



**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, February 23, 2022

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

**Location:** Education Village - 499 Margurite Street in Williams - Therapy Room (next to Multi-Purpose Room)/or Via the Zoom Application

**Note:** Due to the Coronavirus COVID-19 Policy Council Members can also attend virtually Early Head Start/Head Start/State 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 January 26, 2022 Policy Council Meetings **Action**  
action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 4.0 Public Comments & Presentations **Informational**
  - 4.1 Chuck Wayman, Deputy Superintendent - Student Services/SELPA Director
- 5.0 Program Planning/Budget **Informational**
  - 5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report
  - 5.2 Colusa County Office of Education 2020-21 Financial Audit Report:  
[https://p9cdn4static.sharpschool.com/UserFiles/Servers/Server\\_675748/File/07%20Jan%2012%2022%20Board%20Packet.pdf](https://p9cdn4static.sharpschool.com/UserFiles/Servers/Server_675748/File/07%20Jan%2012%2022%20Board%20Packet.pdf)
- 6.0 Reports **Informational**
  - 6.1 Secretary's Report

- 6.2 Classroom Reports by Policy Council Representatives
- 6.3 Content Area Training
  - 6.3.1 Enrollment/Eligibility - Joseph Moye, Classified Division Director, Children's Services
- 6.4 Community Member Reports
  - 6.4.1 Colusa County One-Stop, Marisa Apaseo, Employment Service Coordinator
  - 6.4.2 Colusa County Superintendent of Schools, Mike West
- 6.5 Director's Report
  - 6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries
- 6.6 Family Engagement Coordinator Report - Family Engagement Coordinator, Lydia Navarro

- 7.0 Personnel **Action**
- 7.1 Approve the Hiring of Laura Rivera, Program Services Assistant II - Throughout Children's Services Sites  
  
 action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
  - 7.2 Approve the Transfer of Gabriela Trejo Rivera, Assistant Teacher - Colusa Preschool Learning Center B to Associate Teacher - Colusa Preschool Learning Center B  
  
 action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
  - 7.3 Approve the Transfer of Maria L. Cook, Assistant Teacher - Colusa Children's Center, Preschool Classroom to Associate Teacher - Colusa Children's Center, Preschool Classroom  
  
 action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
  - 7.4 Approve the Transfer of Ana Cortez, Assistant Teacher - Colusa Children's Center, Infant Classroom to Associate Teacher- Colusa Children's Center, Infant Classroom  
 action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
  - 7.5 Approve the Transfer of Maria Del Carmen Ibarra Landeros, Assistant Teacher- Colusa Preschool Learning Center A, to Associate Teacher - Williams Children's Center, Preschool Classroom  
  
 action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
  - 7.6 Approve the Transfer of Rocio Montejano, Assistant Teacher - Colusa Children's Center, Infant Classroom to Associate Teacher - Colusa Children's Center, Infant Classroom  
  
 action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_

- 8.0 New Business **Action**
- 8.1 Approve the Community Complaint Procedure
- action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 8.2 Approve the Recruitment Plan and Eligibility Priorities
- action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 9.0 Correspondence Informational
- 9.1 MB 22-01: Rate Reform Implementation Guidance - REVISED
- 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: March 23, 2022 at 9:00am  
**(Fourth Wednesday of the Month)** Education Village, Therapy Room/Via Zoom Application
- 13.0 Adjournment - TIME: \_\_\_\_\_



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**Oficina de Educación del Condado de Colusa - Servicios de Niños**  
**Early Head Start/Head Start, Programas del Estado**  
**Junta Regular del Concilio de Pólizas**

**Fecha:** miércoles, 23 de febrero del 2022

**Horario:** 9:00 a.m.

**Lugar:** Education Village, - 499 Margurite Street en Williams - Salón de Terapias/Por la Aplicación Zoom

**Aviso:** Debido al Coronavirus COVID-19 los miembros del Concilio de Pólizas pueden asistir a las Reuniones del Concilio de Pólizas de Early Head Start/Head Start/Estado u través de la aplicación, Zoom.  
Información de la reunión de zoom:  
Sitio web:  
<https://us02web.zoom.us/j/82249343684?pwd=OEJZaWJaMm02aHk2V01DeDh6N3IzQT09>  
Meeting ID: 822 4934 3684  
Passcode: 6zbKNT

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**Agenda**

- 1.0 Dar comienzo a la junta-Hora: \_\_\_\_\_
  - 1.1 Juramento de Lealtad
- 2.0 Tomar lista de los presentes
- 3.0 Aprobar las minutas de la junta del Concilio de Pólizas de 26 de enero del 2022 **Acción**  
acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
- 4.0 Comentarios del Público y Presentaciones **Información**
  - 4.1 Chuck Wayman, Superintendente Adjunto - Director de Servicios Estudiantiles/SELPA
- 5.0 Planificación/Presupuesto del Programa **Información**
  - 5.1 Reporte del Presupuesto, Total de Comidas, Gastos de Tarjeta de Crédito y de carga, Donaciones (In-Kind)
  - 5.2 Informe de auditoría financiera de la Oficina de Educación del Condado de Colusa 2020-21:  
[https://p9cdn4static.sharpschool.com/UserFiles/Servers/Server\\_675748/File/07%20Jan%2012%2022%20Board%20Packet.pdf](https://p9cdn4static.sharpschool.com/UserFiles/Servers/Server_675748/File/07%20Jan%2012%2022%20Board%20Packet.pdf)

- |       |  |             |
|-------|--|-------------|
| 6.0   | Reportes   | Información |
| 6.1   | Reporte de la Secretaria   |             |
| 6.2   | Reporte de los Salones por los Representantes del Concilio   |             |
| 6.3   | Entrenamiento de Área de Formación de Contenidos   |             |
| 6.3.1 | Inscripción/Elegibilidad - Joseph Moye, Director de División Clasificado, Servicios de Niños   |             |
| 6.4   | Reportes de Miembros de la Comunidad   |             |
| 6.4.1 | Colusa County One-Stop- Marisa Apaseo, Coordinadora de Servicios de Empleo   |             |
| 6.4.2 | Superintendente del Condado de Colusa, Mike West   |             |
| 6.5   | Reporte del Director   |             |
| 6.5.1 | Inscripción, Asistencia de niños, Asistencia de los niños parcialmente financiados por otros programas, Plan de Estudios, Información del Resumen de los Programas |             |
| 6.6   | Reporte de Coordinadora de Compromiso Familiar - Coordinadora de Compromiso Familiar, Lydia Navarro  |             |

- |     |   |               |
|-----|---|---------------|
| 7.0 | Personal  | <b>Acción</b> |
| 7.1 | Aprobar la contratación de Laura Rivera, Asistente de Servicios del Programa II - En todos los sitios de Servicios de Niños   |               |
|     | acción _____ moción _____ segundo _____ sí _____ no _____   |               |
| 7.2 | Aprobar la transferencia de Gabriela Trejo Rivera, Asistente de Maestra - Colusa Preschool Learning Center B a Maestra Asociada - Colusa Preschool Learning Center B                  |               |
|     | acción _____ moción _____ segundo _____ sí _____ no _____   |               |
| 7.3 | Aprobar la transferencia de Maria L. Cook, Asistente de Maestra - Colusa Children's Center, Salón Prescolar a Maestra Asociada Colusa Children's Center - Salón Prescolar             |               |
|     | acción _____ moción _____ segundo _____ sí _____ no _____   |               |
| 7.4 | Aprobar la transferencia de Ana Cortez, Asistente de Maestra - Colusa Children's Center, Salón de Infantes a Maestra de Asociada, Colusa Children's Center - Salón de Infantes        |               |
|     | acción _____ moción _____ segundo _____ sí _____ no _____   |               |
| 7.5 | Aprobar la transferencia de Maria del Carmen Ibarra Landeros, Asistente de Maestra, Colusa Preschool Learning Center A, Maestra Asociada, Williams Children's Center, Salón Prescolar |               |
|     | acción _____ moción _____ segundo _____ sí _____ no _____   |               |

- 7.6 Aprobar la transferencia de Rocio Montejano, Asistente de Maestra - Colusa Children's Center, Salón de Infantes a Maestra Asociada, Colusa Children's Center, Salón de Infantes
- acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ sí \_\_\_\_\_ no \_\_\_\_\_
- 8.0 Nuevo Negocios **Acción**
- 8.1 Aprobar el Procedimiento de Reclamación de la Comunidad
- acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
- 8.2 Aprobar el Plan de Reclutamiento y las Prioridades de Elegibilidad
- acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
- 9.0 Correspondencia **Información**
- 9.1 MB 22-01: Guía para la implementación de la reforma de las tasas - REVISADO
- 10.0 Dar Asiento a los Nuevos Elegidos al Concilio de Pólizas Representantes, Alternativos o Miembros de la Comunidad **Acción**
- acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
- 11.0 Anuncios **Información**
- 12.0 Planificación Avanzada
- 12.1 Próxima fecha programada para la reunión: 23 de marzo a las 9:00am.,  
(cuarto miércoles del mes) Education Village, Salón de Terapias/Zoom
- 13.0 Terminar la Junta - HORA: \_\_\_\_\_

**Colusa County Office of Education  
Children's Services  
Early Head Start/Head Start & State Programs  
Policy Council Zoom Meeting Minutes  
January 26, 2022**

**Policy Council Members Present:** Christal Burrious, Blanca Veloz, Maria L. Medina, Irene Cruz  
Patricia Larios, and Marisa Apaseo (Zoom)

**Newly Elected Policy Council  
Member Present:**

**Other Members Present:** Michael P. West, Superintendent of Schools - Board of One

**Staff Members Present:** Joseph Moye, Division Director, Support Services  
Donyale Miller, Division Director, Education Services  
Lydia Navarro, Family Engagement Coordinator  
Stefanie Santana Silvas, Project Director - IAL  
Alissa Maas, Literacy and Public Relationships Coordinator

**1.0 Call Meeting to Order**

Vice-Chairperson, Patricia Larios, called the meeting to order 9:12A.M.

**2.0 Roll Call**

Vice-Chairperson, Patricia Larios, took roll call.

**3.0 Approve the Minutes of November 17 and December 15, 2021 Policy Council Meetings**

Result: Approved  
Motion: Maria L. Medina  
Second: Marisa Apaseo  
Ayes: Christal Burrious, Blanca Veloz, Maria L. Medina, Irene Cruz, and  
Marisa Apaseo

**4.0 Public Comments & Presentations**

4.1 Innovative Approaches to Literacy & Footsteps2Brilliance -  
Stefanie Santana Silvas, Project Director

Stefanie Santana Silvas, Project Director shared information about the tablet iPad  
lending program with Policy Council Representatives as presented.

**5.0 Program Planning/Budget**

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

Christal Burrious, Policy Council Treasurer, reported on the budget, meal count, credit card/charge expense report as presented. Reports are included in your packets.

## **6.0 Reports**

### **6.1 Secretary's Report**

None

### **6.2 Classroom Reports by Policy Council Representatives**

Classroom representatives shared information from their classrooms. Colusa Children's Center Representative Irene Cruz shared that the infant/toddler classrooms are combined at this time because there is a vacant infant teacher position. WPLC A PM Representative Blanca Veloz said their classroom is also combined w/ WPLC B. Teacher was out on maternity leave. Patricia Larios said her child transitioned from WCC Preschool to WPLC B. At this time the children are doing the Road Study. Maria L. Medina said the Colusa Unified School District will have a "Parent Square" Application information night at 6pm at the Colusa High School on January 26<sup>th</sup>.

### **6.3 Content Area Training**

6.3.1 Curriculum - Donyale Miller, Certificated Division Director, Children's Services shared a PowerPoint presentation on Curriculum as presented.

### **6.4 Community Member Reports**

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

Marisa Apaseo, Colusa County One-Stop agency said there is monies for training and certifications. Contact Colusa County One Stop for more information.

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

Superintendent, Mike West gave updates on the schools, health mandates as presented. Questions, Colusa County Office of Education (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**

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



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

Lydia Navarro Family Engagement Coordinator shared information about the virtual Family Activity Night. The Center for Healthy Communities, California State University of Chico will be presenting a gardening activity on Thursday, January 27<sup>th</sup> at 4:00pm and Thursday, February 3, 2022 at 1:00pm. Each family will receive a planting kit, book, and nutrition information.

**7.0 Personnel**

None

**8.0 New Business**

**8.1 Approve the Ongoing Management System (Self-Assessment Process)**

Result: Approved  
Motion: Maria L. Medina  
Second: Christal Burrious  
Ayes: Christal Burrious, Blanca Veloz, Maria L. Medina, Irene Cruz, and Marisa Apaseo

**8.2 Approve the Internal Dispute (Impasse) Resolution Procedure**

Result: Approved  
Motion: Christal Burrious  
Second: Maria L. Medina  
Ayes: Christal Burrious, Blanca Veloz, Maria L. Medina, Irene Cruz, and Marisa Apaseo

**9.0 Correspondence**

None

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

None

**11.0 Announcements**

**12.0 Advanced Planning**

12.1 Next Scheduled Meeting Date: February 23, 2022 at 9:00am  
(4<sup>th</sup> Wednesday of the Month) in Williams, Education Village, in the Therapy Room (Next to Multi-purpose room).

**13.0 Adjournment**

Meeting was adjourned at 11:05a.m.

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Recorder, Lydia Navarro, Family Engagement Coordinator

**Oficina de Educación del Condado de Colusa  
Servicios de Niños (*Children's Services*)  
Early Head Start/Head Start y Programas de Estado  
Minutas de la Junta del Concilio de Pólizas por Zoom  
28 de enero del 2022**

**Miembros Presente del Concilio:** Christal Burrious, Blanca Veloz, Maria L. Medina, Irene Cruz  
Patricia Larios, y Marisa Apaseo (Zoom)

**Nuevos miembros del Concilio:**

**Otros miembros Presentes:** Michael P. West, Superintendente de Escuelas, Board of One

**Miembros Presente del Personal:** Joseph Moye, Director División, Servicios de Apoyo  
Donyale Miller, Directora División, Servicios de Educación  
Lydia Navarro, Coordinadora de Compromiso Familiar  
Stefanie Santana Silvas, Directora de Proyecto IAL  
Alissa Maas, Coordinadora de Alfabetización y Relaciones  
Públicas

**1.0 Dar comienzo a la junta**

La junta fue comenzada por Vice-Presidente, Patricia Larios a las 9:12AM.

**2.0 Tomar lista de los presentes**

Vice-Presidente, Patricia Larios tomo lista de los miembros presentes del Concilio de Pólizas presentes.

**3.0 Aprobar las minutas de la junta del Concilio de Pólizas de 17 de noviembre y 15 de diciembre del 2021**

Resultado: No hubo quórum, aplazado para la próxima reunión.

**4.0 Comentarios del Público y Presentaciones**

Ninguno

**5.0 Planificación/Presupuesto del Programa**

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

Tesorera, Christal Burrious dio el reporte del presupuesto, total de comidas, gastos de tarjeta de crédito y de carga, donaciones (*In-Kind*). Los reportes están incluidos en sus paquetes.

Rosa Talamantes, Especialista en Contabilidad del Programa dijo que el Informe en especie no refleja todo noviembre. Parte de la información se está ingresando en el sistema de datos Child Plus.

## **6.0 Reportes**

### **6.1 Reporte de la Secretario/a - Ninguno**

### **6.2 Reporte de los Salones por los Representantes del Concilio**

Los representantes de los salones compartieron información de sus salones. La Representante del Preescolar del Estado de Arbuckle, Lizbeth Corona, dijo que los niños están haciendo el estudio del Árbol. Ella dijo que su hijo también está discutiendo alergias a las nueces porque las nueces crecen en los árboles. La representante de Colusa Head Start/Tesorerera del PC, Christal Burrious, dijo que aprecia el programa. Christal dijo que su hija está asociando/emparejando letras con los nombres de sus compañeros de clase en su salón.

**Comentario/Pregunta:** El Representante del Salón de Clases WPLC B preguntó si sería posible obtener agua caliente para los salones de clases de WPLC. El salón de clases solo tiene agua fría. Debido al clima más frío, los niños han dicho que el agua está demasiado fría y que a veces no quieren lavarse las manos.

**Respuesta:** Vicki Markss, Directora Ejecutiva de Servicios Infantiles, dijo que haría un seguimiento con el personal de las instalaciones con respecto al agua.

**Comentario/Pregunta:** El Representante del Salón de Clases WPLC B comentó acerca de los niños que no comen sus alimentos. El mama dijo que "la comida es excelente", pero sugirió que la comida servida fuera "simple" en lugar de sopa de enchilada. Algunos niños son quisquillosos con la comida y pueden comer algo con menos ingredientes.

**Respuesta:** La Directora Ejecutiva, Vicki Markss, hará un seguimiento con el Supervisor de Servicios de Alimentos. Una hoja de comentarios también está disponible en el salón de clases para que los padres/personal agreguen comentarios/sugerencias.

### **6.3 Entrenamiento de Área de Formación de Contenidos**

Sera para la próxima junta.

### **6.4 Reporte de los Miembros de la Comunidad**

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

Marisa Apaseo, agencia One-Stop del Condado de Colusa, dijo que la oficina estará cerrada el jueves y viernes de esta semana y reabrirá el 3 de enero de 2022. Hay fondos de COVID para ayudar a obtener entrenamiento para el empleo. Wild Life Academy comenzará el 7 de enero de 2022.

#### **6.4.2 Superintendente del Condado de Colusa, Michael P. West (Board of One)**

El Superintendente, Mike West agradece a Colusa County One Stop por todo su apoyo a la Academia de Wild Life.

El Oficina del Condado de Educación está tratando de adelantarse a los diferentes protocolos. A partir de enero de 2022, para niños de 2 años o más, la recomendación de los CDC para entornos interiores es usar una mascarilla. Entendemos que los niños de esta edad no siempre pueden mantener sus máscaras puestas.

### **6.5 Reporte del Director**

#### **6.5.1 Inscripción, Asistencia de niños, Asistencia de los niños parcialmente financiados por otros programas, Plan de Estudios, información del resumen de los programas**

Vicki Markss, Directora Ejecutiva del Programa de Servicios de Niños, informó sobre la inscripción, la asistencia de niños parcialmente financiados por otros programas, Plan de Estudios y resúmenes de información del programa tal como se presentan.

La Directora Ejecutiva Vicki Markss, dijo que la prioridad número uno es que los niños, el personal y los padres estén seguros. Se está realizando un saneamiento constante. El personal de los salones también irá a las aulas después de horas para realizar una desinfección profunda. También se están realizando controles de salud diarios a todos los niños.

Nuestros programas continúan reclutando niños para que se inscriban en nuestros programas. Nuestro folleto fue revisado y estamos trabajando en la traducción al español. Children's Services tuvo un puesto para reclutar nuevas familias en el Festival de las Luces de Williams el sábado pasado. Joseph Moye, Director de División - Servicios de Apoyo, está dirigiendo las actividades de contratación. Es nuevo en nuestro programa.

La directora ejecutiva Vicki Markss también quiere agradecer a todos los padres por estar presentes hoy. La opinión de los padres es muy valiosa.

### **6.6 Reporte de Coordinadora de Compromiso Familiar**

Lydia Navarro, coordinadora de compromiso familiar, dijo que las encuestas para padres que enviamos para que el personal de educación se las entregue a los padres. Las encuestas tienen diferentes preguntas sobre el programa. Es importante completar las encuestas. Los resultados y comentarios que recibimos de las encuestas nos ayudan a hacer mejoras y también a las cosas que estamos haciendo bien.

La planificación de las próximas Noches de actividades familiares está en marcha. Se compartirá más información en las próximas semanas después de las vacaciones de invierno. Las fechas tentativas serán en algún momento a finales de enero. El enfoque será Salud/Nutrición/Actividades Físicas. Dependiendo de los mandatos de salud es posible que tengamos que hacer virtual.

#### **7.0 Personal**

Ninguno

#### **8.0 Nuevos Negocios**

Ninguno

#### **9.0 Correspondencia**

Ninguno

#### **10.0 Dar Asiento a los Nuevos Elegidos al Concilio de Pólizas Representantes, Alternativos o Miembros de la Comunidad**

Ninguno

#### **11.0 Anuncios**

#### **12.0 Planificación Avanzada**

12.1 Próxima fecha programada para la reunión: 26 de enero del 2022 a las 9:00am.,  
(cuarto miércoles del mes) Education Village, Salón de Terapias/Zoom

#### **13.0 Aplazamiento**

Termino la junta a las 10:26 a.m.

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Notas por: Megan Rittmann, Secretaria del Concilio de Pólizas

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

January 31, 2022

**Fiscal Year 2021/2022**

<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	186,138	173,787
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	349,041	175,188	173,853
<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	143,697	135,306
<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	18,952	17,826
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	200,271	94,267	106,004
<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	0	169,141
<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	7,752	14,649
<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	45,384	39,424
<b>TOTAL OPERATING COSTS TO DATE</b>		1,501,368	671,377	829,991
<b>% OF YEAR COMPLETED</b>			58%	
<b>TOTAL BUDGET FOR 20/21</b>		1,501,368	671,377	
<b>% OF BUDGET SPENT TO DATE</b>			44.7%	

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

January 31, 2022

**Fiscal Year 2021-2022**

<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	145,491	82,624	62,867
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	247,086	147,571	99,515
<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	87,678	60,810
<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	14,012	15,394
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	104,533	34,511	70,022
<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	0	169,141
<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	1,298	13,404
<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	26,658	22,280
<b>TOTAL OPERATING COSTS TO DATE</b>		907,785	394,351	513,434
<b>% OF YEAR COMPLETED</b>			58%	
<b>TOTAL BUDGET FOR 20/21</b>		907,785	394,351	
<b>% OF BUDGET SPENT TO DATE</b>			43.4%	



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

January 31, 2022

**Fiscal Year 2021-2022**

<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	46,145	47,168	(1,023)
<b>Consulting Services</b> = Contractor costs.	<b>5000's</b>	1,000	465	535
<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	3,453	(35)
<b>TOTAL COSTS TO DATE</b>		50,563	51,087	(524)
<b>% OF YEAR COMPLETED</b>			58%	
<b>TOTAL BUDGET FOR 20/21</b>		50,563	51,087	
<b>% OF BUDGET SPENT TO DATE</b>			101.0%	

**Policy Council**  
**AmRescuePI Budget Report**  
as of  
January 31, 2022  
**Fiscal Year 2021-2022**

<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	68,000	2,421	65,579
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	20,000	6,995	13,005
<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>	46,000	2,779	43,221
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	30,506	26,582	3,924
<b>Consulting Services</b> = Contractor costs.	<b>5000's</b>	22,918	25,998	(3,080)
<b>Equipment</b> = Equipment and items with a cost of over \$5,000.	<b>6000's</b>		0	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.		13,588	3,812	9,776
<b>TOTAL COSTS TO DATE</b>		201,012	64,774	136,238
<b>% OF YEAR COMPLETED</b>			58%	
<b>TOTAL BUDGET FOR 20/21</b>		201,012	64,774	
<b>% OF BUDGET SPENT TO DATE</b>			32.2%	

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	1749	1847	2795	2497	2335	1517	1661						
2	Lunches	1833	2003	3035	2775	2521	1701	1772						
3	Snacks	1614	1185	1565	1483	1321	729	888						
4	<b>Total</b>	<b>5196</b>	<b>5035</b>	<b>7395</b>	<b>6755</b>	<b>6177</b>	<b>3947</b>	<b>4321</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38826</b>
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 10,263.77	\$ 10,327.24	\$ 15,627.73	\$ 14,277.89	\$ 13,151.76	\$ 8,757.08							
6	Expected Reimbursement	\$ 10,263.77	\$ 10,327.24	\$ 15,627.73	\$ 14,277.89	\$ 13,151.76	\$ 8,757.08	\$ 9,144.40						
7	HS/EHS % of all meals served	24%	34%	34%	35%	34%	39%	39%						
8	HS/EHS Meal Count	1,308	1,676	2,552	2,409	2,070	1,539	1,711						13,265

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

1/31/2022

## COLUSA COUNTY OFFICE OF EDUCATION

Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
9867	US Bank	01/01/22-01/31/22	Cal Card	\$ 186.43	Fany Sandoval	Amazon	WPLC B - Classroom Supplies
				\$ 13.93	Fany Sandoval	Amazon	ASP & AHS - Site Supplies
				\$ 15.00	Fany Sandoval	Amazon	ASP & AHS - Site Supplies
				\$ 14.00	Fany Sandoval	Amazon	WCC Site Supplies
				\$ 15.07	Fany Sandoval	Amazon	WCC Site Supplies
				\$ 9.91	Fany Sandoval	Amazon	CPLC A - Site Supplies
				\$ 240.00	Fany Sandoval	Teachstone	Division Director & Area Managers-Class Certification
				\$ 81.88	Fany Sandoval	Walmart	WPLC B- Classroom Small Group Cart
				\$ 35.93	Fany Sandoval	Walmart	CPLC B - Classroom Materials
				\$ 930.84	Fany Sandoval	Walmart	CCC - Office Supplies
				\$ 168.20	Fany Sandoval	Walmart	WCC P1 - Classroom Supplies
			Wayman's 76	\$ 206.89	Food Service Staff	Fuel	Food Transportation
			Messicks	\$ 48.23	Maintenance	Supplies	CCC- Roof
			Messicks	\$ 8.74	Maintenance	Supplies	WCC-P Ticket #1827
			Messicks	\$ 8.57	Maintenance	Supplies	CPLC A- Toilet
			The Rock Yard Inc	\$ 154.44	Maintenance	Supplies	CCC Ticket #1797
			AlSCO Geyer	\$ 152.19	Maintenance	Supplies	AECEC Lanscape
			AlSCO Geyer	\$ 45.02	Maintenance	Supplies	CCC Landscape
			AlSCO Geyer	\$ 78.26	Maintenance	Supplies	WCC Landscape

2/15/2022  
4:33 PM

## Colusa County Office of Education

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ChildPlu

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### 4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2021 - 1/31/2022

#### Colusa County Office of Education

##### Policy Council

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total
Total		\$252.05	\$258.68	\$477.52	\$1193.84	\$484.48	\$480.59	\$3147.16

##### Arbuckle Children's Center

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total
Total	\$6400.36	\$7072.52	\$6665.67	\$7988.32	\$5365.70	\$4556.53	\$2249.70	\$40298.80

##### Arbuckle Headstart

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total
Total		\$1041.32	\$1790.79	\$2882.72	\$2249.45	\$1074.47	\$2925.30	\$11964.05

##### CHILDREN'S SERVICES

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total
Total							\$55.72	\$55.72

##### Colusa Children's Center

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total
Total	\$2029.56	\$1976.51	\$3939.73	\$6339.15	\$2560.15	\$2056.10	\$1393.00	\$20294.20

##### Colusa Headstart

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total
Total		\$3839.17	\$7355.48	\$6287.46	\$6605.98	\$4898.54	\$5300.41	\$34287.04

##### Colusa PLC

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total
Total	\$2414.24	\$437.75	\$550.50	\$3520.46	\$703.05	\$862.22	\$619.89	\$9108.11

##### Home Based

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total
Total	\$8410.02	\$7436.52	\$7461.57	\$8871.24	\$9570.71	\$7693.72	\$9235.61	\$58679.39

##### Williams Children's Center

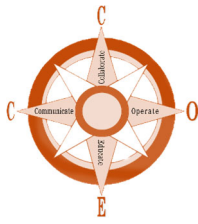
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total
Total	\$3044.32	\$6579.44	\$4006.03	\$7092.53	\$4927.95	\$2918.30	\$1184.05	\$29752.62

##### Williams PLC B

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total
Total		\$2082.61	\$676.53	\$3536.68	\$205.62	\$704.40	\$20.90	\$7226.74

#### Report Totals

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Total	Requirement	% YTD	% Earned
Total	\$22,298.50	\$30,717.89	\$32,704.98	\$46,996.08	\$33,382.45	\$25,248.76	\$23,465.17	\$214,813.83	\$558,144	58%	38%



## 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

### COLUSA COUNTY BOARD OF EDUCATION REGULAR MEETING

DATE: Wednesday, February 9, 2022

TIME: 3:30 pm Board Portrait Session  
 4:00 pm Board Business Meeting

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

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

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

*This meeting will be recorded.*

### AGENDA

#### DECISION

- |     |   |             |
|-----|---|-------------|
| 1.0 | CALL TO ORDER   |             |
| 1.1 | Pledge of Allegiance  |             |
| 2.0 | ORDERING OF AGENDA  |             |
| 3.0 | ORGANIZATION OF THE BOARD                                   |             |
| 3.1 | Approve Appointment of Trustee Area 3                       | action      |
| 3.2 | Administer Oath of Office to Trustee Area 3                 | action      |
| 4.0 | STAFF QUESTIONS AND COMMENTS                                |             |
| 4.1 | Colusa County Elementary Spelling Competition – Alissa Maas | information |
| 5.0 | LETTERS AND COMMUNICATIONS                                  |             |
| 6.0 | PUBLIC INPUT – <i>Items not on the agenda</i>               |             |
| 7.0 | REPORTS FROM SUPERINTENDENT AND STAFF                       |             |
|     | <i>Note: <b>Bold</b> indicates oral report</i>              |             |
| 7.1 | Superintendent's Reports                                    | information |
|     | <b>7.1.1 Superintendent's Monthly Report</b>                |             |
|     | <b>7.1.2 Superintendents Council – No January Meeting</b>   |             |

	<u>DECISION</u>
<b>7.2 Administrative Services – Aaron Heinz</b>	<b>information</b>
7.3 Children’s Services – Vicki Markss	information
7.4 Educational Services – Lorilee Niesen	information
7.5 Special Education & SELPA – Chuck Wayman	information
7.6 Technology Services – Alex Evans	information
8.0 BOARD QUESTIONS AND COMMENTS	
8.1 Board President’s Report	information
9.0 CONSENT AGENDA	
(All items are approved by one motion unless pulled by a Board member for separate discussion or action.)	
9.1 Approve Minutes of the January 12, 2022, Regular Board Meeting	action
9.2 Second Reading: Board Policy Revision BP 6173 Education for for Homeless Children	action
10.0 PUBLIC INPUT – <i>Items on the agenda</i>	
11.0 OLD BUSINESS	
11.1 Community College District Territory (standing item)	information
11.2 Facilities Update (standing item)	information
11.3 LCAP Update (standing item)	information
11.3.1 LCAP Supplement to the 2021-22 Annual Update	
11.3.2 2021-22 LCAP Goals, Metrics, Actions and Services Update	
11.4 Innovative Approaches to Literacy Grant (standing item)	information
12.0 NEW BUSINESS	
12.1 Approve School Accountability Report Cards (SARC) for the 2019-20 School Year	action
12.1.1 Coastal Buttes Academy	
12.1.2 S. William Abel Academy	
12.2 Approve 2022-23 Year Three Funding Application for Federal Assistance	action
13.0 ADVANCED PLANNING	
13.1 Items to be Considered for the Next Board Meeting	action
13.2 Next Regular Board Meeting	information
<u>2nd Interim Report</u>	
March 9, 2022, 4:00 pm	
345 5th Street, Colusa, Large Conference Room	
14.0 ADJOURNMENT	

Dec-21

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					193	196						
Total Slots					265	265						
Vacant Slots					72	69						

Actual Enrollment for Head Start and CSPP												
Site and Classroom Name	Capacity	1/3/2022	1/10/2022	1/17/2022	1/24/2022	1/31/2022						
Arbuckle Children's Center - Preschool	24	16	16	16	13	15						
Arbuckle Children's Center - Preschool (CMIG)												
Arbuckle Head Start	20	12	12	12	12	12						
Arbuckle State Preschool	24	19	19	19	19	19						
Colusa Children's Center - Preschool	24	16	16	16	16	16						
Colusa Children's Center - Preschool (CMIG)												
Colusa Head Start	20	11	11	11	11	12						
Colusa Preschool Learning Center A	24	13	13	13	13	13						
Colusa Preschool Learning Center B	24	13	13	13	13	13						
Colusa Preschool Learning Center B (CMIG)												
Williams Children's Center- Preschool 1	24	20	20	21	19	20						
Williams Children's Center- Preschool 2 (CMIG)	24											
Williams Preschool Learning Center A AM	24	18	18	18	18	17						
Williams Preschool Learning Center A PM	24	7	7	7	8	8						
Williams Preschool Learning Center B	20	11	11	11	11	11						

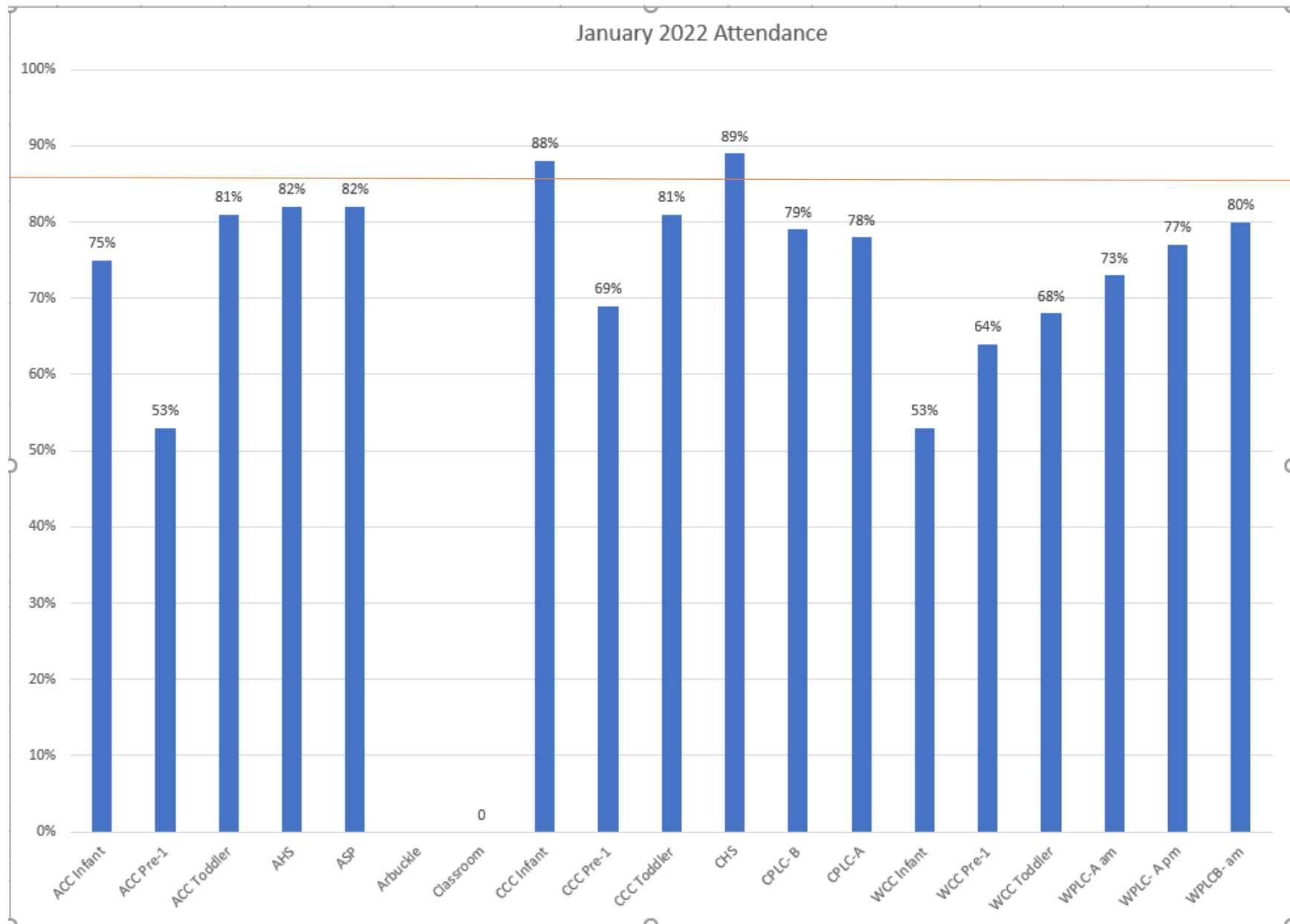
## Director's Report - Early Head Start

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												
Reserved Slots for Early Head Start												
Vacant Slots for Early Head Start												

Actual Enrollment for Early Head Start, CCTR and CMIG												
Site and Classroom Name	Capacity	1/3/2022	1/10/2022	1/17/2022	1/24/2022	1/31/2022						
Arbuckle Children's Center - Infant	8	6	6	6	6	6						
Arbuckle Children's Center - Infant (CMIG)												
Arbuckle Children's Center - Toddler	8	5	5	5	5	5						
Arbuckle Children's Center - Toddler (CMIG)												
Colusa Children's Center - Infant	9	5	5	5	5	5						
Colusa Children's Center - Infant (CMIG)												
Colusa Children's Center - Toddler	8	8	8	8	8	8						
Colusa Children's Center - Toddler (CMIG)												
Williams Children's Center - Infant	9	5	5	5	5	5						
Williams Children's Center - Infant 2 (CMIG)	8											
Williams Children's Center - Toddler	8	7	7	6	7	6						
Williams Children's Center - Toddler 2 (CMIG)	8											
Home Base S. Gill		7	7	7	7	7						
Home Base M. Ibarra		9	9	9	8	8						



85%





Colusa County Office of Education- Children's Services

## **Parent and/or Community Complaint Procedure**

**Purpose:** To ensure the proper process in the resolution of community complaints.

**Performance Standards:** *HSPPS 1301.6 Program Governance*

1. An individual shall first discuss his/her concern with the appropriate Area Manager who will address the individual's concerns. At the same time the appropriate Division Director will be informed about the complaint.
2. If no solution is reached, an individual may present his/her complaint to the appropriate Division Director. This must be done within ten working days. The Division Director will have ten working days to investigate the complaint and to respond in writing to the complainant with his/her decision. A copy of the report will be given to the Director .
3. If the complainant disagrees with the decision of the Division Director, he/she may take the complaint to the Director. This complaint must be written and given to the Director no later than seven working days before the next Policy Council meeting.
4. The Policy Council Executive Committee will investigate the complaint within 15 working days after it has been received. A written report including recommendations will be given to the Policy Council and the Director.
5. At a meeting scheduled no later than ten days after the Executive Committee Report is finalized, the Policy Council will place the complaint on its agenda for discussion. The Policy Council will also request that the complainant who initiated the complaint be present at the meeting. The Colusa County Office of Education Head Start Policy Council will make a decision at this time.
6. If an individual disagrees with the decision of the Colusa County Office of Education Head Start Policy Council, the complainant may take the complaint, which must be in writing, to the Colusa County Office of Education Superintendent within 10 working days after the Head Start Policy Council's decision. After listening to the complaint, the Superintendent will have 10 working days to respond to the complainant in writing of his/her decision.
7. If no solution is reached, an individual may request that his/her complaint be placed on the next Colusa County Board of Education meeting agenda. The Colusa County Board of Education will render a written decision within 20 working days.



Colusa County Office of Education- Children's Services

8. If a complainant disagrees with the decision of the Colusa County Board of Education, they may file a complaint with the Administration for Children and Families, Head Start Bureau Regional Office and the Department of Social Services Community Care Licensing in Chico, CA.

\*Note: Efforts will be made to address and solve all complaints in the first two steps of this procedure.

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Colusa County Office of Education  
Policy Council Head Start

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Date



## HEAD START/EARLY HEAD START ERSEA RECRUITMENT PLAN

CCOE-Children's Services views recruitment as a direct correlation to program enrollment. Recruitment takes place every day, however, mass recruitment and recruitment events, and resources will be determined prior to each program year. This plan oversees the Eligibility, Recruitment, Selection, Enrollment, and Attendance plans for all children in our programs.

### **Staff Responsible:**

The Division Director for Support Services will oversee the areas of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA), and the Enrollment Manager has the direct responsibility for organizing and implementation of all recruitment efforts and ensuring a successful recruitment plan is in place for the program. The Enrollment Manager holds the direct responsibility, with the Program Services Assistants also responsible for the greatest impact of overall recruitment, enrollment, and success of children and families in our programs. In addition, other CCOE-Children's Services employees all take active roles in organizing recruitment activities that may occur outside of the mass recruitment period.

### **Organization of Recruitment Efforts:**

The Enrollment Manager will develop and maintain a Recruitment Event Calendar created to document efforts and to schedule recruitment activities. The Enrollment Manager and the Program Services Assistants will maintain monthly recruitment logs that list each business/organization that were visited and type of recruitment provided. The logs are turned in to the Enrollment Manager at the end of each month and will be included in reporting during monthly Leadership Team meetings and Division meetings.

### **ERSEA Committees:**

On an annual basis, in February, the recruitment process will be reviewed, evaluated and revised as needed by the ERSEA "Advisory" Committee which is led by the Division Director for Support Services and Enrollment Manager and made up of Policy Council Members, Special Needs Coordinator, Special Education, Area Manager, teacher and Program Services Assistants. Members on this committee will provide updates on regulations and standards, provide comprehensive input for a more efficient process, and targeted audience. Recommendations and any changes will be presented to the Policy Council for approval in February. The following will be reviewed:

- The Recruitment Plan/Annual Timeline
- The Application and Head Start and Early Head Start Selection Criteria Worksheet

An ERSEA "Recruitment" Committee will support recruitment efforts throughout the entire service area and identify specific areas for focused recruitment as needed. The Enrollment Manager will lead monthly meetings that are made up of members from the ERSEA Advisory

Committee, Content Area Specialists/Coordinators, and Foster Youth Coordinator, teachers, and Data Clerk, Area Managers, and community representatives. The Enrollment Manager will provide updated flyers, posters, and materials to the recruitment committee and ensure packets are created prior to meetings. All recruitment materials must receive approval from the Executive Team and will be disseminated from the main office to be used for ERSEA purposes.

### **Recruitment Efforts**

During the February meeting, the ERSEA Recruitment Committee will submit lists of local community service agencies/businesses/service providers located throughout the county that provide services to families that may meet eligibility criteria requirements. Committee members will be placed in teams. The teams will identify a team leader and plan a calendar. Each team will make personal visits to community partner agencies that provide services and provide recruitment materials, including but not limited to flyers, posters, brochures, etc.

All families will sign in on an Inquiry List when they are interested in any center/home-based option. The Inquiry List will include their name, address, telephone number, and the child's date of birth. Each Program Services Assistant will make contact with the family to begin the application process. The Inquiry List will be submitted to the Enrollment Manager at the end of each month for tracking and monitoring.

#### **Recruitment at Local Community Service Agencies:**

Program Services Assistants will continue to update distributed recruitment materials including but not limited to banners, flyers, posters and floor standing signs, brochures, handouts, etc. within their appropriate zip codes areas in efforts to fill all vacancies within 30 days. Program Services Assistants will maintain recruitment materials and restock at community partner agencies and businesses monthly and will log the visits on the Recruitment Log as their ongoing recruitment efforts.

#### **Recruitment Within Current Programs and Policy Council Involvement:**

The Enrollment Manager and/or Program Services Assistants will ensure applications are available at all CCOE-Children's Services sites. Application packets should be accessible to all potential applicants. All Program Services Assistants will be prepared to provide immediate information, and possible application interviews, to persons who walk in when possible. We want to avoid asking potential participants to go elsewhere for assistance or information. Families are able to inquire about our programs by telephone at all times, and are able to leave a message if calling after work hours. Inquirers are encouraged to leave a telephone message on a designated extension and telephone calls are returned by the appropriate staff. Parental involvement is another way to refer eligible families. Brochures and recruitment materials will be handed out to parents and distributed during Policy Council meetings.

A-frame posters and banner displays will be displayed at all centers and rotated on a monthly basis to other locations in the community.

#### **Recruitment of Children with Special Needs:**

The Special Needs Coordinator and Enrollment Manager will work together to distribute a

recruitment folder and recruitment materials, posters, brochures, etc. to all agencies that provide services to children with disabilities within the service area, as well as for services outside of the area. The Special Needs Coordinator and Enrollment Manager will ensure all inquiries/referrals of children with disabilities are maintained to determine eligibility for programs.

### **Recruitment and Participation at Community Events:**

CCOE-Children's Services will participate in community events throughout the program year that are focused on children and families. Community event participation will include the annual Family Fair, Community Baby Shower, Ampla Health Fair, Kindergarten Registration events, and other community events. The ERSEA Recruitment committee will identify community events to participate in and assist with organization of each event.

CCOE-Children's Services vehicles will be used as mobile advertisement. CCOE-Children's Services name will be prominently displayed on all vehicles and meal delivery vehicles. All vehicles will be supplied with agency brochures and recruitment materials to promote all efforts.

### **Web-Based Recruitment:**

The CCOE-Children's Services website includes access to online applications. The Enrollment Manager will submit flyers and posters to the CCOE Communications and Public Relations Coordinator regularly to promote recruitment and enrollment efforts on the website and social media.

### **Recruitment Materials:**

Posters, brochures, flyers, and recruitment materials, etc. will be utilized at community events and for distribution. A presentation table with tablecloths and floor standing posters and program posters will be used at events to exhibit a positive and professional image. The posters will be placed in churches, agencies, schools, businesses, etc. when not being used as part of community events to increase awareness about our programs as determined by the Enrollment Manager/Program Services Assistants. Employees will wear CCOE Identification badges and when possible, will wear CCOE-Children's Services shirts with logo.

### **Recruitment & Outreach:**

The mass recruitment and outreach efforts will begin in February/March and include:

- Radio and Public Service Announcements both in English and Spanish
- Newspaper and Press Releases
- Talk to current parents about enrolling eligible siblings.
- Visit agencies and provide flyers, posters, recruitment materials, brochures
- Outreach tables at selected sites in recruitment areas
- Contact Elementary School offices to provide recruitment materials/activities for upcoming year. Attend Kindergarten Registration in each district.
- Recruitment Flyers distributed to selected public primary and elementary schools (K-6 grade)
- Informational inserts may be mailed through Social Services with monthly checks
- Posters will be distributed and displayed throughout the county and include

- apartment complexes.
- Flyers will be distributed to current Head Start parents to inform them of recruitment efforts
- CCOE Website and social media sites
- Contact will be made with community agencies and collaborative partners (see *Places to Recruit* document)
- Special Needs Coordinator will contact agencies such as, but not limited to, SELPA and Alta Regional
- Families will be contacted to reapply for Head Start using the Centralized Eligibility Lists (CEL) that are generated for these two situations: children who did not get into the program for the current school year but are still age eligible to apply for the next year, and the eligible siblings list
- Door to door recruitment if need is determined by the Community Assessment

### **Staff Training:**

Program Service Assistants, Data Support Clerk, Area Managers and key education staff will receive training from the Enrollment Manager in the following specific topics:

- A. Application and Enrollment Training when hired and in February/March
  - How to complete the Application and Selection Criteria worksheet
  - The data entry systems
  - Review process for returning children for next program year
  - How to complete the enrollment packet and apply new forms and file format
  - System for completion of health requirements
  - Numbers of completed applications needed per community/location
  - Process of closing files and maintaining confidentiality
- B. Enrollment Manager will provide training prior to mass recruitment and mass enrollment activities.
- C. File Breakdown Training in September
  - Review of file system: Child/Family Binders and distributing paperwork appropriately
  - Files closed and to storage in October.

The Division Director for Support Services and Enrollment Manager will provide training on ERSEA systems and related procedures during Pre-Service and In-Services trainings as identified.

## **HEAD START AND EARLY HEAD START SELECTION CRITERIA SYSTEM**

The formal process used for the selection of children will be referred to as the Head Start and Early Head Start Selection Criteria System. Selection criteria will be established in the following categories:

1. Age
2. Income
3. Parental Status

4. Special Selection Criteria  
(Subcategories reflective of Head Start Act)
5. Special Needs Criteria

As a part of the application process, children will be assigned priority points at the time of the application using the Head Start and Early Head Start Selection Criteria worksheet. The number of points assigned by staff is determined and is entered into the data system (Centralized Eligibility List). The Centralized Eligibility List will produce a wait list in order of each child's priority ranking.

**Selection:**

The selection will take place in the month of April (this date changes annually 120 days prior to beginning day of the following year). Eligible children will be selected for each center according to their priority ranking on the data system report and the number of allotted slots for each center (contingent upon the number of returning children). The children selected will be contacted for enrollment. All other Applications will remain on the Centralized Eligibility List (CEL). Over income, slots will be filled based on priority points and after the eligible list of children has been exhausted. Selection is ongoing as vacancies occur in year-round programs. Children with documented disabilities, will be placed in the least restrictive environment. Classroom composition and individual child needs will be considered to ensure appropriate placement.

**Enrollment Applications:**

The Program Services Assistants complete all application packets for all program options. Once completed, applications are provided to the Enrollment Manager for review. All completed applications are maintained utilizing the Centralized Eligibility List database and monitored by the Division Director for Support Services and the Enrollment Manager. Applications are completed and accepted throughout the year for the most current program year (parents need to keep application up to date). The Program Services Assistants are available to assist parents with the application process. The application is accompanied with the Head Start and Early Head Start Selection Criteria Worksheet and a list of documents that are needed for completion.

Applications are accepted on an ongoing basis throughout the school year due to year-round programs. Applications received after the selected date in April will be considered *Applications on File* and those children will be placed on a Wait List or enrolled as space becomes available.

Program Services Assistants will provide a list of all currently enrolled children, a completed Education File and a Developmental Portfolio for each child to each part-day classroom teacher on the first day of preservice. For full-day programs, this will occur at least three days prior to the child's first date of attendance.

**Enrollment Process:**

On the selected April date the enrollment process begins after selection has taken place. Data system reports will be generated to assist selected staff to contact selected families to schedule an enrollment appointment. At the enrollment appointment, the parent will be assisted by a trained staff member to fill out the forms included in the enrollment packet. After the enrollment appointment, staff will work closely with the families to ensure that all health requirements and



necessary documents are completed before the first date of attendance. As information and documentation are received, it is entered into the data entry system; reports are frequently printed for selected staff in order to know the complete/incomplete status of children.

Intakes/enrollments are ongoing as vacancies occur in year-round programs.

**Placement:**

By the end of July, children who were accepted into the program and have completed all the necessary requirements and documentation will be assigned to class sessions and home based options. Accepted children who have not completed the necessary requirements and documentation by the day prior to the first date of attendance may be moved to the Wait List.

Vacancies in the class sessions will be filled from the Wait List with children who have completed all the necessary documentation. Selection criteria will decide which child is next when all the children on the Wait List have completed all necessary requirements. The oldest child will be the next criterion in the event of a tie of priority points followed by the child with the lowest income when choosing which child is placed first. If two or more children are tied in criterion regarding both age and income, the next criterion will be the date applied (oldest application first).

Placement is ongoing as vacancies occur in year-round programs.

**Orientation:**

In August, all families who have an enrolled child will be invited to attend a small group orientation at the centers with the appropriate staff. This orientation will occur before class begins or as needed throughout the year with individual orientations being held with newly enrolled children.

**Evaluation:**

In November, there will be an evaluation of the recruitment/enrollment process which just took place. There will be a review of what worked, what didn't work, and an opportunity for staff to brainstorm ideas/suggestions for improvement for both the EHS and HS programs. The following February, meeting minutes from the November Evaluation Meeting, as well as the current Recruitment Plan and Head Start and Early Head Start Selection Criteria Worksheet, will be reviewed as the new recruitment year begins. If any changes to the Recruitment Plan or the Head Start and Early Head Start Selection Criteria Worksheet are requested or necessary, the amended Recruitment Plan and the amended Head Start and Early Head Start Selection Criteria Worksheet will be brought before the Policy Council in February/March for approval.

## HEAD START AND EARLY HEAD START SELECTION CRITERIA

**NOTE:** If this family does not have children under the age of 5, do not complete this form.

CHILD'S NAME: _____		TODAY'S DATE: _____	
DOB: _____		STAFF'S INITIALS: _____	
Points that may be awarded based on family/child circumstances. Award all that apply.			
Circumstances	Points	Points Awarded	Comments
<b>Age Selection Criteria</b>			
4 Years of age by September 1st	97		
3 Years of age by September 1st	43		
Pregnant Mom	37		
2 Years of age by September 1st.	43		
<b>Income Selection Criteria</b>			
Income Eligible	97		
Over Income	0		
TANF Income Eligible	97		
TANF Over Income	57		
SSI Income Eligible	97		
SSI Over Income	57		
<b>Parental Status</b>			
Foster Family	97		
Single Parent	55		
Teen Parent	97		
Grandparent/Legal Guardian	55		
County Adoption	57		
<b>Special Selection Criteria</b>			
Transient Homeless	97		
Substandard Housing	57		
Homeless living with relatives/friends	45		
Limited English Speaking Family	37		
Parent has less than High School Education	37		
Sibling or Parent Diagnosed with Special Needs (57 points for first family member, 20 points to additional members)	57-97		
Child Previously had an IFSP/IEP	77		
Previously enrolled in EHS/HS or Sibling in EHS/HS	57		
Parent Incarcerated/In Residential Rehab	57		
Referral from CPS	97		
Referral from MDT, Behavioral Health/Qualified Licensed Professional or Special Education/Alta Regional	77		
<b>Special Needs Criteria</b>			
Child Diagnosed with Disability (IFSP/IEP)	V if yes		
<b><i>This section to be filled by Special Needs Coordinator only</i></b>			
IFSP/IEP (100 points for 1 service, 250 for 2 services, 375 for 3 services, 450 for 4 or more services)	100-450		
<b>Grand Total</b>			Updated 1/25/2021



Home / Specialized Programs / Early Education / Contractor Information

## Management Bulletin 22-01

This REVISED Management Bulletin (MB) is to notify and provide guidance to California State Preschool Programs (CSPP) on the first stage of rate reform that will be implemented January 1, 2022.

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### Early Education Division

**Subject:** Rate Reform Implementation Guidance - *REVISED*

**Number:** 22-01

**Date:** January 28, 2022

**Expires:** Until Rescinded

**Authority:** Assembly Bill (AB) 131 (Chapter 116, Statutes of 2021); Senate Bill (SB) 168 (Chapter 261, Statutes of 2021)

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

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<begin add> ***Note: This MB revises and replaces MB 21-15. For ease in determining what has been revised from MB 21-15, all new text can be seen in bold italic font with difference marking around the additions that reads <begin add> and <end add>. Any deletions can be found as bold italic font that is struck through, also with difference marking around the deletions that read <begin delete> and <end delete>.***

***All changes/additions found in this MB supersede the guidance found in MB 21-15*** <end add>

### Purpose

This <begin add> ***REVISED*** <end add> Management Bulletin (MB) is to notify and provide guidance to California State Preschool Programs (CSPP) on the first stage of rate reform that will be implemented January 1, 2022.

### Policy

Pursuant to *Education Code (EC)* Section 8242(c), beginning January 1, 2022, CSPP will be reimbursed at the greater of the following:

- (1) The 75th percentile of the 2018 Regional Market Rate (RMR) survey; or
- (2) The contract per-child reimbursement amount as of December 31, 2021.

Throughout this MB, the rate resulting from this comparison is referred to as the “contract rate”. This MB includes part-time and full-time contract rates that contractors must use beginning January 1, 2022.

The full-time contract rate is the basis of reimbursement for children certified for full-time services. The part-time contract rate is the basis of reimbursement for children certified for part-time services. **The basis for utilizing the full-time and part-time daily equivalent rate is determined by the total weekly certified hours included on the child’s certified schedule for the entire 12-month eligibility period, and no longer based on the number of hours certified for each day.**

For contractors where the 75th percentile of the 2018 RMR survey is higher than the contract per-child reimbursement amount as of December 31, 2021, the California Department of Education (CDE) has created a daily equivalent rate for contractors to use, which can be found in the document titled California State Preschool Program Contract Rates by Service County, Attachment B. The CDE has created this daily equivalent rate from the Preschool part time and full time monthly RMR for ease of implementation and reporting.

Contractors with rates that are changing will receive an allocation letter amendment from the CDE Contracts Office.

Contractors who have a contract per-child reimbursement amount on December 31, 2021, that is higher than the 75th percentile of the 2018 RMR survey, will continue to receive the higher contract rate.

## Directives for Implementation

This MB includes the following:

- *Rate Reform Implementation Guidance* (Attachment A)
  - ✦ Accessible, Section 508 Compliant Version:  
<http://www.cde.ca.gov/sp/cd/ci/documents/implementguide508.docx>
  - ✦ Non-Section 508 Compliant Version:  
<http://www.cde.ca.gov/sp/cd/ci/documents/implementguide.docx>
- *California State Preschool Program Contract Rates by Service County* (Attachment B)
  - ✦ CSPP Contract Rates:  
<http://www.cde.ca.gov/fg/aa/cd/documents/csppcontractrateattb.xlsx>

Attachment A has the force and effect of law pursuant to AB 168, Chapter 261 of the Statutes of 2021, Section 4. For ease of reference, it has been denoted with Article and section numbers consistent with proposed *Title 5* California State Preschool regulations.

## Implementation for all CSPP Contractors

Reimbursement requirements, including implementation for adjustment factors, for all CSPP contractors (including Family Child Care Home Education Network [FCCHEN] contractors) are contained in Attachment A, sections 17835-17838.

Full-time reimbursement must be used for all children with certified schedules of 30 hours total or more per week. Part-time reimbursement must be used for all children with certified schedules of less than 30 hours total per week. Pursuant to changes in *EC*, contractors serving children that are, prior to January 1, using the three-quarter time adjustment factor must determine whether those children fall into part-time or full-time as of January 1.

**CSPP contractors that operate in multiple service counties will be reimbursed for and will report enrollment based on the service county in which the child receives services.**

### **Reimbursement for FCCHEN providers**

Specific requirements for contractors' reimbursement of Family Child Care Home (FCCH) providers operating through a FCCHEN are contained in Attachment A, sections 17840-17843.

## **Contractor Reimbursement and Reporting Requirements**

CSPP contract rates effective January 1, 2022 are provided in Attachment B.

As described above, in order to implement *EC* Section 8242(c) and streamline reporting, contractors will utilize a calculated daily equivalent rate. The daily equivalent rate is based on the greater of the preschool monthly RMR at the 75th percentile of the 2018 survey or contractors' contract per-child reimbursement amount as of December 31, 2021. The monthly (both part-time and full-time) rates and their daily equivalents can be found in Attachment B.

Contract rates will continue to be a term of the CSPP contract; however, contractors may have multiple contract rates if they operate in multiple service counties. Rates will be specific to the county in which services are provided to certified children. Both full and part-time rates by county, as well as the applicable part-time adjustment factor, can be found in Attachment B, California State Preschool Program Contract Rates by Service County

<https://www.cde.ca.gov/fg/aa/cd/documents/csppcontractrateattb.xlsx>.

## **Reporting Updates for Contractors That Provide Services in Multiple Counties**

Effective January 1, 2022, reimbursement will be based on the county in which preschool services are provided. As such, contractors must report enrollment for each service county in which services are provided. This will ensure that the Early Education and Nutrition Fiscal Services (EENFS) office can reimburse contractors accurately.

~~<begin delete> The Child Development Provider Accounting Reporting Information System (CPARIS) will be updated in January 2022 to allow contractors to report enrollment by service county. Income and expenditure reporting will not be impacted by this change and will continue to be reported at the contract, not service county, level. <end delete>~~

<begin add> ***The Child Development Provider Accounting Reporting Information System (CPARIS) will be updated in February 2022 to allow contractors to report enrollment by service county. Income and expenditure reporting will not be impacted by this change and will continue to be reported at the contract, not service county, level.*** <end add>

## Changes to Time-Base Categories

The following time-base categories will exist as of January 1, 2022: part-time and full-time. Effective January 1, 2022, the three-quarter-time category has been stricken from *EC* and is no longer applicable. In addition to these time-base categories, contractors who have children certified for full-time services who receive more than 10.5 hours on any individual day will receive an adjustment factor for those days (see Section 17837 of Attachment A).

Contractors must now report all children with a certified schedule of less than 30 hours total per week as part-time and all children with a certified schedule of 30 hours or more per week as full-time. The child's certified enrollment is based on the number of hours per week the child is enrolled; however, enrollment will continue to be reported for each day the child is enrolled.

If a child is certified for full-time service and for any individual day the child is enrolled more than 10.5 hours, the child must be reported as full-time plus on that day.

## Reporting Example of Child's Weekly Full-Time Enrollment

If a child is certified to receive services Monday through Thursday for 8 hours per day, and on Friday for 3 hours, totaling 35 hours per week, the child should be reported within the full-time rate category. The contractor must report the child's enrollment for all 5 days of the week as full-time child days of enrollment, because the child's total enrollment for the week is 30 hours or more.

### Number of Hours Child is Certified:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Total Weekly Hours
Week 1	8	8	8	8	3	35 = Full Time
Week 2	8	8	8	8	3	35 = Full Time
Week 3	8	8	8	8	3	35 = Full Time
Week 4	8	8	8	8	3	35 = Full Time

### How to Report Enrollment on Enrollment, Attendance and Fiscal Report:

Week	Monday	Tuesday	Wednesday	Thursday	Friday

Week 1	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
Week 2	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
Week 3	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
Week 4	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time

## Reporting Example of Child's Weekly Part-Time Enrollment

If a child is certified to receive services Monday, Tuesday, Wednesday and Friday for 5 hours per day, and on Thursday for 8 hours, totaling 28 hours per week, the child should be reported within the part-time rate category. The contractor must report the child's enrollment for all 5 days of the week as part-time child days of enrollment, because the child's total enrollment for the week is less than 30 hours.

### Number of Hours Child is Certified:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Total Weekly Hours
Week 1	5	5	5	8	5	28 = Part-time
Week 2	5	5	5	8	5	28 = Part-time
Week 3	5	5	5	8	5	28 = Part-time
Week 4	5	5	5	8	5	28 = Part-time

### How to Report Enrollment on Enrollment, Attendance and Fiscal Report:

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Part-time	Part-time	Part-time	Part-time	Part-time
Week 2	Part-time	Part-time	Part-time	Part-time	Part-time
Week 3	Part-time	Part-time	Part-time	Part-time	Part-time
Week 4	Part-time	Part-time	Part-time	Part-time	Part-time

## <begin add>**REVISED:**<end add> Reporting Example of Child Enrolled Mid-Month

<begin delete> ~~**If a child is certified to receive services mid-month, resulting in less than 30 hours of services in the first week of enrollment, the child will be reported as part-time for the first week of enrollment. For example, if a child is enrolled for two eight-hour days in week one, the child's total certified hours of care is 16 hours. For week one, the child will be reported as part-time. If in subsequent weeks the child is enrolled Monday through Friday for eight hours per day, the child will be reported as full-time for those weeks.**~~ <end delete>

<begin add>**REVISED:** *In instances where a child is enrolled mid-month, contractors should use the child's certified schedule based on a full week of services to determine whether the child is deemed as a part-time (less than 30 hours per week) or full-time (30 hours per week or more) enrollment. Children enrolled mid-month shall be reported based on their certified schedule (encompassing one full week of services) beginning with their first day of enrollment. For example, if a child is certified 8 hours per day and five days per week, which results in a full-time schedule, and enrolled beginning on a Thursday, the child will be reported as full-time beginning on Thursday.* <end add>

### Number of Hours Child is Certified:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Total Weekly Hours
Week 1	N/A	N/A	N/A	8	8	16
Week 2	8	8	8	8	8	40
Week 3	8	8	8	8	8	40
Week 4	8	8	8	8	8	40

### <begin add>**REVISED:**<end add> How to Report Enrollment on Enrollment, Attendance and Fiscal Report:

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	N/A	N/A	N/A	<begin delete> <del><b>Part-time</b></del> <end delete>  <begin add> <b>Full-time</b> <end add>	<begin delete> <del><b>Part-time</b></del> <end delete>  <begin add> <b>Full-time</b> <end add>



				<end add>	
Week 2	Full-time	Full-time	Full-time	Full-time	Full-time
Week 3	Full-time	Full-time	Full-time	Full-time	Full-time
Week 4	Full-time	Full-time	Full-time	Full-time	Full-time

## Reporting Example of Child's Full-Time-Plus Enrollment

Children receiving full-time reimbursement and certified for ten and a half (10.5) hours per day or more will continue to be reported as full-time plus on the specific days in which they receive services for 10.5 hours or more. For example, if a child is certified to receive services for 10.5 hours two days per week, and eight hours three days per week, a monthly report incorporating four weeks and 20 days would indicate eight (8) full-time-plus child days of enrollment and twelve (12) full-time child days of enrollment.

### Number of Hours Child is Certified:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Total Weekly Hours
Week 1	8	10.5	8	10.5	8	45
Week 2	8	10.5	8	10.5	8	45
Week 3	8	10.5	8	10.5	8	45
Week 4	8	10.5	8	10.5	8	45

### How to Report Enrollment on Enrollment, Attendance and Fiscal Report:

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Full-time	Full-Time-Plus	Full-time	Full-Time-Plus	Full-time
Week 2	Full-time	Full-Time-Plus	Full-time	Full-Time-Plus	Full-time
Week 3	Full-time	Full-Time-Plus	Full-time	Full-Time-Plus	Full-time

Week 4	Full-time	Full-Time-Plus	Full-time	Full-Time-Plus	Full-time

## Reporting Provider Payments

CSPP contractors with children enrolled in a FCCHEN must report the sum of provider payments within CPARIS. This information should be reported in the Reimbursable Expenses section, on the Direct Payments to Providers (FCCH only) line.

## Background and Authority

The AB 131 amended *EC* section 8242, which requires that as of January 1, 2022, CSPP contractors will be reimbursed at the greater of the following:

- (1) The 75th percentile of the 2018 regional market rate survey; or
- (2) The contract per-child reimbursement amount as of December 31, 2021.

AB 131 also requires that multiple working groups are established to better understand rate reform and the impacts on quality. The state and Child Care Providers United (CCPU) - California are required to establish a Joint Labor Management Committee (JLMC) to develop recommendations for a single reimbursement rate structure that addresses quality standards for equity and accessibility while supporting positive learning and developmental outcomes for children. The California Department of Social Services (CDSS) is required to secure a contractor, in consultation with the JLMC, to assist with the work to be completed. The JLMC is required to develop the recommendations for a single reimbursement rate system no later than November 15, 2022, to inform the Governor's proposed budget for the 2023–24 fiscal year, which will be presented to the Legislature by January 10, 2023.

Further, the CDSS, in consultation with the CDE, is required to convene a working group separate from the JLMC to assess the methodology for establishing reimbursement rates and the existing quality standards for child care and development and preschool programs, including, but not limited to, licensing standards and program quality standards in Title 5 of the California Code of Regulations, for equity and accessibility to all provider types and settings. No later than August 15, 2022, the working group is tasked with providing recommendations, including, but not limited to, recommendations on how to define child care workforce competencies and how these competencies would align with rate reform.

Section 4 of SB 168 (Chapter 261 of the Statutes of 2021) authorizes the CDE to provide guidance and instruction to implement rate reform through an MB, notwithstanding the Administrative Procedures Act, on or before December 31, 2021.

SB 168 also directs the CDE and the California Department of Social Services to examine the impact of time-based and special criteria adjustment factors on center-based contractors. The bill authorizes the state to make changes to time-base and special criteria adjustment factors that supersede statute, pursuant to approval from the Joint Legislative Budget Committee.

Upon analysis of data and in keeping with the directive of law, the state has determined that changes are needed to the time-base and special criteria adjustment factors and has notified the Joint Legislative Budget Committee of these changes in writing. The Joint Legislative Budget Committee approved this plan on December 1, 2021, and the attached guidance reflects this approved plan. As such, CDE has included guidance for the approved time-base and special criteria adjustment factors in this MB. The guidance in this MB has the full force and effect of law.

Pursuant to SB 168, the CDE is required to initiate a rulemaking action no later than December 31, 2023, which will supersede this guidance.

## Resources

If you have **programmatic** questions regarding the information in this MB, please contact your assigned EED Program Quality Implementation (PQI) office Regional Consultant. The CDE, EED Consultant Regional Assignments directory web page can be located at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have **fiscal** questions regarding the information in this MB, please contact your assigned EENFS fiscal apportionment analyst. The EENFS fiscal analyst directory web page can be located at <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

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

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

For more information about California Department of Social Services (CDSS) Community Care Licensing Division (CCLD), which provides guidance on social and physical distancing, ratio and group sizes, and healthy practices during the COVID-19 pandemic, please visit their website at <https://www.cdss.ca.gov/inforesources/community-care-licensing>.

For the California Department of Public Health's (CDPH) COVID-19 guidance for childcare providers and programs, visit the CDPH web page at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Child-Care-Guidance.aspx>

For information about federal and state guidance and response to the COVID-19 pandemic, please refer to the Centers for Disease Control and Prevention (CDC) web page at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>, the California

Department of Public Health's web page at

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>, and the California COVID-19 Response website at <https://covid19.ca.gov/>.

For information about COVID-19 guidance from the Office of Head Start, please visit their web page at <https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/ohs-covid-19-updates>.

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Stephen Propheter, Director  
Early Education Division

**Questions: Early Education Division| 916-322-6233**

Last Reviewed: Tuesday, February 1, 2022

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