



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

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

**Date:** Wednesday, August 25, 2021

**Time:** 9:00 a.m.

**Location:** Education Village, Therapy Room (next to Multi-Purpose Room)/Via the Zoom Application

**Note:** Due to the Coronavirus COVID-19 Policy Council Members are encouraged to attend the Early Head Start/Head Start Policy Council Meetings via the Application, Zoom.

Zoom Meeting Information:

Website:

<https://us02web.zoom.us/j/82249343684?pwd=OEJZaWJaMm02aHk2V01DeDhGN3lzQT09>

Meeting ID: 822 4934 3684

Passcode: 6zbKNT

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**Agenda**

- 1.0 Call Meeting to Order - TIME: \_\_\_\_\_
  - 1.1 Pledge of Allegiance
- 2.0 Roll Call
- 3.0 Approve the Minutes of April 28, May 26, 2021 Policy Council Meetings **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 (next meeting)
  - 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
- 6.6 Family Engagement Coordinator Report - Family Engagement Coordinator, Lydia Navarro
- 7.0 Personnel **Action**  
7.1 Approve the Hiring of Valeria Dominguez, Assistant Teacher - Colusa Children's Center, Toddler Classroom  
  
action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 7.2 Approve the Transfer of Dulce Maldonado, Assistant Teacher - Colusa Children's Center, Infant Classroom to Assistant Teacher - Colusa Preschool Learning Center B, Preschool Classroom  
  
action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 8.0 New Business **Action**  
8.1 Approve the American Rescue Plan Grant Application  
  
action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 9.0 Correspondence Informational  
9.1 ACF-PI-HS-21-04: Office of Head Start (OHS) Expectations for Head Start Programs in Program Year (PY) 2021-2022  
9.2 ACF-IM-HS-21-03: Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees  
9.3 ACF-IM-HS-21-04: Terminology Changes  
9.4 Management Bulletin 21-09: Subject: Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2021-22  
9.5 Management Bulletin 21-10: Non-COVID-19 Emergency Closure Requests for Fiscal Year 2021-22
- 10.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents **Action**  
  
action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 11.0 Announcements
- 12.0 Advanced Planning  
12.1 Next Scheduled Meeting Date: September 22, 2021 at 9:00am  
**(Fourth Wednesday of the Month)**  
\*\*\*Location to be Determined/or Via Zoom Application \*\*\*
- 13.0 Adjournment - TIME: \_\_\_\_\_

Board of One, Michael P. West, Approval Signature for Action Items

**Colusa County Office of Education  
Children's Services  
Early Head Start/Head Start & State Programs  
Policy Council Zoom Meeting Minutes  
May 26, 2021**

**Policy Council Members Present:** Maria L. Medina & Marisa Apaseo

**Newly Elected Policy Council  
Member Present:**

**Other Members Present:** Michael P. West, CCOE Superintendent of Schools  
(Board of One)

**Staff Members Present:** Vicki Markss, Executive Director, Children's Services  
Rosa Talamantes, Program Accounting Specialist  
Donyale Miller, Division Director – Early Education Services  
Lydia Navarro, Family Engagement Coordinator

**1.0 Call Meeting to Order**

Family Engagement Coordinator, Lydia Navarro, called the meeting to order 9:06A.M.

**2.0 Roll Call**

Family Engagement Coordinator, Lydia Navarro, took roll call.

**3.0 Approve the Minutes of April 28, 2021 Policy Council Meeting**

No quorum, this item will be tabled for the next meeting.

**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, Program Accounting 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**

None

## **6.3 Content Area Training**

### **6.3.1 Child Outcomes - Donyale Miller, Early Education Services Division Director, CCOE - Children's Services**

Donyale Miller, Early Education Services Division Director shared a PowerPoint presentation with Policy Council as presented.

## **6.4 Community Member Reports**

### **6.4.1 Colusa County One-Stop - Marisa Apaseo**

Colusa County One Stop has planned some fun activities for students in the Independent Living Program. For example, college tours for Sac State, American River, Chico State, Butte College, and Sonoma State. In addition, a cooking class and snack/paint.

The Colusa County One Stop office will be opening to public on Monday, June 7<sup>th</sup>.

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

Public Health Report: Colusa County transitioned to part of the yellow tier as of yesterday. June 15<sup>th</sup> governor announced the "re-opening" of state of California.

Adult School graduation ceremony is taking place tonight at Education Village. The staff have been working really hard. There is approximately 14-16 people this year. Five or six people will be participating in the ceremony.

CCOE is working on different projects at this time and trying to get through this year to get situated for the fall. All the districts are expected to be fully opened in the fall.

If anyone has additional questions or concerns, Superintendent Mike West can be emailed at [mwest@ccoe.net](mailto:mwest@ccoe.net) or (530)458-0350.

## **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.

Children's Services is currently enrolling children for all programs. Approximately fifty percent of the preschool children are transitioning to kindergarten which means our program needs to focus on our recruitment efforts to get children enrolled. The expectation for Head Start to be fully enrolled by start of the year.

Part day classrooms are ending by the end of the month. Full day sites are full-day year round.

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

- Trauma Informed Care training in English has been completed. Spanish was completed last month.
- Open Houses - Month of the Young Child. Due to COVID the Open Houses are being held virtually. Short slide shows of the some of the Open Houses were shared with Policy Council (WPLC A PM).

**7.0 Personnel**

**7.1 Approve the Hiring of Valeria Dominguez, Assistant Teacher - Colusa Children's Center, Toddler Classroom**

No quorum, tabled for next meeting.

**7.2 Approve the Transfer of Dulce Maldonado, Assistant Teacher - Colusa Children's Center, Infant Classroom to Assistant Teacher - Colusa Preschool Learning Center B, Preschool Classroom**

No quorum, tabled for next meeting.

**8.0 New Business**

**8.1 Approve the American Rescue Plan Grant Application)**

No quorum, tabled for next meeting.

**9.0 Correspondence**

- 9.1 ACF-PI-HS-21-03: FY 2021 American Rescue Plan Funding Increase for Head Start Programs
- 9.2 Management Bulletin 21-08: Guidance Regarding the Extension of Temporary Emergency Childcare Services, Enrolling New Families in Temporary Emergency Childcare, Transition into Ongoing Childcare Services, and Assessment of Family Fees for Essential Workers and At-risk Populations

Information if found in your packets.

**10.0 Seat Newly Elected Policy Council Representative, Alternates, Community Representatives/Past Parents**

None

## 11.0 Announcement

None

## 12.0 Advanced Planning

12.1 Next Scheduled Meeting Date: August 25, 2021 at 9:00am  
(Fourth Wednesday of the Month)

\*\*\*Location to be Determined/or Via Zoom Application \*\*\*

## 13.0 Adjournment

Meeting was adjourned at 10:09 a.m.

Recorder, Lydia Navarro, Family Engagement Coordinator

**Colusa County Office of Education  
Children's Services  
Early Head Start/Head Start & State Programs  
Policy Council Zoom Meeting Minutes  
April 28, 2021**

**Policy Council Members Present:** Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, & Karen Pantoja Reyes

**Newly Elected Policy Council  
Member Present:**

**Other Members Present:** Michael P. West, CCOE Superintendent of Schools  
(Board of One)

**Staff Members Present:** Vicki Markss, Executive Director, Children's Services  
Rosa Talamantes, Program Accounting Specialist  
Irma Roque, Health/Nutrition Specialist  
Joseph Moye, Support Services, Division Director  
Lydia Navarro, Family Engagement Coordinator

**1.0 Call Meeting to Order**

Gloria Delacy, called the meeting to order 9:09 A.M.

**2.0 Roll Call**

Gloria Delacy, took roll call.

**3.0 Approve the Minutes of February 24, and March 24, 2021 Policy Council Meetings**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, & Karen Pantoja Reyes

**4.0 Public Comments & Presentations**

None

**5.0 Program Planning/Budget**

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

Diocelin Cruz, 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**

Diocelin Cruz Arbuckle State Preschool Representative shared the children were learning about different buildings.

### **6.3 Content Area Training**

#### **6.3.1 Health/Nutrition - Irma Roque, Health Specialist, CCOE - Children's Services**

Irma Roque, Health Specialist, CCOE - Children's Services, shared a PowerPoint Presentation on with Policy Council Representatives as presented.

### **6.4 Community Member Reports**

#### **6.4.1 Colusa County One-Stop - Marisa Apaseo**

Colusa County One Stop continues with Independent Living Program with High School students on site. During COVID-19 it was Zoom. As of Monday, Colusa County One-Stop will be sponsoring 5 students for the CNA program that started on Monday, April 26<sup>th</sup>.

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

EduNet is the broad band service in the area of Williams and Maxwell is being utilized and people are giving positive feedback at the Migrant camp. Superintendent Mike West thanks the Colusa County One Stop agency for their partnership and support with all the programs that are being offered to the community.

Superintendent Mike West, thanked all staff and agencies that participated in the CCOE - Children's Services Drive Thru Family Fair in April. Mr. West also thanked Colusa County One Stop for all the collaboration to help student's dreams come true.

In the process of putting together some foundation work next to the Williams CHP office to build a separate Adult Education Center. There is also plans to add Vet-tech program, equestrian, and a dog park. Hopefully we could have a dog show as well.

Depending on CDC guidelines, hopefully all schools could open up in the fall with face to face and back to before COVID. There is also a vaccine clinic



Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**7.2 Approve the Hiring of Elizabeth Kinnison, Assistant Teacher - Colusa Children's Center, Preschool Classroom**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**7.3 Approve the Hiring of Aimee Maldonado, Assistant Teacher - Williams Children's Center, Infant Classroom**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**7.4 Approve the Hiring of Jessica Moreno, Assistant Teacher - Williams Preschool Learning Center A PM, Preschool Classroom**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**7.5 Approve the Hiring of Fany Sandoval, Account Clerk II - Children's Services Main Office**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**7.6 Approve the Hiring of Naomi Velazquez, Assistant Teacher - Arbuckle Children's Center, Preschool Classroom**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**7.7 Approve the Hiring of Stacie Nokes-Bayless, Teacher - Colusa Children's Center, Infant Classroom**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, & Karen Pantoja Reyes

**7.8 Approve the Hiring of Joseph Moye, Division Director - Classified (Support Services)**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, & Karen Pantoja Reyes

**7.9 Approve the Transfer of Angela Padilla, Teacher - Colusa Preschool Learning Center B to Area Manager**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, & Karen Pantoja Reyes

**7.10 Approve the Transfer of Emily Gomez, Associate Teacher - Arbuckle Children's Center, Preschool Classroom to Teacher - Williams Children's Center, Preschool Classroom**

Result: Approved  
Motion: Diocelin Cruz  
Second: Marisa Apaseo  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, & Karen Pantoja Reyes

**7.11 Approve the Transfer of Julianna Padilla, Assistant Teacher - Colusa Children's Center, Toddler Classroom to Assistant Teacher - Williams Children's Center, Preschool Classroom**

Result: Approved  
Motion: Marisa Apaseo  
Second: Maria L. Medina  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &

**8.0 New Business**

**8.1 Approve the 2021-22 Application for Federal Assistance (SF-424)**

Result: Approved  
Motion: Diocelin Cruz  
Second: Maria L. Medina  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**8.2 Approve the 2021-22 Application for Head Start and Early Head Start Cost Of Living Adjustment Application (SF-424)**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**8.3 Approve the 2021-22 Application for Head Start and Early Head Start COVID 19 Grant Application (SF-424)**

Result: Approved  
Motion: Maria L. Medina  
Second: Marisa Apaseo  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**8.4 Approve the Program Management and Quality Improvement Procedure**

Result: Approved  
Motion: Maria L. Medina  
Second: Marisa Apaseo  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**8.5 Approve the Annual Self-Assessment Response and Action Plan (emailed)**

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

8.6 Approve the 2019-2024 Community Assessment Report (emailed)

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

8.7 Approve the Updated 2019-2024 Program Goals (emailed)

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

8.8 Approve the 2020-2021 Head Start Annual Report (emailed)

Result: Approved  
Motion: Maria L. Medina  
Second: Marisa Apaseo  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

**9.0 Correspondence**

9.1 ACF-IM-HS-21-01: Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities

9.2 ACF-PI-HS-21-02: Head Start Center-Based Service Duration Requirement for 45 Percent of Slots

9.3 MB 21-05: Program Self Evaluation

9.4 MB 21-06: Updated Reimbursement Requirements for Alternative Payment Programs and Providers

9.5 MB 21-07: Updated Reopening and Reimbursement Requirements for Direct Service Contractors

Information is included in your packet that was send through email. Rosa Talamantes, Program Accountant and Executive Director Vicki Markss shared information as presented.

**10.0 Seat Newly Elected Policy Council Representative, Alternates, Community Representatives/Past Parents**

None

## **11.0 Policy Council Executive Officer Elections**

### **11.1 Chairperson**

Gloria Delacy, nominated herself as Chairperson.

Result: Approved  
Motion: Maria L. Medina  
Second: Diocelin Cruz  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

### **11.2 Vice-Chairperson**

### **11.3 Treasurer**

Diocelin Cruz was nominated as Treasurer.

Result: Approved  
Motion: Maria L. Medina  
Second: Gloria Delacy  
Ayes: Gloria Delacy, Diocelin Cruz, Maria L. Medina, Marisa Apaseo, &  
Karen Pantoja Reyes

### **11.4 Secretary**

Congratulations to Gloria Delacy and Diocelin Cruz! Thank you for your participation on the on the Policy Council! Policy Council is still recruiting for more Policy Council Representatives.

## **12.0 Announcement**

None

## **13.0 Advanced Planning**

13.1 Next Scheduled Meeting Date: May 26, 2021 at 9:00am  
(Fourth Wednesday of the Month) Education Village Room E-2/Via Zoom  
Application

## **14.0 Adjournment**

Meeting was adjourned at 10:42 a.m.

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Recorder, Lydia Navarro, Family Engagement Coordinator

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

July 31, 2021

**Fiscal Year 2020/2021**

<b>OPERATING COSTS</b>	<b>OBJECT CODE</b>			
		Head Start Budget	Head Start What we have spent	Balance
		<b>5210</b>	<b>5210</b>	
<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	359,925	15,751	344,174
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	349,041	22,767	326,274
<b>Benefits</b> = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	<b>3000's</b>	279,003	15,895	263,108
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	36,778	1,566	35,212
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	200,271	14,419	185,852
<b>Equipment</b> = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	<b>6000's</b>	169,141	14,247	154,894
<b>Training and Technical Assistance</b> = 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	1,576	20,825
<b>Indirect Costs</b> = 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.	<b>7000's</b>	84,808	6,251	78,557
<b>TOTAL OPERATING COSTS TO DATE</b>		1,501,368	92,472	1,408,896
<b>% OF YEAR COMPLETED</b>			8%	
<b>TOTAL BUDGET FOR 20/21</b>		1,501,368	92,472	
<b>% OF BUDGET SPENT TO DATE</b>			6.2%	



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

July 31, 2021

**Fiscal Year 2020-2021**

<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	145,491	11,230	134,261
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	247,086	19,617	227,469
<b>Benefits</b> = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	<b>3000's</b>	148,488	12,097	136,391
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	29,406	1,119	28,287
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	104,533	5,294	99,239
<b>Equipment</b> = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	<b>6000's</b>	169,141	14,247	154,894
<b>Training and Technical Assistance</b> = 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	676	14,026
<b>Indirect Costs = 7.25%</b> , 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.		48,938	3,627	45,311
<b>TOTAL OPERATING COSTS TO DATE</b>		907,785	67,906	839,879
<b>% OF YEAR COMPLETED</b>			8%	
<b>TOTAL BUDGET FOR 20/21</b>		907,785	67,906	
<b>% OF BUDGET SPENT TO DATE</b>			7.5%	

**Policy Council  
COVID-19 Budget Report  
as of**

July 31, 2021

**Fiscal Year 2020-2021**

<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	46,485	0	46,485
<b>Consulting Services</b> = Contractor costs.	<b>5000's</b>	660	0	660
<b>Equipment = Equipment and</b> items with a cost of over \$5,000.	<b>6000's</b>		0	0
<b>Indirect Costs = 7.25%</b> , 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.		3,418	0	3,418
<b>TOTAL COSTS TO DATE</b>		50,563	0	50,563
<b>% OF YEAR COMPLETED</b>			8%	
<b>TOTAL BUDGET FOR 20/21</b>		50,563	0	
<b>% OF BUDGET SPENT TO DATE</b>			0.0%	

**Policy Council**  
**AmRescuePI Budget Report**  
**as of**

July 31, 2021

**Fiscal Year 2020-2021**

<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	137,424	0	137,424
<b>Consulting Services</b> = Contractor costs.	<b>5000's</b>	50,000	22,917	27,083
<b>Equipment = Equipment and</b> items with a cost of over \$5,000.	<b>6000's</b>		0	0
<b>Indirect Costs = 7.25%</b> , 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.		13,588	1,661	11,927
<b>TOTAL COSTS TO DATE</b>		201,012	25,000	176,012
<b>% OF YEAR COMPLETED</b>			8%	
<b>TOTAL BUDGET FOR 20/21</b>		201,012	25,000	
<b>% OF BUDGET SPENT TO DATE</b>			12.4%	

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	1749												
2	Lunches	1833												
3	Snacks	1614												
4	<b>Total</b>	<b>5196</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5196</b>
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**													
6	Expected Reimbursement	\$ 10,263.77												
7	HS/EHS % of all meals served	24%												
8	HS/EHS Meal Count	1,308	0	0	0			0						1,308

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 reimbursment 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

7/31/2021

## COLUSA COUNTY OFFICE OF EDUCATION

Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
198	US Bank	07/01/21-07/31/21	Cal Card	\$ 42.57	Fany Sandoval	Amazon	WPLC A PM- Replacement Supplies
				\$ 112.56	Fany Sandoval	Amazon	Area Manager- Office Supplies
				\$ 55.63	Fany Sandoval	Amazon	Division Director- Training Materials
				\$ 99.57	Fany Sandoval	Amazon	ACC P-Classroom Supplies
				\$ 100.04	Fany Sandoval	Amazon	WCC P1- Classroom Supplies
				\$ 100.04	Fany Sandoval	Amazon	WCC P2- Classroom Supplies
				\$ 99.57	Fany Sandoval	Amazon	AECEC - Classroom Supplies
				\$ 530.65	Fany Sandoval	Walmart	CCC, CPLC, WPLC, CHS- Storage Cases
				\$ 125.00	Fany Sandoval	Teachstone	Division Director- Recertification of Class
				\$ 269.25	Fany Sandoval	Trainers Warehouse	Division Director- Training Materials
			Wayman's 76	\$ 189.83	Food Service Staff	Fuel	Food Transportation
			Close Lumber	\$ 11.12	Maintenance	Supplies	WCC Front Entrance
			Close Lumber	\$ 17.88	Maintenance	Supplies	CPLC Shade Structure
			Messicks	\$ 94.17	Maintenance	Supplies	CCC Landscape
			Messicks	\$ 14.11	Maintenance	Supplies	WCC Front Entrance
			Messicks	\$ 162.94	Maintenance	Supplies	CCC Lawn
			Alsco Geyer	\$ 83.92	Maintenance	Supplies	WCC Landscape Flower Bed
			Alsco Geyer	\$ 108.63	Maintenance	Supplies	All Sites- Cleaning Supplies
			Alsco Geyer	\$ 9.20	Maintenance	Supplies	ACC- table installation

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## Colusa County Office of Education

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### 4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2021 - 7/31/2021

#### Colusa County Office of Education Arbuckle Children's Center

	Jul 21	Total
Total	\$3952.97	\$3952.97

#### Colusa Children's Center

	Jul 21	Total
Total	\$1777.52	\$1777.52

#### Colusa PLC

	Jul 21	Total
Total	\$2414.24	\$2414.24

#### Home Based

	Jul 21	Total
Total	\$8410.02	\$8410.02

#### Williams Children's Center

	Jul 21	Total
Total	\$822.43	\$822.43

#### Williams PLC B

	Jul 21	Total
Total	\$577.03	\$577.03

#### Report Totals

	Jul 21	Total	Requirement	% YTD	% Earned
Total	\$17,954.21	\$17,954.21	\$512,262	8%	4%

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

June 30, 2021

**Fiscal Year 2020/2021**

<b>OPERATING COSTS</b>	<b>OBJECT CODE</b>			
		Head Start Budget	Head Start What we have spent	Balance
		<b>5210</b>	<b>5210</b>	
<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	331,338	303,918	27,420
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	329,133	294,775	34,358
<b>Benefits</b> = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	<b>3000's</b>	281,083	234,892	46,191
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	37,078	41,955	(4,877)
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	231,666	162,405	69,261
<b>Equipment</b> = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	<b>6000's</b>	207,287	38,145	169,142
<b>Training and Technical Assistance</b> = 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	22,401	0
<b>Indirect Costs</b> = 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.	<b>7000's</b>	85,365	79,641	5,724
<b>TOTAL OPERATING COSTS TO DATE</b>		1,525,351	1,178,131	347,220
<b>% OF YEAR COMPLETED</b>			100%	
<b>TOTAL BUDGET FOR 20/21</b>		1,525,351	1,178,131	
<b>% OF BUDGET SPENT TO DATE</b>			77.2%	

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

June 30, 2021

**Fiscal Year 2020-2021**

<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	124,568	140,553	(15,985)
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	230,259	233,755	(3,496)
<b>Benefits</b> = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	<b>3000's</b>	141,218	136,689	4,529
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	29,556	30,268	(712)
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	143,841	57,656	86,185
<b>Equipment</b> = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	<b>6000's</b>	52,288	38,145	14,143
<b>Training and Technical Assistance</b> = 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	14,621	81
<b>Indirect Costs = 7.25%</b> , 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.		46,840	44,482	2,358
<b>TOTAL OPERATING COSTS TO DATE</b>		783,272	696,168	87,104
<b>% OF YEAR COMPLETED</b>			100%	
<b>TOTAL BUDGET FOR 20/21</b>		783,272	696,168	
<b>% OF BUDGET SPENT TO DATE</b>			88.9%	



**Policy Council  
COVID-19 Budget Report  
as of**

June 30, 2021

**Fiscal Year 2020-2021**

<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	107,660	112,594	(4,934)
<b>Consulting Services</b> = Contractor costs.	<b>5000's</b>	9,000	4,908	4,093
<b>Equipment = Equipment and</b> items with a cost of over \$5,000.	<b>6000's</b>	21,000	20,500	500
<b>Indirect Costs = 7.25%</b> , 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.		9,980	10,005	(25)
<b>TOTAL COSTS TO DATE</b>		147,640	148,007	(367)
<b>% OF YEAR COMPLETED</b>			100%	
<b>TOTAL BUDGET FOR 20/21</b>		147,640	148,007	
<b>% OF BUDGET SPENT TO DATE</b>			100.2%	

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	1010	1505	1891	2099	1605	1270	1504	1664	2306	1607	2391	1882	
2	Lunches	896	1759	2124	2424	1859	1565	1804	2040	2754	1956	2834	1919	
3	Snacks	1005	1190	1337	1401	1039	786	1098	1198	1470	1248	1473	1563	
4	<b>Total</b>	<b>2911</b>	<b>4454</b>	<b>5352</b>	<b>5924</b>	<b>4503</b>	<b>3621</b>	<b>4406</b>	<b>4902</b>	<b>6530</b>	<b>4811</b>	<b>6698</b>	<b>5364</b>	<b>59476</b>
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 6,569.73	\$ 8,266.37	\$ 10,192.74	\$ 11,887.80	\$ 9,114.94	\$ 7,140.87	\$ 9,407.74	\$ 9,802.34	\$ 13,414.46	\$ 11,500.21	\$ 13,912		
6	Expected Reimbursement	\$ 6,569.73	\$ 8,266.37	\$ 10,192.74	\$ 11,887.80	\$ 8,320.67	\$ 7,140.87	\$ 9,407.74	\$ 9,802.34	\$ 13,414.46	\$ 11,500.21	\$ 13,912	\$ 9,774	
7	HS/EHS % of all meals served	54%	54%	54%	40%	39%	35%	43%	42%	37%	42%	34%	26%	
8	HS/EHS Meal Count	1,572	2,405	2,890	2,370	2,433	1,905	1,895	2,107	2,416	2,047	2,289	1,435	25,763

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

6/30/2021

## COLUSA COUNTY OFFICE OF EDUCATION

Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
198	US Bank	06/01/21-06/30/21	Cal Card	\$ 319.92	Fany Sandoval	Amazon	CPLC-A Consumables
				\$ 394.87	Fany Sandoval	Amazon	CPLC-B Consumables
			Wayman's 76	\$ 181.11	Food Service Staff	Fuel	Food Transportation
			Close Lumber	\$ 124.45	Maintenance	Supplies	WCC Awaning
			Messicks	\$ 419.82	Maintenance	Supplies	WCC Sandbox refill
			Messicks	\$ 12.85	Maintenance	Supplies	CCC wire for HVAC
			Messicks	\$ 126.54	Maintenance	Supplies	CPLC- Timer & CCC-Screens
			Messicks	\$ 213.44	Maintenance	Supplies	CCC Landscape/Sprinklers
			Williams Hardware	\$ 6.45	Maintenance	Supplies	WPLC Padlock
			AlSCO Geyer	\$ 18.22	Maintenance	Supplies	CCC- Oil for Chainsaw
			AlSCO Geyer	\$ 27.86	Maintenance	Supplies	AHS/ASP Supplies for Sprinklers
			AlSCO Geyer	\$ 92.15	Maintenance	Supplies	ACC Supplies for Sprinklers

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

May 31, 2021

**Fiscal Year 2020/2021**

<b>OPERATING COSTS</b>	<b>OBJECT CODE</b>			
		Head Start Budget	Head Start What we have spent	Balance
		<b>5210</b>	<b>5210</b>	
<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	331,338	275,704	55,634
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	329,133	265,967	63,166
<b>Benefits</b> = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	<b>3000's</b>	281,083	214,099	66,984
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	37,078	35,846	1,232
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	231,666	152,507	79,159
<b>Equipment</b> = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	<b>6000's</b>	207,287	38,145	169,142
<b>Training and Technical Assistance</b> = 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	22,401	0
<b>Indirect Costs</b> = 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.	<b>7000's</b>	85,365	72,839	12,526
<b>TOTAL OPERATING COSTS TO DATE</b>		1,525,351	1,077,508	447,843
<b>% OF YEAR COMPLETED</b>			92%	
<b>TOTAL BUDGET FOR 20/21</b>		1,525,351	1,077,508	
<b>% OF BUDGET SPENT TO DATE</b>			70.6%	

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

May 31, 2021

**Fiscal Year 2020-2021**

<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	124,568	127,448	(2,880)
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	230,259	210,342	19,917
<b>Benefits</b> = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	<b>3000's</b>	141,218	124,223	16,995
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	29,556	25,909	3,647
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	143,841	54,271	89,570
<b>Equipment</b> = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	<b>6000's</b>	52,288	38,145	14,143
<b>Training and Technical Assistance</b> = 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	14,522	180
<b>Indirect Costs = 7.25%</b> , 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.		46,840	40,362	6,478
<b>TOTAL OPERATING COSTS TO DATE</b>		783,272	635,221	148,051
<b>% OF YEAR COMPLETED</b>			92%	
<b>TOTAL BUDGET FOR 20/21</b>		783,272	635,221	
<b>% OF BUDGET SPENT TO DATE</b>			81.1%	

**Policy Council  
COVID-19 Budget Report  
as of**

May 31, 2021

**Fiscal Year 2020-2021**

<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	107,660	111,246	(3,586)
<b>Consulting Services</b> = Contractor costs.	<b>5000's</b>	9,000	4,908	4,093
<b>Equipment = Equipment and</b> items with a cost of over \$5,000.	<b>6000's</b>	21,000	20,500	500
<b>Indirect Costs = 7.25%</b> , 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.		9,980	9,907	73
<b>TOTAL COSTS TO DATE</b>		147,640	146,561	1,079
<b>% OF YEAR COMPLETED</b>			92%	
<b>TOTAL BUDGET FOR 20/21</b>		147,640	146,561	
<b>% OF BUDGET SPENT TO DATE</b>			99.3%	

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	1010	1505	1891	2099	1605	1270	1504	1664	2306	1607	2391		
2	Lunches	896	1759	2124	2424	1859	1565	1804	2040	2754	1956	2834		
3	Snacks	1005	1190	1337	1401	1039	786	1098	1198	1470	1248	1473		
4	<b>Total</b>	<b>2911</b>	<b>4454</b>	<b>5352</b>	<b>5924</b>	<b>4503</b>	<b>3621</b>	<b>4406</b>	<b>4902</b>	<b>6530</b>	<b>4811</b>	<b>6698</b>	<b>0</b>	<b>54112</b>
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 6,569.73	\$ 8,266.37	\$ 10,192.74	\$ 11,887.80	\$ 9,114.94	\$ 7,140.87	\$ 9,407.74	\$ 9,802.34	\$ 13,414.46	\$ 11,500.21			
6	Expected Reimbursement	\$ 6,569.73	\$ 8,266.37	\$ 10,192.74	\$ 11,887.80	\$ 8,320.67	\$ 7,140.87	\$ 9,407.74	\$ 9,802.34	\$ 13,414.46	\$ 11,500.21	\$ 13,912		
7	HS/EHS % of all meals served	54%	54%	54%	40%	39%	35%	43%	42%	37%	42%	34%		
8	HS/EHS Meal Count	1,572	2,405	2,890	2,370	2,433	1,905	1,895	2,107	2,416	2,047	2,289	0	24,328

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

5/31/2021

## COLUSA COUNTY OFFICE OF EDUCATION

Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
198	US Bank	04/01/21-04/30/21	Cal Card	\$ 995.63	Fany Sandoval	Amazon	WPLC A Math classroom supplies
				\$ 158.68	Fany Sandoval	Amazon	Ipad cases, helium tank for CS
				\$ 7.07	Fany Sandoval	Amazon	Stylus pens for all sites
				\$ 100.09	Fany Sandoval	Amazon	Thermometers for all sites
				\$ 87.08	Fany Sandoval	Amazon	Cardinal Easel Ring Binder for all sites
				\$ 87.12	Fany Sandoval	Amazon	WCC-P Diapers
				\$ 494.96	Fany Sandoval	Amazon	WPLC A Literacy Books
				\$ 50.93	Fany Sandoval	Amazon	Office Board for Division Director
				\$ 394.87	Fany Sandoval	Amazon	AHS- Literacy Books
				\$ 319.92	Fany Sandoval	Amazon	ASP- Literacy Books
				\$ 91.32	Fany Sandoval	Amazon	CPLC-A Replacement Classroom Supplies
				\$ 86.44	Fany Sandoval	MacGill School Nurse	First Aid Supplies for all Sites
			Wayman's 76	\$ 345.03	Food Service Staff	Fuel	Food Transportation
			Close Lumber	\$ 31.84	Maintenance	Supplies	CCC Walk-in Supplies
			Close Lumber	\$ 126.31	Maintenance	Supplies	CCC Playground/Landscape Supplies
			Close Lumber	\$ 118.31	Maintenance	Supplies	WCC Awaning
			Messicks	\$ 239.01	Maintenance	Supplies	CCC Landscape
			Messicks	\$ 17.48	Maintenance	Supplies	CCC Landscape
			AlSCO Geyer	\$ 210.10	Maintenance	Supplies	All sites Landscape
			AlSCO Geyer	\$ 26.79	Maintenance	Supplies	AHS/ASP Supplies for Fire Alarm & Gate
			CCFS Farm Supply	\$ 33.36	Maintenance	Supplies	CCC Landscape



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## Colusa County Office of Education

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### 4315 - Monthly In-Kind Amounts

Head Start, Early Head Start Transaction Date: 7/1/2020 - 5/31/2021

#### Colusa County Office of Education

##### Policy Council

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total
Total	\$257.07	\$193.12	\$94.05	\$169.29	\$217.07	\$244.53		\$263.34	\$445.68	\$175.56	\$62.70	\$2122.41

##### Arbuckle Children's Center

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total
Total	\$2551.89	\$3699.30	\$4730.24	\$5733.54	\$4012.88	\$4436.60	\$4671.15	\$4934.01	\$1329.24	\$5172.75	\$3586.44	\$44858.04

##### Arbuckle Headstart

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total
Total	\$300.96		\$6219.84	\$7875.12	\$3009.60	\$3109.92	\$3286.72	\$3511.20	\$1554.96	\$3719.11	\$2848.62	\$35436.05

##### CHILDREN'S SERVICES

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total
Total						#####						\$146037.00

##### Colusa Children's Center

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total
Total	\$788.64	\$3366.99	\$4370.19	\$4236.60	\$4790.28	\$2520.54	\$5969.04	\$5059.89	\$2602.05	\$2840.31	\$2520.54	\$39065.07

##### Colusa Headstart

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total
Total		\$3517.58	\$3796.63	\$7328.18	\$5151.41	\$4012.80	\$6665.01	\$6395.40	\$7799.88	\$6414.21	\$7147.80	\$58228.90

##### Colusa PLC

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total
Total		\$1586.31	\$1918.62	\$2802.91	\$1235.19	\$1968.78	\$2175.69	\$1442.10	\$1824.57	\$1667.82	\$1391.94	\$18013.93

##### Home Based

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total
Total	\$15173.4	\$7492.65	\$13506.6	\$9441.98	\$10684.1	\$12990.8	\$12333.1	\$13524.39	\$12502.4	\$10909.80	\$11279.7	\$129838.90

##### Williams Children's Center

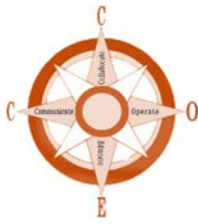
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total
Total		\$2181.96	\$6771.60	\$8719.49	\$4915.68	\$5442.36	\$5216.64	\$5442.36	\$6157.14	\$4514.40	\$1454.64	\$50816.27

##### Williams PLC B

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total
Total		\$1053.36	\$1636.47	\$4627.26	\$4113.12	\$1197.57	\$2620.86	\$3939.57	\$6414.21	\$4915.68	\$5091.24	\$35609.34

#### Report Totals

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Total	Required	% YTD	% Collected
Total	\$18,771.00	\$23,392.23	\$43,044.24	\$50,934.37	\$38,129.31	\$181,960.90	\$42,938.20	\$44,512.26	\$40,630.11	\$40,329.64	\$35,383.65	\$560,025.91	\$ 553,826	92%	101%



## COLUSA COUNTY OFFICE OF EDUCATION

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

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### COLUSA COUNTY BOARD OF EDUCATION REGULAR MEETING

DATE: Wednesday, August 11, 2021

TIME: 4:00 p.m. Board Business Meeting

PLACE: 345 5th Street, Colusa, Large Conference Room and via Zoom

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.*

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**NOTE:** This meeting is being agendaized to allow staff and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 dated March 17, 2020.

Executive Order N-29-20 authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically to all members of the public and staff in effort to observe social distancing recommendations.

Members of the public are encouraged to participate in the teleconference.

You can listen to the meeting by dialing the teleconference number below:

Phone: 1.669.900.9128

Meeting ID: 819 3307 2723

Or you can attend the meeting via Zoom:

<https://us02web.zoom.us/j/81933072723> Meeting ID: 819 3307 2723

**Please mute your phone or microphone when you are not speaking.**

If you would like to participate in the Public Input portions of the meeting, or comment on a specific agenda item, you can do so by texting your NAME to 530.632.0263 and the Clerk will notify the Chair that you would like to comment. Please wait for the Chair to recognize you before speaking. Remember to unmute your phone to speak.

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### AGENDA

#### DECISION

#### 1.0 CALL TO ORDER

##### 1.1 Pledge of Allegiance

##### 1.2 Announcements Specific to Teleconference via Zoom

###### 1.2.1 This Meeting Will Be Recorded

###### 1.2.2 This Zoom Meeting Will Close Immediately If Malicious Interruption Occurs

###### 1.2.3 All Votes Will Be Taken by Roll Call

**DECISION**

- 2.0 ORDERING OF AGENDA
- 3.0 STAFF QUESTIONS AND COMMENTS
- 4.0 LETTERS AND COMMUNICATIONS
- 5.0 PUBLIC INPUT – *Items not on the agenda*
- 6.0 REPORTS FROM SUPERINTENDENT AND STAFF  
*Note: **Bold** indicates oral report*
  - 6.1 Superintendent’s Reports information
    - 6.1.1 Superintendent's Monthly Report**
    - 6.1.2 Superintendents Council – No July Meeting**
  - 6.2 Administrative Services – Aaron Heinz information
  - 6.3 Children’s Services – Vicki Markss information**
  - 6.4 Educational Services – Maria Arvizu-Espinoza information
  - 6.5 Special Education & SELPA – Chuck Wayman information
  - 6.6 Technology Services – Alex Evans information
- 7.0 BOARD QUESTIONS AND COMMENTS
  - 7.1 Board President’s Report information
  - 7.2 Board Superintendent’s Salary Committee Update information
  - 7.3 Board Budget Sub-Committee Policy Update information
- 8.0 CONSENT AGENDA  
 (All items are approved by one motion unless pulled by a Board member for separate discussion or action.)
  - 8.1 Approve Minutes of the July 14, 2021, Regular Board Meeting action
- 9.0 PUBLIC INPUT – *Items on the agenda*
- 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
  - 10.4 Innovative Approaches to Literacy Grant (standing item) information
  - 10.5 Approve Return to In-person Board Meetings and Eliminating the Zoom Option action

		<u>DECISION</u>
11.0	NEW BUSINESS	
11.1	Approve 2021-22 Final Consolidated Application	action
11.2	Approve Process to Sell CCOE Property - Assessor's Parcel Number 005-260-002	action
11.3	Approve Superintendents Salary	action
12.0	ADVANCED PLANNING	
12.1	Items to be Considered for the Next Board Meeting	action
12.2	Next Regular Board Meeting September 8, 2021, 4:00 p.m. 345 5th Street, Colusa, Large Conference Room and via Zoom	information
13.0	ADJOURNMENT	



## Policy Council

## Director's Report - Head Start

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 for Head Start 106	48	56	56	57	57	60	61	61	61	60	59	16
Reserved Slots for Head Start	0	0	0	0	0	0	0	0	0	0	0	0
Vacant Slots for Head Start	0	50	50	49	49	46	45	45	45	46	47	90

## Actual Enrollment for Head Start and CSPP

Site and Classroom Name	Capacity	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
		Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled
Arbuckle Children's Center - Preschool	24	23	12	11	10	11	12	12	12	12	12	12	13
Arbuckle Children's Center - Preschool CMIG)		0	0	0	0	0	0	0	0	0	0	0	0
Arbuckle Head Start	20	0	13	15	15	16	16	17	17	17	17	17	0
Arbuckle State Preschool	24	0	17	17	19	21	21	21	21	21	21	20	0
Colusa Children's Center - Preschool	24	24	18	10	12	12	12	12	12	12	12	12	13
Colusa Children's Center - Preschool (CMIG)		0	0	0	0	0	0	0	0	0	0	0	0
Colusa Head Start	20	0	12	12	13	13	13	13	13	13	12	10	0
Colusa Preschool Learning Center A	24	0	17	18	19	18	19	19	19	18	19	19	0
Colusa Preschool Learning Center B	24	24	18	10	11	11	12	11	12	12	12	12	12
Colusa Preschool Learning Center B (CMIG)		0	0	0	0	0	0	0	0	0	0	0	0

Williams Children's Center- Preschool 1	24	26	21	18	18	19	12	12	12	12	13	12	13
Williams Children's Center- Preschool 2 (CMIG)	24	6	9	8	8	0	0	0	0	0	4	8	12
Williams Preschool Learning Center A AM	24	0	9	12	11	14	14	14	15	15	15	15	0
Williams Preschool Learning Center A PM	24	0	8	10	10	11	12	12	13	13	13	13	0
Williams Preschool Learning Center B	20	0	10	7	10	10	13	13	13	13	13	13	0

## Policy Council

## Director's Report - Early Head Start

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	53	41	43	44	46	45	45	45	44	40	36	34
Reserved Slots for Early Head Start	0	0	0	0	0	0	0	0	0	0	0	0
Vacant Slots for Early Head Start	9	21	19	18	16	17	17	17	18	22	26	28

## Actual Enrollment for Early Head Start, CCTR and CMIG

Site and Classroom Name	Capacity	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
		Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled
Arbuckle Children's Center - Infant	8	7	6	6	6	6	6	5	5	4	4	4	4
Arbuckle Children's Center - Infant (CMIG)		2	1	1	0	0	0	0	1	2	2	2	2
Arbuckle Children's Center - Toddler	8	7	7	7	7	5	5	5	2	2	2	3	3
Arbuckle Children's Center -Toddler (CMIG)		2	2	3	3	2	0	0	3	4	5	5	4

Colusa Children's Center - Infant	9	8	6	6	6	5	5	6	4	2	1	3	3
Colusa Children's Center - Infant (CMIG)		2	2	2	1	1	0	0	2	2	2	3	3
Colusa Children's Center- Toddler	8	8	8	8	8	7	7	8	6	6	6	6	6
Colusa Children's Center- Toddler (CMIG)		5	2	2	2	1	0	0	2	2	2	2	2

Williams Children's Center- Infant	9	3	5	5	5	5	5	5	2	2	2	2	2
Williams Children's Center - Infant 2 (CMIG)	8	1	1	1	1	1	0	0	4	3	4	4	4
Williams Children's Center - Toddler	8	7	6	7	7	8	8	8	4	4	4	3	3
Williams Children's Center - Toddler 2 (CMIG)	8	6	6	4	4	4	0	0	4	4	2	5	7

8/5/2021  
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## Colusa County Office of Education

### 2301 - Average Daily Attendance

Program Term: Head Start 2020-2021, Site: Arbuckle Children's Center, Enrollment Status: Enrolled Attendance Date:  
7/1/2021 - 7/30/2021

#### Colusa County Office of Education

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Arbuckle Children's Center									
Preschool 1	38	4	0	19	2.00	11	18.18%	2.21	90.48%
Site Total	38	4	0	19.00 (avg)	2.00	11	18.18%	2.21	90.48%
Colusa County Office of Education	38	4	0	19.00 (avg)	2.00	11	18.18%	2.21	90.48%
Report Totals	38	4	0	19.00 (avg)	2.00	11	18.18%	2.21	90.48%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days

3. Percent Attendance is the Present count divided by the sum of Present and Absent Count

4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)

6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)

7. Statuses counted as Neither: No Class (-)

8/5/2021  
8:40 AM

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## Colusa County Office of Education

### 2301 - Average Daily Attendance

Program Term: Early Head Start 2020-2021, Site: Arbuckle Children's Center, Enrollment Status: Enrolled Attendance  
Date: 7/1/2021 - 7/30/2021

#### Colusa County Office of Education

				Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
				Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Arbuckle Children's Center												
Infant 1				12	0	0	21	0.57	6	9.52%	0.57	100.00%
Toddler 1				31	2	0	19	1.63	6	27.19%	1.74	93.94%
Site Total				43	2	0	20.00 (avg)	2.20	12	17.92%	2.31	95.56%
Colusa County Office of Education				43	2	0	20.00 (avg)	2.20	12	17.92%	2.31	95.56%
Report Totals				43	2	0	20.00 (avg)	2.20	12	17.92%	2.31	95.56%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days

3. Percent Attendance is the Present count divided by the sum of Present and Absent Count

4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)

6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)

7. Statuses counted as Neither: No Class (-)



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## Colusa County Office of Education

### 2301 - Average Daily Attendance

Program Term: CSPP 2020-2021, Site: Arbuckle Children's Center, Enrollment Status: Enrolled Attendance Date:  
7/1/2021 - 7/30/2021

#### Colusa County Office of Education

				Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
				Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Arbuckle Children's Center												
Preschool 1		263	14	0	19	13.84	0	0.00%	14.58	94.95%		
Site Total		263	14	0	19.00 (avg)	13.84	0	0.00%	14.58	94.95%		
Colusa County Office of Education		263	14	0	19.00 (avg)	13.84	0	0.00%	14.58	94.95%		
Report Totals		263	14	0	19.00 (avg)	13.84	0	0.00%	14.58	94.95%		

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days

3. Percent Attendance is the Present count divided by the sum of Present and Absent Count

4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)

6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)

7. Statuses counted as Neither: No Class (-)

# Colusa County Office of Education

## 2301 - Average Daily Attendance

Program Term: CCTR 2020-2021, Site: Arbuckle Children's Center, Enrollment Status: Enrolled Attendance Date:  
7/1/2021 - 7/30/2021

### Colusa County Office of Education

				Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
				Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Arbuckle Children's Center												
Infant 1				76	8	0	21	3.62	0	0.00%	4.00	90.48%
Toddler 1				35	3	0	19	1.84	0	0.00%	2.00	92.11%
Site Total				111	11	0	20.00 (avg)	5.46	0	0.00%	6.00	90.98%
Colusa County Office of Education				111	11	0	20.00 (avg)	5.46	0	0.00%	6.00	90.98%
Report Totals				111	11	0	20.00 (avg)	5.46	0	0.00%	6.00	90.98%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)
7. Statuses counted as Neither: No Class (-)

# Colusa County Office of Education

## 2301 - Average Daily Attendance

Program Term: Head Start 2020-2021, Site: Colusa Children's Center, Enrollment Status: Enrolled Attendance Date:  
7/1/2021 - 7/30/2021

### Colusa County Office of Education

				Attendance Records			Operating Days		ADA <sup>1</sup>		Funded Enrollment		Actual Enrollment	
				Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>					Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Colusa Children's Center														
Preschool 1				85	20	0	21	4.05	12	33.73%	5.00	80.95%		
Site Total				85	20	0	21.00 (avg)	4.05	12	33.73%	5.00	80.95%		
Colusa County Office of Education				85	20	0	21.00 (avg)	4.05	12	33.73%	5.00	80.95%		
Report Totals				85	20	0	21.00 (avg)	4.05	12	33.73%	5.00	80.95%		

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)
7. Statuses counted as Neither: No Class (-)

# Colusa County Office of Education

## 2301 - Average Daily Attendance

Program Term: Early Head Start 2020-2021, Site: Colusa Children's Center, Enrollment Status: Enrolled Attendance  
Date: 7/1/2021 - 7/30/2021

### Colusa County Office of Education

				Attendance Records		Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
				Present <sup>5</sup>	Absent <sup>6</sup>			Neither <sup>7</sup>	Count	% Attendance	Count <sup>2</sup>
Colusa Children's Center											
Infant 1	10	2	0	21	0.48	6	7.94%	0.57	83.33%		
Preschool 1	17	4	0	21	0.81	0	0.00%	1.00	80.95%		
Toddler 1	54	6	0	21	2.57	5	51.43%	2.86	90.00%		
Site Total	81	12	0	21.00 (avg)	3.86	11	35.06%	4.43	87.10%		
Colusa County Office of Education	81	12	0	21.00 (avg)	3.86	11	35.06%	4.43	87.10%		
Report Totals	81	12	0	21.00 (avg)	3.86	11	35.06%	4.43	87.10%		

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)
7. Statuses counted as Neither: No Class (-)

# Colusa County Office of Education

## 2301 - Average Daily Attendance

Program Term: CSPP 2020-2021, Site: Colusa Children's Center, Enrollment Status: Enrolled Attendance Date: 7/1/2021  
- 7/30/2021

### Colusa County Office of Education

				Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
				Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Colusa Children's Center												
Preschool 1		230	43	0	21	10.95	0	0.00%	13.00	84.25%		
Site Total		230	43	0	21.00 (avg)	10.95	0	0.00%	13.00	84.25%		
Colusa County Office of Education		230	43	0	21.00 (avg)	10.95	0	0.00%	13.00	84.25%		
Report Totals		230	43	0	21.00 (avg)	10.95	0	0.00%	13.00	84.25%		

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)
7. Statuses counted as Neither: No Class (-)

# Colusa County Office of Education

## 2301 - Average Daily Attendance

Program Term: CCTR 2020-2021, Site: Colusa Children's Center, Enrollment Status: Enrolled Attendance Date: 7/1/2021  
- 7/30/2021

### Colusa County Office of Education

				Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
				Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Colusa Children's Center												
Infant 1				38	26	0	21	1.81	0	0.00%	3.05	59.38%
Toddler 1				97	11	0	21	4.62	0	0.00%	5.14	89.81%
Site Total				135	37	0	21.00 (avg)	6.43	0	0.00%	8.19	78.49%
Colusa County Office of Education				135	37	0	21.00 (avg)	6.43	0	0.00%	8.19	78.49%
Report Totals				135	37	0	21.00 (avg)	6.43	0	0.00%	8.19	78.49%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)
7. Statuses counted as Neither: No Class (-)

# Colusa County Office of Education

## 2301 - Average Daily Attendance

Program Term: Head Start 2020-2021, Site: Williams Children's Center, Enrollment Status: Enrolled Attendance Date:  
7/1/2021 - 7/30/2021

### Colusa County Office of Education

				Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
				Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Williams Children's Center												
Preschool 1				41	13	0	21	1.95	11	17.75%	2.57	75.93%
Site Total				41	13	0	21.00 (avg)	1.95	11	17.75%	2.57	75.93%
Colusa County Office of Education				41	13	0	21.00 (avg)	1.95	11	17.75%	2.57	75.93%
Report Totals				41	13	0	21.00 (avg)	1.95	11	17.75%	2.57	75.93%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)
7. Statuses counted as Neither: No Class (-)

# Colusa County Office of Education

## 2301 - Average Daily Attendance

Program Term: Early Head Start 2020-2021, Site: Williams Children's Center, Enrollment Status: Enrolled Attendance  
Date: 7/1/2021 - 7/30/2021

### Colusa County Office of Education

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Williams Children's Center									
Infant 1	15	1	0	21	0.71	6	11.90%	0.76	93.75%
Toddler 1	21	0	0	21	1.00	6	16.67%	1.00	100.00%
Site Total	36	1	0	21.00 (avg)	1.71	12	14.29%	1.76	97.30%
Colusa County Office of Education	36	1	0	21.00 (avg)	1.71	12	14.29%	1.76	97.30%
Report Totals	36	1	0	21.00 (avg)	1.71	12	14.29%	1.76	97.30%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)
7. Statuses counted as Neither: No Class (-)



# Colusa County Office of Education

## 2301 - Average Daily Attendance

Program Term: CSPP 2020-2021, Site: Williams Children's Center, Enrollment Status: Enrolled Attendance Date:  
7/1/2021 - 7/30/2021

### Colusa County Office of Education

				Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
				Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Williams Children's Center												
Preschool 1				215	16	0	21	10.24	0	0.00%	11.00	93.07%
Preschool 2				179	62	0	21	8.52	0	0.00%	11.48	74.27%
Site Total				394	78	0	21.00 (avg)	18.76	0	0.00%	22.48	83.47%
Colusa County Office of Education				394	78	0	21.00 (avg)	18.76	0	0.00%	22.48	83.47%
Report Totals				394	78	0	21.00 (avg)	18.76	0	0.00%	22.48	83.47%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)
7. Statuses counted as Neither: No Class (-)

# Colusa County Office of Education

## 2301 - Average Daily Attendance

Program Term: CCTR 2020-2021, Site: Williams Children's Center, Enrollment Status: Enrolled Attendance Date:  
7/1/2021 - 7/30/2021

### Colusa County Office of Education

				Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
				Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Williams Children's Center												
Infant 1				31	11	0	21	1.48	0	0.00%	2.00	73.81%
Preschool 1				19	1	0	21	0.90	0	0.00%	0.95	95.00%
Toddler 1				41	1	0	21	1.95	0	0.00%	2.00	97.62%
Site Total				91	13	0	21.00 (avg)	4.33	0	0.00%	4.95	87.50%
Colusa County Office of Education				91	13	0	21.00 (avg)	4.33	0	0.00%	4.95	87.50%
Report Totals				91	13	0	21.00 (avg)	4.33	0	0.00%	4.95	87.50%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B), Not Scheduled(N)
7. Statuses counted as Neither: No Class (-)

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

\* 2. Type of Application:

- ☐ New
- ☐ Continuation
- ☒ Revision

\* If Revision, select appropriate letter(s):

Increase Award

\* Other (Specify):

\* 3. Date Received:

05/18/2021

4. Applicant Identifier:

09HE000917

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

09HE000917

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

COLUSA COUNTY OFFICE OF EDUCATION

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

946002149

\* c. Organizational DUNS:

956846828

**d. Address:**

\* Street1:

345 5th St

Street2:

Ste B

\* City:

Colusa

County/Parish:

Colusa County

\* State:

CA: California

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

95932-2445

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Vicki

Middle Name:

\* Last Name:

Markss

Suffix:

Title:

Director

Organizational Affiliation:

\* Telephone Number:

(530) 458-0350 x10313

Fax Number:

(530) 458-0310

\* Email:

vmarkss@ccoe.net

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

County Office of Education

### \* 10. Name of Federal Agency:

ACF-Head Start

### 11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

### \* 12. Funding Opportunity Number:

eGrants-N/A

\* Title:

N/A

### 13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Colusa County

### \* 15. Descriptive Title of Applicant's Project:

American Rescue Plan Grant Application.

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="201,012"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="201,012"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative:  \* Date Signed:



## Office of Head Start (OHS) Expectations for Head Start Programs in Program Year (PY) 2021–2022

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 [eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-04](https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-04)

### Office of Head Start (OHS) Expectations for Head Start Programs in Program Year (PY) 2021–2022 ACF-PI-HS-21-04

U.S. (United States) Department  
of Health and Human Services

ACF  
Administration for Children and Families

1. **Log Number:** ACF-PI-HS-21-04
2. **Issuance Date:** 05/20/2021
3. **Originating Office:** Office of Head Start
4. **Key Words:** ERSEA; Recruitment; Selection; Enrollment; Virtual and Remote Services; In-person Services

### Program Instruction

**To:** Head Start and Early Head Start Grantees and Delegate Agencies

**Subject:** Office of Head Start (OHS) Expectations for Head Start Programs in Program Year (PY) 2021–2022

#### Instruction:

Since the onset of the COVID-19 (coronavirus disease 2019) pandemic, Head Start programs — inclusive of Head Start, Early Head Start, Migrant and Seasonal Head Start, American Indian and Alaska Native Head Start, and Early Head Start-Child Care Partnership programs — have faced unprecedented challenges. Beginning in spring 2020 and throughout PY (program year) 2020–2021, all of our directors, staff, and families have demonstrated resiliency, innovation, and perseverance. To date, OHS has provided needed flexibilities and guidance that allowed programs to adapt services based on the changing health conditions in their communities. Now, as programs prepare for PY 2021–2022, OHS (Office of Head Start) is providing updated guidance.

This Program Instruction (~~PI~~~~.(program information))~~) outlines OHS's expectations for Head Start programs to begin working toward full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program option. The PI also addresses whether virtual or remote services are an allowable, long-term, locally designed option (~~LDO~~~~.(locally designed option))~~).

By *virtual*, OHS means services for children provided through technology. *Remote* refers to services provided via the delivery of supports and resources, such as educational materials or food boxes.

## Operating Status and Enrollment

OHS expects Head Start programs to provide comprehensive services in their approved program options beginning in PY 2021–2022, to the extent possible, as local health conditions allow.

OHS acknowledges programs are in different stages of fully returning to in-person services. Many programs continued to provide in-person services for children and families throughout the COVID-19 pandemic. These programs are expected to continue serving children in person, as local health conditions allow.

Other Head Start programs have been alternating between in-person services, virtual or remote services, or some combination of the two, due to community health conditions. These programs are expected to move to in-person services, as local health conditions allow.

OHS expects programs to work toward full enrollment and full comprehensive services, contingent upon U.S. Centers for Disease Control and Prevention (~~CDC~~~~.(Centers for Disease Control and Protection))~~) guidelines and state and local health department guidance and in consideration of local school districts' decisions.

In September 2021, OHS will begin reviewing monthly enrollment in the Head Start Enterprise System (~~HSES~~~~.(Head Start Enterprise System))~~) and discuss program plans for moving to full enrollment. Programs should build toward full enrollment and provide comprehensive services for all enrolled children as soon as possible. Programs must communicate with their Regional Office and be able to demonstrate why they are unable to be fully enrolled or serve children in person in their approved programs options. All programs must have plans in place that allow for adaptation to changing guidance and to changes in community conditions, which may affect achieving full enrollment or cause programs to temporarily suspend in-person services.

Beginning January 2022, OHS will reinstate pre-pandemic practices for tracking and monitoring enrollment. OHS will also resume evaluating which programs enter into the Full Enrollment Initiative in January 2022. All programs will start fresh, including those

participating in the Full Enrollment Initiative prior to the pandemic. Reported enrollment in January 2022 is the first month of enrollment that OHS will evaluate for the under-enrollment process.

### **Virtual and Remote Services**

Virtual and remote services for children are considered an interim strategy in the presence of an emergency or disaster and will not be approved as an LDO.

OHS has supported the implementation of virtual and remote services over the past 13 months. However, they are not an acceptable replacement for in-person comprehensive services. For PY 2021–2022, it is unallowable to have a program option run entirely by technology or delivering educational material, for example. OHS may still support some portion of services to continue remotely, as necessary.

OHS also recognizes that programs have discovered new virtual strategies for engaging families and reinforcing early learning and development at home. Innovations in virtual practice should be used as enhancements rather than substitutes for previously approved program options and service delivery.

Given their increased capacity to conduct virtual and remote services, programs may establish policies and procedures for temporary, weather-related virtual and remote services.

Head Start grantees have significant one-time funds and layered mitigation strategies available to support a return to in-person services. This includes access to the COVID-19 vaccine for adults.

### **Recruitment and Selection**

As grantees look to summer programming and PY 2021–2022, OHS expects programs to prioritize recruiting eligible children and families.

Almost one third of children served in Head Start programs before the pandemic — approximately 250,000 — have not received any services to date.

The pandemic has created and exacerbated long-standing disparities and inequities for families who have been marginalized for decades. The number of children and families in poverty has grown significantly. All grantees should update their community assessments to guide their intensive recruitment efforts and to ensure they are reaching families most in need of services. If a program determines that their pre-pandemic approved program option will not meet the needs of the community, they must submit an updated community assessment and request approval for a change in scope.



Programs should also revisit their established selection criteria based on findings from their updated community assessment. As always, programs must include specific efforts to actively locate and recruit all eligible children and, in particular, those whose families are English language learners, experiencing homelessness, or affected by substance misuse, as well as children with disabilities and children in foster care.

The funds grantees have received from the Coronavirus Aid, Relief, and Economic Security (CARES (coronavirus aid...relief...and economic security)) and Coronavirus Response and Relief Supplemental Appropriations (CRRSA (coronavirus response and relief supplemental appropriations)) Acts, as well from the American Rescue Plan, can and should be used to support enhanced community partnerships and related recruitment efforts. Per OHS guidance in [ACF-PI-HS-21-03 FY 2021 American Rescue Plan Funding Increase for Head Start Programs](#), grantees have flexibility to determine which one-time investments best support the needs of staff, children, and families, while adhering to federal, state, and local guidance. This includes using funds to purchase services, materials, and technology to ramp up recruitment efforts, as well as to provide vaccine outreach and support as one layer of mitigation and protection for staff, children, and families.

Program planning for a full return to in-person services should include new and returning families at every step. Clear communication with families and regular invitations for input ensure Head Start services are most responsive to families, children, and the community.

### **Additional Information**

OHS will support grantees through webinars and guidance as programs continue and return fully to in-person services. Additional resources and information are available on the [Early Childhood Learning and Knowledge Center \(ECLKC \(Early Childhood Learning and Knowledge Center\)\)](#) website.

Please direct any questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start

See PDF Version of Program Instruction:

[Office of Head Start \(OHS\) Expectations for Head Start Programs in Program Year \(PY\) 2021–2022](#) [PDF, 173KB]

Historical Document



## Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees

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 [eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-03](https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-03)

### Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees ACF-IM-HS-21-03

U.S. (United States) Department  
of Health and Human Services

ACF  
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-21-03
2. **Issuance Date:** 07/27/2021
3. **Originating Office:** Office of Head Start
4. **Key Words:** Monitoring; FY 2022; CLASS®

### Information Memorandum

**To:** All Head Start and Early Head Start Grantees

**Subject:** Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees

#### Information:

Sec. 641A 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. In FY 2022, OHS (Office of Head Start) will resume on-site monitoring reviews and Classroom Assessment Scoring System (CLASS®) reviews.

On-site reviews will begin in January 2022, as local conditions allow. While on-site, monitors will follow U.S. Centers for Disease Control and Prevention (CDC) health and safety guidelines. Further, OHS (Office of Head Start) is committed to partnering with grantees when preparing for on-site reviews to maintain a safe environment for children, families, and staff within the program. If local conditions do not allow for an on-site review, OHS (Office of Head Start) reserves the right to conduct an off-site review.

Upon request, grantees are required to submit an accurate calendar of availability. The availability information is used to schedule monitoring reviews and visits by Regional Office staff. As changes in program availability occur, grantees must update their calendars. ~~OHS (Office of Head Start)~~ is unable to accommodate requests to reschedule reviews in program year 2021–2022.

In addition to outlining the status of monitoring reviews in FY 2022, this Information Memorandum reiterates updates to the CLASS® condition within the Designation Renewal System (DRS), including the creation of quality thresholds for each domain of the CLASS®.

### FY 2022 Monitoring Reviews

Review Type	FY 2022 Implementation	Start Date
Focus Area 1 (FA1)	FA1 reviews will be conducted, as usual, through a virtual format.	October 2021
Focus Area 2 (FA2)	FA2 reviews will resume in-person for the 2021–2022 program year.	January 2022
CLASS®	CLASS® reviews will resume in-person for the 2021–2022 program year.	January 2022
Follow-up	Follow-up reviews will be conducted either in-person or virtually by your Regional Office.	Start dates will coincide with the end of the corrective action period.
American Indian and Alaska Native (AIAN) Reevaluations	AIAN reevaluation reviews will be conducted either in-person or virtually by the applicable Regional Office.	Start dates will coincide with the Tribal DRS Consultation process and Plan to Improve Quality.
Other	<del>OHS (Office of Head Start)</del> reserves the right to conduct special off-site or on-site reviews.	<del>TBD (To be determined)</del> , as needed

Grantees scheduled to receive a monitoring review in FY 2022 will receive a notification letter at least 45 days prior to the start of their review event. Grantees can expect a planning call with their assigned review lead to discuss the review schedule. The FA1 and FA2 reviews will include conversations on the following content areas:

- Program Design and Management
- Education and Child Development

- Health Program Services
- Family and Community Engagement
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
- Fiscal Infrastructure

During the FA1 and FA2 review processes, grantees will be asked questions about the use of funds received from the Coronavirus Aid, Relief, and Economic Security (CARES) and Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Acts, as well from the American Rescue Plan. Grantees will also be asked about changes made to service delivery in the above content areas within the last 12 months. OHS (Office of Head Start) will request information regarding grantee service delivery model (e.g., in-person services, virtual services, or a hybrid of both) with the understanding that, by January 2022, programs will have returned to in-person comprehensive services as local conditions allow. For additional details regarding expectations for Head Start programs in program year 2021–2022, please reference [ACF-PI-HS-21-04](#).

OHS (Office of Head Start) recognizes that the COVID-19 pandemic has exposed persistent inequities within the early childhood education sector and is committed to advancing equity for all eligible individuals to support historically underserved communities. Based on this ongoing priority, grantees are expected to demonstrate how they create a workplace that reflects the diversity of the community served and promotes a culture of belonging. It is critical that programs create an inclusive and accessible environment for all enrolled children, families, and staff.

## CLASS®

Effective November 2020, OHS (Office of Head Start) published a final rule to update three of the seven conditions under the DRS. For the CLASS® (Classroom Assessment Scoring System) condition, the final rule made three major changes. First, the final rule removed the lowest 10% criterion. Second, it raised the CLASS® (Classroom Assessment Scoring System) competitive thresholds as follows: 5 for Emotional Support, 5 for Classroom Organization, and 2.3 for Instructional Support<sup>1</sup>. Any grant that receives an average score from a CLASS® (Classroom Assessment Scoring System) review below one or more of these thresholds will be required to compete at the end of their current five-year grant period. Last, the final rule established quality thresholds for each domain of the CLASS® (Classroom Assessment Scoring System) as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support.

The new CLASS® (Classroom Assessment Scoring System) quality thresholds represent the expectations of OHS (Office of Head Start) for the quality of teacher-child interactions and the learning environment in every Head Start classroom. The CLASS® (Classroom Assessment Scoring System) quality thresholds do not relate to competition, but instead reflect an opportunity for grantees to focus on quality improvement in the area of teacher-

child interactions. For any grantee that receives a score below one or more of the CLASS® (Classroom Assessment Scoring System.) quality thresholds, OHS (Office of Head Start) will offer support for quality improvement efforts. The establishment of CLASS® (Classroom Assessment Scoring System.) quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS (Office of Head Start) support for such efforts through training and technical assistance. For additional details on the final rule, please reference [ACF-PI-HS-20-05](#).

If you have any questions or concerns regarding FY 2022 monitoring, please contact your Regional Office.

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

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start

See PDF Version of Information Memorandum:

[Fiscal Year \(FY\) 2022 Monitoring Process for Head Start and Early Head Start Grantees](#) [PDF, 369KB]

<sup>1</sup> The competitive threshold for Instructional Support is 2.3 for CLASS® reviews conducted through July 31, 2025 and raises to 2.5 for CLASS® reviews conducted on and after August 1, 2025.

Historical Document



## Terminology Changes | ECLKC

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 [eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-04](https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-04)

### Terminology Changes ACF-IM-HS-21-04

U.S. (United States) Department  
of Health and Human Services

ACF

Administration for Children and Families

1. **Log Number:** ACF-IM-HS-21-04
2. **Issuance Date:** 07/28/2021
3. **Originating Office:** Office of Head Start
4. **Key Words:** Terminology Changes; Grants; Funding Opportunity

### Information Memorandum

**To:** All Head Start and Early Head Start Agencies and Delegate Agencies

**Subject:** Terminology Changes

#### Information:

The Office of Head Start (OHS) is updating terms used in official documents, correspondence, and other communications to align with terminology used in 2 CFR Part 200 and 45 CFR Part 75. These changes are part of a concerted effort encouraging consistency across all U.S. Department of Health and Human Services agencies, where applicable. While the overall process will be gradual, recipients can anticipate seeing new terms immediately. The terminology changes are outlined in the table below.

### Terminology Changes

Previous Term	New Term
Funding Opportunity Announcement (FOA)	Notice of Funding Opportunity (NOFO)
Grantee	Recipient

Previous Term	New Term
Subawardee	Subrecipient
Announcement	Opportunity

If you have any questions regarding these terminology changes, please contact your Regional Office.

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

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start

See PDF Version of Information Memorandum:

[Terminology Changes](#) [PDF, 18KB]

Historical Document



[Home](#) / [Specialized Programs](#) / [Child Development](#) / [Contractor Information](#)

## Management Bulletin 21-09

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### Early Learning and Care Division

**Subject:** Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2021–22

**Number:** 21-09

**Date:** June 17, 2021

**Expires:** Until Rescinded

**Authority:** California *Education Code*, Sections 8263, 8263.1 and 8447(e)<sup>1</sup>

**Attention:** Executive Officers and Program Directors of All State Subsidized Early Learning and Care Programs

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### Purpose

The purpose of this Management Bulletin (MB) is to notify subsidized early learning and care contractors of:

- The revised Schedule of Income Ceilings to be used to determine families' income eligibility for state subsidized early learning and care programs for FY 2021–22
- The updated Income Ranking Table to be used to determine a family's income ranking for purposes of enrollment priorities for state subsidized early learning and care based on income for FY 2021–22

This MB rescinds and replaces MB 20-12.

### Policy

Effective July 1, 2021, contractors must use the revised Schedule of Income Ceilings when determining both initial and ongoing income eligibility for families, and the revised Income Ranking Table when determining enrollment priorities related to a family's income level.

### Directive

The following Schedule of Income Ceilings must be used for determining income eligibility for families initially certified or recertified on or after July 1, 2021.



**State Fiscal Year 2021-22****Schedule of Income Ceilings (85 percent of State Median Income)**

Family Size	Family Monthly Income	Family Yearly Income
1-2	\$5,889	\$70,665
3	\$6,511	\$78,135
4	\$7,441	\$89,297
5	\$8,632	\$103,584
6	\$9,823	\$117,872
7	\$10,046	\$120,550
8	\$10,269	\$123,230
9	\$10,492	\$125,909
10	\$10,716	\$128,587
11	\$10,939	\$131,266
12	\$11,162	\$133,946

Source: 2019 American Community Survey (ACS) Public Use Microdata Sample File

**Note:** Pursuant to the California *Education Code (EC)*, Section 8263.1(c), the 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, 2021, contractors must use the revised Income Ranking Table located at <https://www.cde.ca.gov/sp/cd/ci/documents/incomerankingtable2021.xlsx> when determining enrollment priorities for families. Please note that this Income Ranking table goes to 100 percent of SMI since there are some cases where families are served whose income exceeds 85 percent of SMI, for example in CSPP. 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 Management Bulletin guidance that apply to enrolling children in those families.

**Background**

The *EC* Sections 8263.1 and 8447(e) require 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 8263.1(c), and provide the calculations to the California Department of Education (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 8263.1(a) and (b), for families to be eligible for subsidized early learning and care services based on income, a family's adjusted monthly income must be at or below 85 percent of the SMI adjusted for family size.

In addition, *EC* Section 8263(b) requires 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* Section 8263(b)(1) specifies that the first priority for enrollment must be families with children who are receiving child protective services, or children who are at risk of abuse, neglect, or exploitation. For programs other than the California State Preschool Program (CSPP), second priority for enrollment goes to income-eligible families, whose income is at or below 85 percent of the SMI, in income ranking order, with families with the lowest gross monthly income receiving the highest priority.

For agencies offering CSPP, after all children who are receiving child protective services, or children who are at risk of abuse, neglect, or exploitation are enrolled, families shall be enrolled following Sections 18130.1 and 18130.2 of the CSPP Implementation Guidance included in MB 21-04, 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 Learning and Care Program Quality Implementation 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.

**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 *Education Code* Section 33308.5.**

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<sup>1</sup> The statutory authorities cited in this Management Bulletin are in effect at the time of the release of this Management Bulletin in June 2021. Effective July 1, 2021, all direct service and voucher based early learning and care contracts, with the exception of California State Preschool Program contracts, will reside with the California Department of Social Services pursuant to the Early Childhood Development Act of 2020 (*Stats. 2020, Ch. 24, Sec. 86*). As a result of the transfer of these programs, statutory authority applicable to the transferred programs are being deleted from

the *Education Code* and added to the *Welfare and Institutions Code*. Further information regarding the transfer of these programs will be forthcoming from the California Department of Social Services.

**Questions: Early Learning and Care Division | 916-322-6223**

Last Reviewed: Wednesday, June 16, 2021

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## Non-COVID-19 Emergency Closure Requests

This Management Bulletin provides guidance to California State Preschool (CSPP) contractors about non-COVID-19 emergency closure requests.

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### Early Learning and Care Division

**Subject:** Non-COVID-19 Emergency Closure Requests for Fiscal Year 2021–22

**Number:** 21-10

**Date:** August 18, 2021

**Expires:** June 30, 2022

**Authority:** California *Education Code* Section 8249

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

### Purpose

This Management Bulletin (MB) is to notify and provide guidance to California State Preschool Program (CSPP) contractors about non-COVID-19 emergency closure requests for Fiscal Year (FY) 2021–22.

This MB rescinds and replaces MB 20-20.

### Policy

Any CSPP contractors that are unable to operate and close all sites and/or classrooms due to a non-COVID-19 related emergency may request a closure credit for any reduction in days of operation.

Non-COVID-19 related emergencies include circumstances beyond a contractor's control, including, but not limited to earthquakes, floods, or fires, as well as incomplete repairs and renovations that have been authorized by the Department.

### Directive

The CSPP contractors that close **all** of their sites and/or classrooms due to a non-COVID-19 emergency must submit a non-COVID-19 Emergency Closure Request Form in order to receive credit for any reduced days of operation associated with the emergency closure. The non-COVID-19

Emergency Closure Request Form can be accessed at <https://www.cde.ca.gov/sp/cd/ci/documents/noncovidreq2122.pdf> and must be submitted to the contractor's assigned California Department of Education (CDE), Early Learning and Care Division (ELCD), Program Quality Implementation (PQI) office regional consultant. If the request is approved, the contractor will receive an approval form indicating the operation credit for the non-COVID-19 emergency closure day(s). The contractor must keep the approved form for auditing purposes and report the associated credits on their Child Development and Nutrition Fiscal Services (CDNFS) fiscal and attendance report(s).

Providers who serve children through a CSPP family childcare home education network that are closed due to a verified non-COVID-19 emergency closure shall be reimbursed by the CSPP contractor for such closures.

As a reminder, contractors must report non-COVID-19 emergency closures to their Regional Child Care Licensing Office if the contractor is a licensed child care facility under the jurisdiction of Community Care Licensing in accordance with the California Code of Regulations, Title 22 (22 CCR) Section 101212(d).

## Background

The California Code of Regulations, *Title 5 (5 CCR)* Section 18054(a) requires that CSPP contractors, whether center-based or operated through a FCCHEN, are reimbursed the lesser of:

1. The contract's Maximum Reimbursable Amount (MRA)
2. Net reimbursable program costs, or
3. The product of the adjusted child days of enrollment for certified children, times the contract rate per child day of enrollment, times the actual percentage of attendance plus five (5) percent, but in no case to exceed 100 percent of enrollment. *Note:* This was removed from FY 2021–22 reimbursement calculations pursuant to Assembly Bill 131 under certain conditions.

*Note:* Number 3, above, was removed from FY 2021–22 reimbursement calculations pursuant to Assembly Bill 131 under certain conditions.

Additionally, 5 CCR Section 18055 states that if the contractor fails to operate at least 98 percent of the minimum days of operation (MDO) required in its contract, ceases operation, or the contract is terminated prior to the end of the contract period, the Maximum Reimbursable Amount (MRA) will be reduced in proportion to the percentage of the contract minimum days of operation that the contractor did not operate.

To address allowable exceptions related to the MDO and the MRA, the 2021–22 Budget Trailer Bill for Child Development Programs (AB 131, Section 263), specifically covers reimbursement for contracting agencies that close due to a public health order related to the COVID-19 pandemic. However, there still exists the possibility that contracting agencies may be unable to operate for other reasons beyond their control.

The 2021–22 Budget Trailer Bill for Child Development Programs (AB 131, Section 263), specifically addresses reimbursement for contracting agencies that close due to a public health order related to the COVID-19 pandemic. However, there still exists the possibility that contracting agencies may be unable to operate for other reasons beyond their control.

The *EC* Section 8249 states that agencies that are unable to operate due to incomplete repairs and renovations that have been authorized by the CDE, or due to circumstances beyond their control, including earthquakes, fires, or floods, shall not be penalized for incurred program expenses, nor in subsequent annual budget allocations.

## Resources

If you have any **programmatic** questions regarding the information in this MB, please contact your assigned ELCD, Program Quality Implementation Office Regional Consultant. The ELCD Consultant Regional Assignments directory can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have any **fiscal** questions about the information in this MB, please contact your assigned Child Development Nutrition and Fiscal Services analyst. The fiscal analyst directory can be accessed at <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

The ELCD has developed a COVID-19 guidance and resource web page that includes answers to frequently asked questions, all management bulletins issued to implement pertinent legislation, and other relevant resources at <https://www.cde.ca.gov/sp/cd/re/elcdcovid19.asp>.

To be informed of the updated information, please sign up for ELCD's email subscription list at <https://www.cde.ca.gov/sp/cd/ci/progspeclist.asp>.

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Stephen Prophet, Director  
Early Learning and Care Division

**Questions: Early Learning and Care Division| 916-322-6233**

Last Reviewed: Wednesday, August 18, 2021

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