	16	6				5														
Colusa Early Learning Center Infants	1	8	Other 3 infants at 4 facilities		0																		
Colusa Early Learning Center Toddlers	1	8	Other 3 toddlers at 4 facilities		0																		
Maxwell Unified School District Pre-K	0	3	3	3	2																		
Williams Children's Center Infants	3	8	6	6	1	4																	
Williams Children's Center Toddlers	2	8	8	8	1	6		3					3										
Williams Children's Center Preschool 1	3	24	24	22	3				7														
WCC Pre-2 (CMIG)					0																		
Williams Preschool Learning Center A (8am-2pm)	4	24	24	15	5				14						1								
Williams Preschool Learning Center B	3	24	24	12	4				4														
EHS-HB #1 Vacant	0	14	Other 3 infants at 4 facilities	5	0	5		2															
EHS-HB #2 Vacant	0	14	Other 3 toddlers at 4 facilities					1															
		287	229	196	44	38	0	15	80	0	3	0	23	0	3	0	1	0	0	1	0	0	

Needed to meet

funded enrollment

Over Income

Yellow indicated enrollment affected by Staffing issues

-24
61.29%
2

-16
83.33%
5

