



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

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

Date: Wednesday, August 24, 2022

Time: 9:00 a.m.

Location: Education Village - 499 Margurite Street in Williams

Agenda

- 1.0 Call Meeting to Order - TIME: _____
 - 1.1 Pledge of Allegiance
- 2.0 Roll Call
- 3.0 Approve the Minutes of May 24, 2022 Policy Council Meetings **Action**
action _____ motion _____ second _____ yes _____ no _____
- 4.0 Public Comments & Presentations **Informational**
 - 4.1 None
- 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
None
 - 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 New Business **Action**

7.1 Approve the Program Improvement Grant Application (SF424)

8.0 Correspondence Informational

8.1 Management Bulletin 22-04: Guidance on Identification of Dual Language Learners

8.2 ACF-IM-HS-22-04: Competitive Bonuses for the Head Start Workforce

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

Action

action _____ motion _____ second _____ yes _____ no _____

10.0 Announcements

11.0 Advanced Planning

11.1 Next Scheduled Meeting Date: September 28, 2022 at 9:00am
(**Fourth Wednesday of the Month**) Education Village,

12.0 Adjournment - TIME: _____

**Colusa County Office of Education
Children's Services
Early Head Start/Head Start & State Programs
Policy Council Meeting Minutes
May 25, 2022**

Policy Council Members Present: Patricia Larios, Christal Burrious, Blanca Veloz,
Zoom: Marisa Apaseo, Irene Rivera, & Maria L. Medina

**Newly Elected Policy Council
Member Present:**

Other Members Present: Michael P. West, 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

Vice-Chairperson, Patricia Larios, called the meeting to order at 9:05A.M.

2.0 Roll Call

Vice-Chairperson, Patricia Larios, took roll call.

3.0 Approve the Minutes of April 27, 2022 Policy Council Meeting

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

4.0 Public Comments & Presentations

Patricia Larios, Policy Council Vice-Chairperson and Family Engagement Coordinator, Lydia Navarro shared a PowerPoint of pictures of the Head Start Advocacy Day at the State Capitol. Both Patricia and Lydia said it was a wonderful experience!

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. Williams Preschool Learning Center A PM Representative Blanca Veloz shared that Teacher Betty is currently the sub. She said Teacher Betty is doing a great job relating to the children. Christal Burrious, Colusa Head Start Representative said the children have been doing activities for kindergarten transition.

6.3 Content Area Training

6.3.1 Child Outcomes - Donyale Miller, Division Director - Early Education Services

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

6.4 Community Member Reports

6.4.1 Colusa County One-Stop - Marisa Apaseo

Marisa shared Employment Development Department (EDD) will have virtual services. A flyer will be distributed with more information.

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

Superintendent, Mike West shared updates with Policy Representatives. There are many positions open at this time. Districts have been planning for summer programs and the new fiscal year. Mr. West also shared the importance if anyone sees someone struggling or in need of support to reach out to others (staff, pastors, county agencies, etc.). We need to "say something if we see something that is not right."

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, reported on enrollment, attendance of children partially funded by other programs and program information summaries as presented.

Executive Director, Vicki Markss shared the following information:

EHS/HS program has applied for the new grant. The goal for the new year is to enroll children in the classrooms to our full capacity. As Mr. West

shared we also have vacant positions. More information on open positions can be obtained on the EdJoin website:

[Colusa County Office Of Education Job Portal \(edjoin.org\)](https://edjoin.org)

Children's Services participated in the Welcome Fair at the Migrant Housing in Williams on May 6, 2022.

Universal Pre-Kindergarten Parent Information Night was held for Williams families at the Williams Elementary School on May 3rd at 5:30pm.

The half day programs will be ending this week and the full day programs will continue to operate.

Children's Services is finalizing budgets and making plans for new fiscal year.

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

There will be a Spanish Trauma Informed Care Training. A flyer will be distributed to all sites and shared on Learning Genie with the dates and time.

Parent Café was held last week. There was low attendance. Another Parent Café will be held in the month of June. A flyer will be sent out with date and time.

Footsteps2Brilliance program will have Storytime and activities on June 30 and July 21 from 6:30-7:30pm. The event will be held at Colusa County Office of Education - 345 5th Street in Colusa. Footsteps2Brilliance program will also have another Storytime and activities on June 29 and July 20 from 6:30-7:30pm. The event will be held at Education Village - 499 Margurite Street in Williams.

7.0 Personnel - None

8.0 New Business

8.1 Approve Cost of Living Allocation and Quality Improvement Budget Application

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

9.0 Correspondence

9.1 ACF-IM-HS-22-03: Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program

Information was included in your packets.

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

None

11.0 Announcements

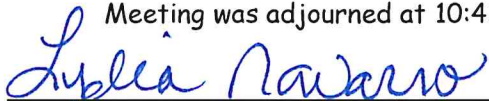
Thank you to all the parents for their participation on the Policy Council. Parent representatives continue with their term until October 2022. The newly elected parents get seated in October. Parents can continue on the Policy Council for up to 5 years. Each year the parent will need to be nominated.

12.0 Advanced Planning

12.1 Next Scheduled Meeting Date: August 24, 2022 at 9:00am
(Fourth Wednesday of the Month) Education Village, Therapy Room/Via Zoom Application

13.0 Meeting Adjournment

Meeting was adjourned at 10:42a.m



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
25 de mayo del 2022**

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

Nuevos miembros del Concilio:

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

Miembros Presente del Personal: Vicki Markss, Directora Ejecutiva, Servicios de Niños
Rosa Talamantes, Especialista en Contabilidad de Programas
Donyale Miller, Directora de División, Servicios de Educación
Lydia Navarro, Coordinadora de Compromiso Familiar

1.0 Dar comienzo a la junta

La junta fue comenzada por Vice Presidente, Patricia Larios a las 9:05AM.

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 27 de abril del 2022

Resultado: Aprobado
Moción: Christal Burrious
Segunda: Blanca Veloz
Si: Christal Burrious, Blanca Veloz, Marisa Apaseo, Irene Rivera, y
Maria L. Medina

4.0 Comentarios del Público y Presentaciones

Patricia Larios, Vicepresidente compartió una presentación de fotografías en PowerPoint de del Día de Abogacía del Programa Head Start en el Capitolio del Estado. ¡Tanto Patricia como Lydia dijeron que fue una experiencia maravillosa!

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*)

Christal Burrious, tesorera del concilio, 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.

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 WPLC de Williams, Blanca Veloz, compartió que la maestra Betty está haciendo un gran trabajo. Representante, Christal Burrious dijo que los niños están participando en actividades de transición al kínder.

6.3 Entrenamiento de Área de Formación de Contenidos

6.3.1 Salud y Nutrición - Irma Roque, Especialista de Salud, Servicios para Niños

Donyale Miller compartió una presentación de PowerPoint con representantes del Concilio de Pólizas. Donyale puede ser contactada al dmiller@ccoe.net o al (530)458-0350 ext. 10318

6.4 Reporte de los Miembros de la Comunidad

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

Marisa compartió el Departamento de Desarrollo de Empleo (EDD) tendrá servicios virtuales o en Zoom. Se enviará más información.

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

El Superintendente, Mike West, compartió actualizaciones con representantes de concilio. Hay muchas posiciones abiertas en este momento. Los distritos han estado planeando programas de verano y el nuevo año fiscal. El Sr. West también compartió la importancia si alguien ve a alguien luchando o en necesidad de apoyo para llegar a otros (personal, pastores, agencias del condado, etc.). Necesitamos "decir algo si vemos algo que no está bien".

6.5 Reporte del Director

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

Vicki Markss, Directora Ejecutiva, Servicios de Niños, 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 compartió la siguiente información:

El programa EHS/HS ha solicitado la nueva subvención. El objetivo para el nuevo año es inscribir a los niños en las salones a nuestra capacidad máxima. Como compartió el Sr. West, también tenemos puestos vacantes. Se puede obtener más información sobre los puestos vacantes en el sitio web de EdJoin: Portal de Empleo de la Oficina de Educación del Condado de Colusa. [Colusa County Office Of Education Job Portal \(edjoin.org\)](https://edjoin.org)

Servicios de Niños participó en la Feria de Bienvenida en el Campo Migratorio en Williams el 6 de mayo de 2022.

La Noche Universal de Información para Padres de Pre-Kindergarten se llevó a cabo para las familias de Williams en la Escuela Primaria Williams el 3 de mayo a las 5:30 p.m.

Los programas de medio día terminarán esta semana y los programas de día completo continuarán operando.

Servicios para Niños está finalizando los presupuestos y haciendo planes para el nuevo año fiscal.

6.6 Reporte de Coordinadora de Compromiso Familiar

Habrà un entrenamiento sobre el trauma en Español. Se distribuirà un folleto a todos los salones y se compartirà en Learning Genie con las fechas y la hora.

El "Parent Café" se llevó a cabo la semana pasada. Hubo poca asistencia. Otro Parent Café se llevará a cabo en el mes de junio. Se enviarà un folleto con fecha y hora.

El programa Footsteps2Brilliance tendrá Cuentos y actividades el 30 de junio y el 21 de julio de 6:30 a 7:30 pm. El evento se llevará a cabo en la Oficina de Educación del Condado de Colusa - 345 5th Street en Colusa. El programa Footsteps2Brilliance también tendrá otro evento de Cuentos y actividades el 29 de junio y el 20 de julio de 6:30 a 7:30 pm. El evento se llevará a cabo en Education Village - 499 Margurite Street en Williams.

7.0 Personal - Ninguno

8.0 Nuevos Negocios

8.1 Aprobar la solicitud de presupuesto de asignación y mejora de la calidad del costo de vida

Resultado: Aprobado
Moción: Christal Burrious
Segunda: Blanca Veloz
Si: Christal Burrious, Blanca Veloz, Marisa Apaseo, Irene Rivera, y
Maria L. Medina

9.0 Correspondencia

9.1 ACF-IM-HS-22-03: Elegibilidad categórica de Head Start para familias elegibles para el Programa de Asistencia Nutricional Suplementaria

La información fue incluida en sus paquetes.

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

Ninguno

11.0 Anuncios

Gracias a todos los padres por su participación en el Concilio de Pólizas. Los representantes de los padres continúan con su mandato hasta octubre de 2022. Los padres recién elegidos se sientan en octubre. Los padres pueden continuar en el Concilio de Polizas hasta por 5 años. Cada año, el padre deberá ser nominado.

12.0 Planificación Avanzada

12.1 Próxima fecha de reunión programada: 24 de agosto de 2022 a las 9:00 a.m.
(Cuarto miércoles del mes) Education Village, Sala de terapia /o a través de la aplicación Zoom

13.0 Aplazamiento

Termino la junta a las 10:42a.m.

Notas por: Lydia Navarro, Coordinadora de Compromiso Familiar

Policy Council
Head Start Budget Report
as of

June 30, 2022

Fiscal Year 2021/2022

OPERATING COSTS	OBJECT CODE	Head Start Budget	Head Start What we have spent	Balance
		5210	5210	
Certificated Salaries = Teachers, Administrators	1000's	359,925	356,197	3,728
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	349,041	292,472	56,569
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	279,003	261,015	17,988
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	53,478	67,450	(13,972)
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	227,248	244,149	(16,901)
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	169,142	121,424	47,718
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		22,401	22,401	0
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.	7000's	90,167	90,167	0
TOTAL OPERATING COSTS TO DATE		1,550,405	1,455,275	95,130
% OF YEAR COMPLETED			100%	
TOTAL BUDGET FOR 20/21		1,550,405	1,455,275	
% OF BUDGET SPENT TO DATE			93.9%	

Policy Council
Early Head Start Budget Report
as of

June 30, 2022

Fiscal Year 2021-2022

Certificated Salaries = Teachers, Administrators	1000's	145,491	141,247	4,244
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	239,786	253,972	(14,186)
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	148,488	147,044	1,444
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	29,406	29,039	367
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	111,833	103,703	8,130
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	14,143	14,247	(104)
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		14,929	14,929	0
Indirect Costs = 7.25% , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		50,020	50,020	(0)
TOTAL OPERATING COSTS TO DATE		754,096	754,201	(105)
% OF YEAR COMPLETED			100%	
TOTAL BUDGET FOR 20/21		754,096	754,201	
% OF BUDGET SPENT TO DATE			100.0%	

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

June 30, 2022

Fiscal Year 2021-2022

Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	46,145	47,111	(966)
Consulting Services = Contractor costs.	5000's	1,000	34	966
Equipment = Equipment and items with a cost of over \$5,000.	6000's		0	0
Indirect Costs = 7.25% , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		3,418	3,418	(0)
TOTAL COSTS TO DATE		50,563	50,563	(0)
% OF YEAR COMPLETED			100%	
TOTAL BUDGET FOR 20/21		50,563	50,563	
% OF BUDGET SPENT TO DATE			100.0%	

Policy Council
AmRescuePI Budget Report
as of
June 30, 2022
Fiscal Year 2021-2022

Certificated Salaries = Teachers, Administrators	1000's	68,000	40,180	27,820
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	20,000	16,877	3,123
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	46,000	18,906	27,094
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	30,506	49,871	(19,365)
Consulting Services = Contractor costs.	5000's	22,918	25,998	(3,080)
Equipment = Equipment and items with a cost of over \$5,000.	6000's		538	(538)
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		13,588	11,008	2,580
TOTAL COSTS TO DATE		201,012	163,377	37,635
% OF YEAR COMPLETED			100%	
TOTAL BUDGET FOR 20/21		201,012	163,377	
% OF BUDGET SPENT TO DATE			81.3%	

[illegible]

May

[illegible]

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	1917	2878	2426	2877	1777	
2	Lunches	1833	2003	3035	2775	2521	1701	1772	2212	3179	2674	3221	1832	
3	Snacks	1614	1185	1565	1483	1321	729	888	1110	1492	1434	1524	1618	
4	Total	5196	5035	7395	6755	6177	3947	4321	5239	7549	6534	7622	5227	70997
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	\$ 9,661.76	\$ 11,201.97	\$ 16,369.47	\$ 13,789.08	\$ 16,485	\$ 9,645	
6	Expected Reimbursement	\$ 10,263.77	\$ 10,327.24	\$ 15,627.73	\$ 14,277.89	\$ 13,151.76	\$ 8,757.08	\$ 9,144.40	\$ 11,064.75	\$ 15,844.67	\$ 13,446.78	\$ 16,091	\$ 10,772	
7	HS/EHS % of all meals served	24%	34%	34%	35%	34%	39%	39%	38%	38%	37%	35%	33%	
8	HS/EHS Meal Count	1,308	1,676	2,552	2,409	2,070	1,539	1,711	2,014	2,896	2,409	2,910	1,722	25,216

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

Rationale by item number

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

Monthly Meal Counts														
Contract # 06-2105-1J														
	All Center Programs	July	August	September	October	November	December	January	February	March	April	May	June	Total
1	Breakfasts	1670												
2	Lunches	1755												
3	Snacks	1516												
4	Total	4941	0	0	0	0	0	0	0	0	0	0	0	4941
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**													
6	Expected Reimbursement	\$ 9,913.90												
7	HS/EHS % of all meals served	31%												
8	HS/EHS Meal Count	1,573												

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

Rationale by item number

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



Credit Card and Charge Account Expenditure Report

As of 5/31/2022

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	05/01/22-05/31/22	Cal Card	\$ 536.24	Vicki Markss	Amazon	Recruitment Supplies
				\$ 35.34	Vicki Markss	Amazon	CPLC-A & B Classroom Materials
				\$ 107.79	Vicki Markss	Amazon	CCC T - Replacement Classroom Material
				\$ 181.63	Vicki Markss	Amazon	CPLC-B - Classroom Materials
				\$ 23.57	Vicki Markss	Amazon	Presentation Clicker for CS and Policy Council
				\$ 205.83	Vicki Markss	Amazon	Recruitment Supplies
				\$ 26.76	Vicki Markss	Amazon	CPLC-A & B Classroom Materials
				\$ 141.57	Vicki Markss	Amazon	CHS- Classroom Supplies
				\$ 2,800.42	Vicki Markss	School Specialty	WCC-P2 - Replacement Supplie
				\$ 8.23	Vicki Markss	Walmart	WCC P1- Consumables
				\$ 87.89	Vicki Markss	Walmart	CPLC-B - Consumables
				\$ 22.67	Vicki Markss	Walmart	WPLC B - Classroom Materials
				\$ 261.62	Vicki Markss	MacGill	Classroom Posters for all Sites
				\$ 323.00	Vicki Markss	Vista Print	Head Start Performance Standards
				\$ 3,861.42	Vicki Markss	Positive Promotions	Embroidered Promotional CS Supplies
				\$ 1,179.69	Vicki Markss	Positive Promotions	Recruitment Supplies
			Wayman's 76	\$ 267.95	Food Service Staff	Fuel	
			Alsco Geyer	\$ 15.00	Maintenance	Supplies	ACC-I Cleaning Supply
			Alsco Geyer	\$ 1.37	Maintenance	Supplies	ACC-P Fix Table Legs
			Messicks	\$ 127.47	Maintenance	Supplies	WCC Landscaping
			Messicks	\$ 445.60	Maintenance	Supplies	WCC-T Ticket # 1758
			Messicks	\$ 52.51	Maintenance	Supplies	WCC & CCC Custodial Supplies
			Messicks	\$ 17.68	Maintenance	Supplies	WCC Lock Replaced
			Messicks	\$ 19.28	Maintenance	Supplies	WCC Ticket # 1934



Credit Card and Charge Account Expenditure Report

As of 6/30/2022

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	06/01/22-06/30/22	Cal Card	\$ 91.08	Vicki Markss	Amazon	Office Supplies for Area Manager
				\$ 33.62	Vicki Markss	Amazon	Office Supplies for Children's Services
				\$ 53.00	Vicki Markss	Amazon	Smead folders for children's Files
				\$ 139.40	Vicki Markss	Amazon	Office Supplies for Program Accounting Specialist
				\$ 2,937.83	Vicki Markss	Hyatt Regency	Head Start Conference Hotel Stay for Leadership Team
				\$ 1,228.87	Vicki Markss	Southwest	Head Start Conference Flight Tickets for Leadership Team
			Wayman's 76	\$ 470.61	Food Service Staff	Fuel	
			Messicks	\$ 1.06	Maintenance	Supplies	CCC Kitchen Ticket # 1976
			Messicks	\$ 21.45	Maintenance	Supplies	CCC P - Ticket # 1985
			Messicks	\$ 224.77	Maintenance	Supplies	WCC T- Ticket # 1964
			Charlie's Electric	\$ 147.50	Maintenance	Supplies	CCC Kitchen Circuit



Credit Card and Charge Account Expenditure Report

As of 7/31/2022

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	07/01/22-07/31/22	Cal Card	\$ 39.78	Vicki Markss	Amazon	Office Supplies for Education Program Supervisor
				\$ 27.55	Vicki Markss	Amazon	CCC Toddler - Replacement Supplies
				\$ 646.91	Vicki Markss	Amazon	All Site - Medical Supplies
				\$ 84.61	Vicki Markss	Amazon	CPLC-B Classroom Materials
				\$ 239.70	Vicki Markss	Amazon	CS Staff Wellness Supplies
				\$ 125.00	Vicki Markss	Teachstone	Class Recertification for Education Division Manager
				\$ 125.00	Vicki Markss	Teachstone	Class Recertification for Education Program Supervisor
				\$ 129.75	Vicki Markss	Walmart	CCC Toddler-Replacement Classroom Supplies
				\$ 137.37	Vicki Markss	Walmart	ACC P - Classroom Materials
				\$ 37.94	Vicki Markss	Walmart	ACC T - Classroom Materials
				\$ 310.15	Vicki Markss	Walmart	Training Materials
				\$ 95.45	Vicki Markss	Walmart	CCC Infant - Replacement Classroom Supply
				\$ 448.31	Vicki Markss	Home Depot	CCC Toddler - Classroom Supplies
				\$ 370.01	Vicki Markss	MacGill	All Site- Supplies for hearing test
				\$ 2,171.63	Vicki Markss	Vista Print	All Program Recruitment Supplies
				\$ 173.32	Vicki Markss	Caffeinated	Leadership Retreat
				\$ 265.80	Vicki Markss	Rocco's Bar & Grill	Leadership Retreat
			Wayman's 76	\$ 402.16	Food Service Staff	Fuel	
			Messicks	\$ 47.15	Maintenance	Supplies	CCC Restroom Leak & Lanscaping
			Messicks	\$ 7.33	Maintenance	Supplies	CCCI Ticket # 1948
			Messicks	\$ 224.77	Maintenance	Supplies	WCC T- Ticket # 1964
			Messicks	\$ 66.43	Maintenance	Supplies	WCC Landscape supplies
			Messicks	\$ 64.33	Maintenance	Supplies	ACC T Ticket # 2034
			CCFS	\$ 42.04	Maintenance	Supplies	WCC Preschool
			Alsco Geyer	\$ 27.86	Maintenance	Supplies	AECEC Custodial Supplies
			Alsco Geyer	\$ 58.93	Maintenance	Supplies	ACC- Landscape Supplies

7/26/2022

3:26 PM

Colusa County Office of Education

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ChildPlu

4315 - Monthly In-Kind Amounts

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Service Types: A - Automobile (Miles), M - Materials, O - Other, S - Space, T - Time (In Hours), Transaction Date: 7/1/2021 - 6/30/2022

Colusa County Office of Education

< No Site >

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total		\$252.05	\$258.68	\$477.52	\$1193.84	\$484.48	\$480.59	\$278.60	\$403.97	\$348.25	\$292.53		\$4470.51

Arbuckle Children's Center

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total	\$6400.36	\$7072.52	\$6705.47	\$10482.14	\$10180.90	\$10357.74	\$6718.89	\$9409.72	\$10570.33	\$10565.06	\$13745.79	\$5981.97	\$108190.89

Arbuckle Headstart

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total		\$1041.32	\$1790.79	\$2935.78	\$2249.45	\$232.14	\$2981.02	\$2695.46	\$3027.45	\$3022.81	\$5181.96		\$25158.18

CHILDREN'S SERVICES

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total							\$101424.70					\$38400.71	\$139825.41

Colusa Children's Center

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total	\$2029.56	\$2215.28	\$3939.73	\$6339.15	\$3754.00	\$2507.11	\$5931.84	\$5948.11	\$5739.73	\$2810.86	\$2925.32	\$3670.57	\$47811.26

Colusa Headstart

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total		\$3839.17	\$7421.81	\$6287.46	\$6630.28	\$4922.84	\$5781.00	\$5934.22	\$8302.36	\$8815.42	\$8211.80		\$66146.36

Colusa PLC

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total	\$2414.24	\$437.75	\$550.50	\$3520.46	\$703.05	\$862.22	\$645.41	\$564.17	\$1100.48	\$1574.09	\$773.12	\$996.00	\$14141.49

Home Based

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total	\$8410.02	\$7436.52	\$7461.57	\$8871.24	\$9570.71	\$7693.72	\$9235.61	\$7870.45	\$8934.68	\$8650.53	\$6477.46	\$6584.16	\$97196.67

Williams Children's Center

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total	\$3044.32	\$6579.44	\$4006.03	\$7092.53	\$4927.95	\$2942.60	\$2094.13	\$2270.60	\$1560.17	\$4489.25	\$3413.41	\$4099.20	\$46519.63

Williams PLC B

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total		\$2123.74	\$729.59	\$3536.68	\$276.35	\$744.19	\$160.20	\$585.07	\$1142.26	\$585.09	\$5279.47		\$15162.64

Report Totals

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Total	\$22,298.50	\$30,997.79	\$32,864.17	\$49,542.96	\$39,486.53	\$30,747.04	\$135,453.39	\$35,556.40	\$40,781.43	\$40,861.36	\$46,300.86	\$59,732.61	\$564,623.04

8/18/2022

9:35 AM

Colusa County Office of Education

Pag 1

ChildPlus

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4315 - Monthly In-Kind Amounts

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

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

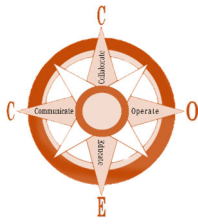
	Jul 22	Total
Total	\$10959.43	\$10959.43

Colusa Children's Center

	Jul 22	Total
Total	\$1298.15	\$1298.15

Report Totals

	Jul 22	Total	Requirement	% YTD	% Earned
Total	\$12,257.58	\$12,257.58	\$518,390	9%	2%



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

6.4.2

COLUSA COUNTY BOARD OF EDUCATION REGULAR MEETING

DATE: Wednesday, May 11, 2022

TIME: 3:45 p.m. Special Meeting for Trustee Area 2 Applicant Interview
Regular Board Business Meeting Following Special 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.

SPECIAL BOARD MEETING AGENDA

3:45 p.m.

DECISION

- 1.0 CALL TO ORDER
 - 1.1 Pledge of Allegiance
- 2.0 HOLD INTERVIEW FOR TRUSTEE AREA 2
- 3.0 APPOINT TRUSTEE AREA 2
 - 3.1 Approve Appointment of Trustee Area 2 and Administer the Oath Of Office
- 4.0 ADJOURNMENT OF SPECIAL MEETING

action

REGULAR BOARD MEETING AGENDA

DECISION

- 1.0 CALL TO ORDER
 - 1.1 Pledge of Allegiance
- 2.0 ORDERING OF AGENDA
- 3.0 STAFF QUESTIONS AND COMMENTS

DECISION

- 4.0 LETTERS AND COMMUNICATIONS
 - 4.1 Awarding of Diploma – Colusa County Adult School information
- 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 – April Meeting**
 - 6.2 Administrative Services – Aaron Heinz information
 - 6.3 Student Services – Chuck Wayman information
 - 6.3.1 Children’s Services – Vicki Markss information
 - 6.3.2 Educational Services – Lorilee Niesen information
 - 6.3.3 Special Education & SELPA – Jessica Galloway Haney** **information**
 - 6.3.3.1 SELPA – April Meeting information
 - 6.4 Technology Services – Alex Evans information
- 7.0 BOARD QUESTIONS AND COMMENTS
 - 7.1 Board President’s Report 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 April 13, 2022, Special Board Meeting action
 - 8.2 Approve Minutes of the April 13, 2022, Regular Board Meeting action
 - 8.3 Second Reading: Board Policy Revisions action
 - 8.3.1 BP 5141.52 Suicide Prevention
 - 8.3.2 BP 9220.00 Governing Board Elections
 - 8.4 Approve Declaration of Need for Fully Qualified Educators 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

DECISION

11.0 NEW BUSINESS

- 11.1 Approve Combined Resolution 21/22-03 of the Governing Board of the Colusa County Office of Education Ordering Biennial Election, Specifying the Number of Words for Candidate's Statements, Requesting Consolidation of the Election, and Determining the Method of Resolving Tie Votes action

12.0 ADVANCED PLANNING

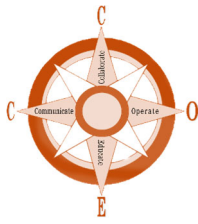
- 12.1 Items to be Considered for the Next Board Meeting action

- 12.2 Next Public Hearing information
LCAP and Budget
June 14, 2022, 4:00 p.m.
345 5th Street, Colusa, Large Conference Room

- 12.3 Next Regular Board Meeting information
LCAP and Budget
June 15, 2022, 4:00 pm*
345 5th Street, Colusa, Large Conference Room

13.0 ADJOURNMENT

* Not the second Wednesday of the month



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

6.4.2

COLUSA COUNTY BOARD OF EDUCATION REGULAR MEETING

DATE: Wednesday, July 13, 2022

TIME: 4:00 pm Board Business Meeting

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

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

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This meeting will be recorded.

AGENDA

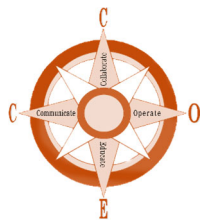
DECISION

- 1.0 CALL TO ORDER
 - 1.1 Pledge of Allegiance
- 2.0 ORDERING OF AGENDA
- 3.0 STAFF QUESTIONS AND COMMENTS
- 4.0 LETTERS AND COMMUNICATIONS
 - 4.1 Awarding of Diplomas – Colusa County Adult School information
- 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 June Meeting
 - 6.2 Administrative Services – Aaron Heinz** information
 - 6.3 Student Services – Chuck Wayman information

	<u>DECISION</u>
6.3.1 Children's Services – Vicki Markss	information
6.3.2 Educational Services – John Ithurburn	information
6.3.3 Special Education & SELPA – Jessica Haney	information
6.4 Technology Services – Alex Evans	information
7.0 BOARD QUESTIONS AND COMMENTS	
7.1 Board President's Report	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 June 14, 2022, Public Hearing	action
8.2 Approve Minutes of the June 15, 2022, Regular Board Meeting	action
9.0 PUBLIC INPUT – <i>Items on the agenda</i>	
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 Universal Prekindergarten (standing item)	information
11.0 NEW BUSINESS	
11.1 Approve Board Resolution 22/23-01 Authorizing an Employee Election for those Positions Covered by California Public Employee Retirement System (CalPERS) to also be Covered by Federal Social Security	action
11.2 Approve CSBA Dues	action
11.3 Approve Setting the County Superintendent Salary	action
12.0 ADVANCED PLANNING	
12.1 Items to be Considered for the Next Board Meeting	action
12.2 Next Regular Board Meeting August 10, 2022, 4:00 pm 345 5th Street, Colusa, Large Conference Room	information
13.0 ADJOURNMENT	



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, August 10, 2022

TIME: 4:00 pm Board Business Meeting

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

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

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This meeting will be recorded.

AGENDA

DECISION

- | | | |
|-----|---|--------------------|
| 1.0 | CALL TO ORDER | |
| 1.1 | Pledge of Allegiance | |
| 2.0 | ORDERING OF AGENDA | |
| 3.0 | STAFF QUESTIONS AND COMMENTS | |
| 4.0 | LETTERS AND COMMUNICATIONS | |
| 4.1 | Awarding of Diplomas – Colusa County Adult School | information |
| 5.0 | PUBLIC INPUT – <i>Items not on the agenda</i> | |
| 6.0 | REPORTS FROM SUPERINTENDENT AND STAFF | |
| | <i>Note: Bold indicates oral report</i> | |
| 6.1 | Superintendent's Reports | information |
| | 6.1.1 Superintendent's Monthly Report | |
| | 6.1.2 Superintendents Council – No June Meeting | |
| 6.2 | Administrative Services – Aaron Heinz | information |
| 6.3 | Student Services – Chuck Wayman | information |
| | 6.3.1 Children's Services – Vicki Markss | information |

Colusa County Board of Education

August 10, 2022, Agenda

Page 2

	<u>DECISION</u>
6.3.2 Educational Services – John Ithurburn	information
6.3.3 Special Education & SELPA – Jessica Haney	information
6.4 Technology Services – Alex Evans	information
7.0 BOARD QUESTIONS AND COMMENTS	
7.1 Board President’s Report	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 June 14, 2022, Public Hearing	action
8.2 Approve Minutes of the June 15, 2022, Regular Board Meeting	action
8.3 Approve Minutes of the July 13, 2022, Regular Board Meeting	action
9.0 PUBLIC INPUT – <i>Items on the agenda</i>	
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 Universal Prekindergarten (standing item)	information
11.0 NEW BUSINESS	
11.1 Approve Board Resolution 22/23-01 Authorizing an Employee Election for those Positions Covered by California Public Employee Retirement System (CalPERS) to also be Covered by Federal Social Security	action
11.2 Approve CSBA Dues	action
11.3 Approve Setting the County Superintendent 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 14, 2022, 4:00 pm 345 5th Street, Colusa, Large Conference Room	information
13.0 ADJOURNMENT	

Apr-22

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												
Total Slots												
Vacant Slots												

Actual Enrollment for Head Start and CSPP

Site and Classroom Name	Capacity	5/2/2022	5/9/2022	5/16/2022	5/23/2022	5/30/2022						
Arbuckle Children's Center - Preschool	24	16	16	16	16	15						
Arbuckle Children's Center - Preschool CMIG												
Arbuckle Head Start	20	12	12	12	12	12						
Arbuckle State Preschool	24	21	21	21	21	20						
Colusa Children's Center - Preschool	24	15	15	15	15	15						
Colusa Children's Center - Preschool (CMIG)												
Colusa Head Start	20	15	15	15	15	15						
Colusa Preschool Learning Center A	24	13	13	13	13	13						
Colusa Preschool Learning Center B	24	12	12	12	12	12						
Colusa Preschool Learning Center B (CMIG)												

Williams Children's Center- Preschool 1	24	22	22	22	22	22						
Williams Children's Center- Preschool 2 (CMIG)	24	5	5	9	10	10						
Williams Preschool Learning Center A AM	24	18	18	18	18	18						
Williams Preschool Learning Center A PM	24	8	8	8	8	8						
Williams Preschool Learning Center B	20	11	11	11	11	11						

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	5/2/2022	5/9/2022	5/16/2022	5/23/2022	5/30/2022						
Arbuckle Children's Center - Infant	8	5	5	5	5	5						
Arbuckle Children's Center - Infant (CMIG)												
Arbuckle Children's Center - Toddler	8	7	7	7	7	7						
Arbuckle Children's Center -Toddler (CMIG)												

Colusa Children's Center - Infant	9	3	3	3	4	5						
Colusa Children's Center - Infant (CMIG)												
Colusa Children's Center- Toddler	8	4	4	4	4	4						
Colusa Children's Center- Toddler (CMIG)												

Williams Children's Center- Infant	9	6	6	7	7	7						
Williams Children's Center - Infant 2 (CMIG)	8											
Williams Children's Center - Toddler	8	8	7	7	7	7						
Williams Children's Center - Toddler 2 (CMIG)	8											
Home Base S. Gill		8	8	8	8	8						
Home Base M. Ibarra		7	7	7	7	7						

Jun-22

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												
Total Slots												
Vacant Slots												

Actual Enrollment for Head Start and CSPP												
Site and Classroom Name	Capacity	6/6/2022	6/13/2022	6/20/2022	6/27/2022							
Arbuckle Children's Center - Preschool	24	12	12	12	12							
Arbuckle Children's Center - Preschool (CMIG)												
Arbuckle Head Start	20	summer break	summer break	summer break	summer break							
Arbuckle State Preschool	24	summer break	summer break	summer break	summer break							
Colusa Children's Center - Preschool	24	16	16	16	18							
Colusa Children's Center - Preschool (CMIG)												
Colusa Head Start	20	summer break	summer break	summer break	summer break							
Colusa Preschool Learning Center A	24	summer break	summer break	summer break	summer break							
Colusa Preschool Learning Center B	24	12	12	12	12							
Colusa Preschool Learning Center B (CMIG)												
Williams Children's Center- Preschool 1	24	22	22	22	22							
Williams Children's Center- Preschool 2 (CMIG)	24	9	9	11	11							
Williams Preschool Learning Center A AM	24	summer break	summer break	summer break	summer break							
Williams Preschool Learning Center A PM	24	summer break	summer break	summer break	summer break							
Williams Preschool Learning Center B	20	summer break	summer break	summer break	summer break							

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

Actual Enrollment for Early Head Start, CCTR and CMIG												
Site and Classroom Name	Capacity	6/6/2022	6/13/2022	6/20/2022	6/27/2022							
Arbuckle Children's Center - Infant	8	5	5	5	5							
Arbuckle Children's Center - Infant (CMIG)												
Arbuckle Children's Center - Toddler	8	7	7	7	8							
Arbuckle Children's Center - Toddler (CMIG)												
Colusa Children's Center - Infant	9	5	5	5	4							
Colusa Children's Center - Infant (CMIG)												
Colusa Children's Center - Toddler	8	4	4	5	4							
Colusa Children's Center - Toddler (CMIG)												
Williams Children's Center - Infant	9	7	7	7	8							
Williams Children's Center - Infant 2 (CMIG)	8											
Williams Children's Center - Toddler	8	7	7	8	8							
Williams Children's Center - Toddler 2 (CMIG)	8											
Home Base S. Gill		8	8	8	8							
Home Base M. Ibarra		7	7	7	7							

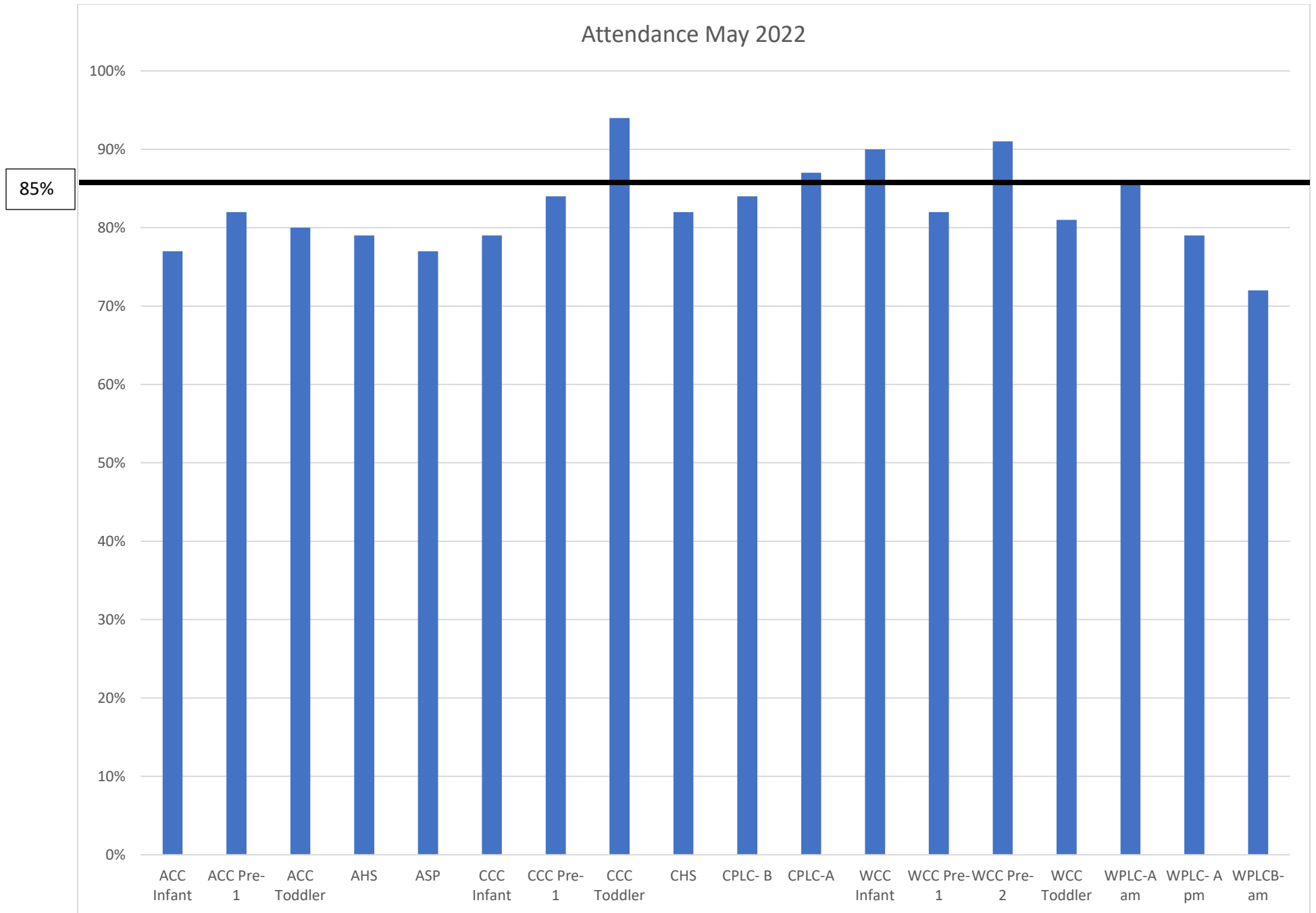
Jul-22

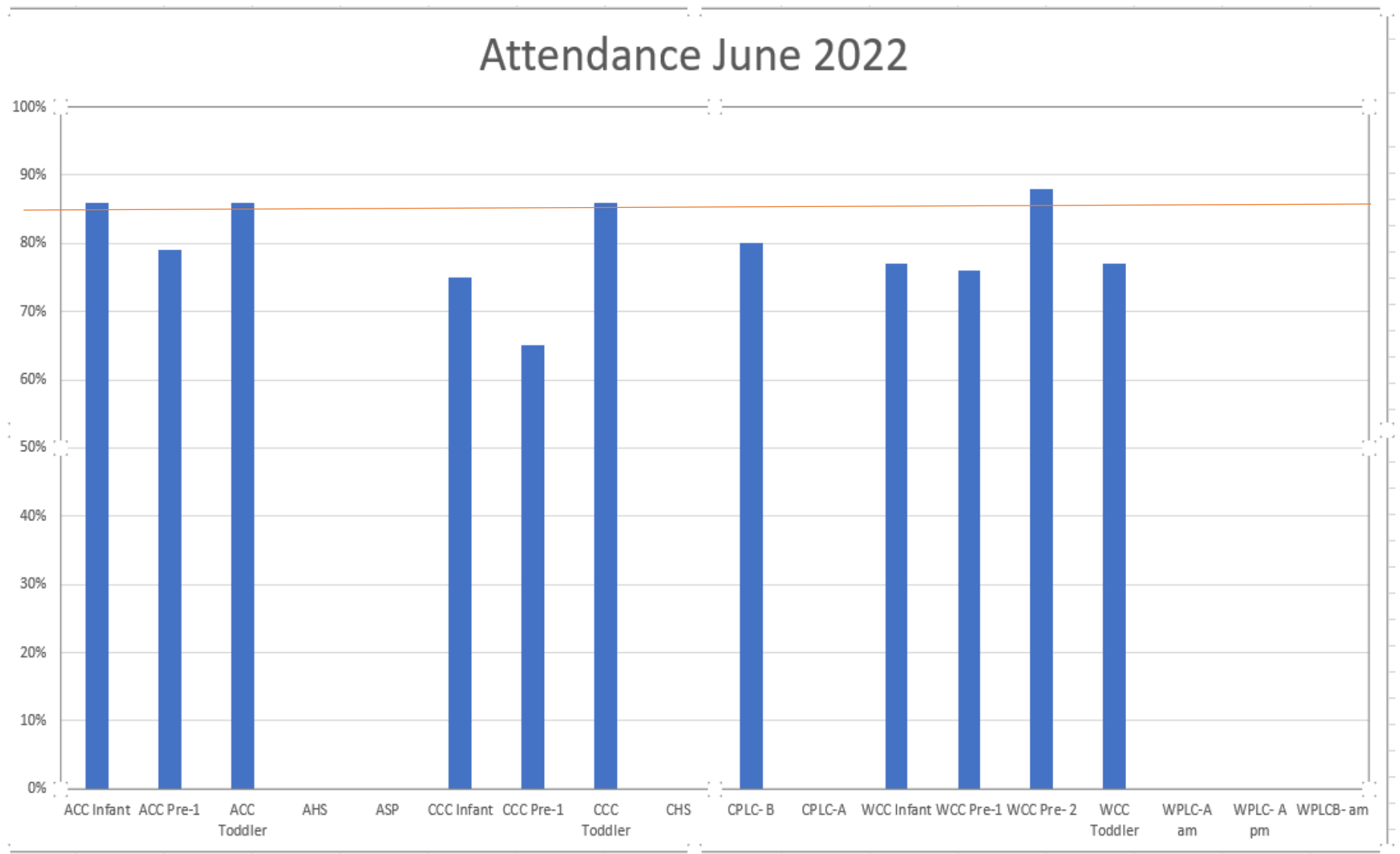
Total Enrollment Slots for HS = 106 and Total Enrollment for EHS Slots =62												
Head Start Enrollment By Month	July	Aug	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Enrolled Slots												
Total Slots												
Vacant Slots												

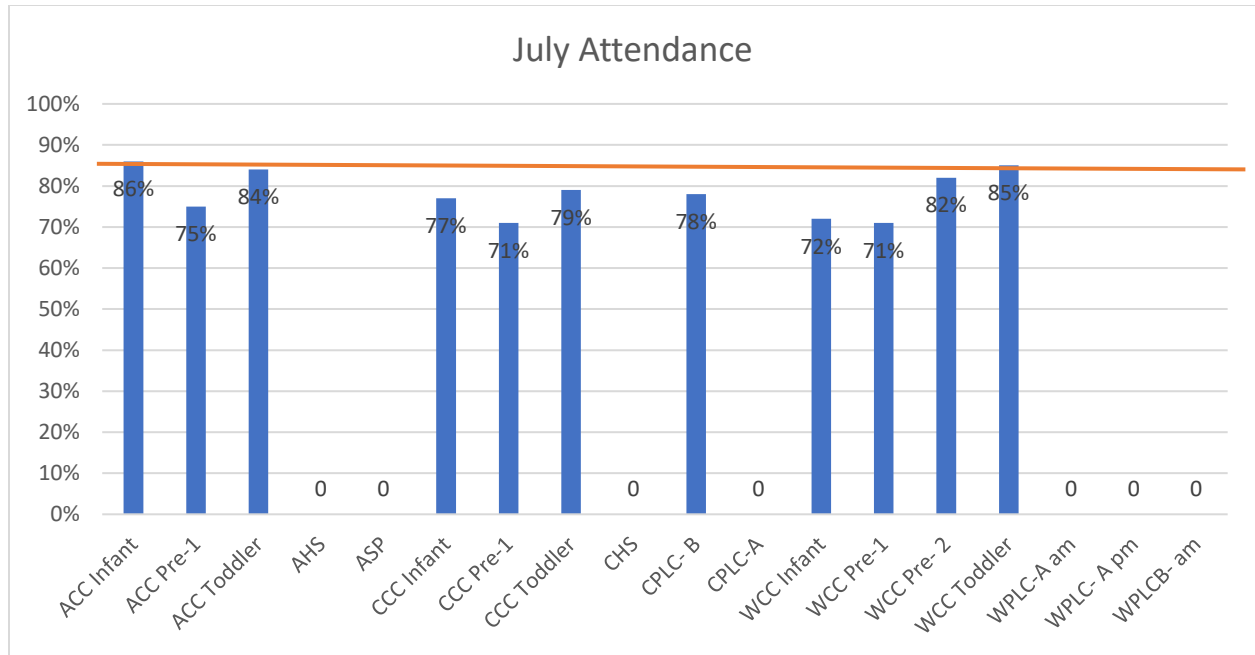
Actual Enrollment for Head Start and CSPP												
Site and Classroom Name	Capacity	7/5/2022	7/11/2022	7/18/2022	7/25/2022							
Arbuckle Children's Center - Preschool	24	12	12	11	11							
Arbuckle Children's Center - Preschool (CMIG)												
Arbuckle Head Start	20	summer break	summer break	summer break	summer break							
Arbuckle State Preschool	24	summer break	summer break	summer break	summer break							
Colusa Children's Center - Preschool	24	18	18	18	18							
Colusa Children's Center - Preschool (CMIG)												
Colusa Head Start	20	summer break	summer break	summer break	summer break							
Colusa Preschool Learning Center A	24	summer break	summer break	summer break	summer break							
Colusa Preschool Learning Center B	24	12	12	14	15							
Colusa Preschool Learning Center B (CMIG)												
Williams Children's Center- Preschool 1	24	22	22	20	20							
Williams Children's Center- Preschool 2 (CMIG)	24	11	11	12	15							
Williams Preschool Learning Center A AM	24	summer break	summer break	summer break	summer break							
Williams Preschool Learning Center A PM	24	summer break	summer break	summer break	summer break							
Williams Preschool Learning Center B	20	summer break	summer break	summer break	summer break							

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

Actual Enrollment for Early Head Start, CCTR and CMIG												
Site and Classroom Name	Capacity	7/5/2022	7/11/2022	7/18/2022	7/25/2022							
Arbuckle Children's Center - Infant	8	5	5	5	5							
Arbuckle Children's Center - Infant (CMIG)												
Arbuckle Children's Center - Toddler	8	8	8	8	8							
Arbuckle Children's Center - Toddler (CMIG)												
Colusa Children's Center - Infant	9	3	3	2	3							
Colusa Children's Center - Infant (CMIG)												
Colusa Children's Center - Toddler	8	5	5	7	8							
Colusa Children's Center - Toddler (CMIG)												
Williams Children's Center - Infant	9	8	7	8	9							
Williams Children's Center - Infant 2 (CMIG)	8											
Williams Children's Center - Toddler	8	8	9	11	11							
Williams Children's Center - Toddler 2 (CMIG)	8											
Home Base		8	7									
Home Base M. Ibarra		7	7	5	6							







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:

4. Applicant Identifier:

09CH011054

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

09CH011054

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. UEI:

VLFZLNLJW281

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:

Program Improvement 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="247,000"/>
* b. Applicant	<input type="text" value="61,750"/>
* 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="308,750"/>

*** 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:



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

August 7, 2022

To: Administration for Children and Families – Region 1X

Re: Request for Head Start Program Improvement Funds 2022-2023

Dear Administration for Children and Families,

Colusa County Office of Education (CCOE) is seeking to apply for one-time Program Improvement Funds with the Administration for Children and Families – Office of Head Start. This request will ensure program operations support established health and safety practices and policies to ensure children and staff are kept safe at all times as stated in *1302.47 Safety Practices* in the Head Start Program Performance Standards (HSPPS). Quality improvement funding will meet identified pressing needs and investment in supporting young children and families with greatest needs in a rural community.

The following is a list of quality improvement requests to enforce a system of health and safety that would be completed by outside contractors:

- HSPPS: 1302.47 Safety Practices (1) Facilities (iii) Free from pollutants, hazards, and toxins that are accessible to children and could endanger children's safety.* The Colusa Children's Center flooring tiles are in great distress. Floor tiles are deteriorating throughout the infant, toddler, and preschool classrooms, walkways, and building. Young children utilize the floor for a variety of play activities. Cracked and bubbled floor tiles entice children to repeatedly pull and scratch pieces of tiles that could cause children to choke if put in mouths, endangering children's safety. Floor tiles are also unevenly raised causing serious safety hazards and inability to appropriately sanitize.

Scope of work includes: Demo of existing flooring, installation of flooring throughout with 4-inch rubber cove base. Moisture seal and encapsulate existing concrete sub floors pending relative humidity testing.

Total Cost: \$79,000.00.
- HSPPS: 1302.45 Child mental health and social and emotional well-being (a) Wellness promotion. To support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health.* Many children lack access to experiences in nature or collaborative outdoor play experiences with peers. The Colusa Preschool Learning Center serves preschool aged children, many children with identified



COLUSA COUNTY OFFICE OF EDUCATION

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behaviors, special needs, including ADHD, autism, and developmental delays. Supervised outdoor play can improve behavior, coordination, reduce stress and support problem solving skills. Outdoor play is essential to growth and healthy development. Children need safe inclusive playground equipment geared towards their developmental levels, abilities, and size that enhances child development and well-being. The addition of a playground structure, nature inspired materials such as rocks, trees, and shrubs will create a culture that promotes positive outdoor play experiences and individualized exploration. Young children are at risk for obesity, depression, attention disorders, and other mental health concerns. This request is for the installation of a climbing structure with a pour and play safe fall zone and shade canopy, a sandbox, and climbing boulders, shrubs, and trees to create an outdoor classroom. This addition will allow children to utilize a play area that is in close proximity of the classroom and will ensure adequate health and safety measures are practiced daily for all children.

Total cost: \$90,000.00.

- *HSPPS: 1302.13 Recruitment of children and 1302.15 Enrollment.* Small rural communities make up Colusa County. Many families live countryside with extremely limited transportation and have next to no available resources. CCOE will improve community wide strategic planning including outreach to families and children. Strategic recruitment efforts throughout the county are essential to reach families and children most in need of Early Head Start and Head Start services. Staff refuse to utilize their personal vehicles as country roads are unpaved and vary in surfaces depending on seasonal weather conditions. Recruitment efforts also include candidates for employment to continue to provide much needed services to vulnerable children and ensure we meet full enrollment requirements. Improvements made to recruitment efforts include visiting neighborhoods to support and encourage families with applying for services, collaboration with community-based organizations, and the purchase of engaging play materials such as a wind tunnel and large blocks to draw families to us. This request is for the purchase of a utility vehicle equipped with storage space to haul recruitment materials for recruitment events.

Total cost: \$40,000.00.

- *HSPPS: Staff health and wellness.* CCOE must focus on building relationships and a strong support system with staff so staff feel valued and appreciated. CCOE is enormously understaffed which puts extreme stress on staff. Staff experience compassion fatigue and emotional exhaustion caused by lack of support in their roles. Leadership team members and coaches will support the wellness of direct staff and improve the work culture and individual skills, by increasing interactions with staff and prioritizing staff activities for mental health support. This will have a great impact on employees impacted by trauma



COLUSA COUNTY OFFICE OF EDUCATION

CHILDREN'S SERVICES

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and those supporting families and children impacted by trauma during the Pandemic and improve quality of Head Start services. Classrooms are located in rural parts of the community and transportation is limited. Staff refuse to utilize personal vehicles due to the nature of country roads, sharing vehicles with family members, and wear and tear of personal vehicles. Enhanced transportation services will promote more frequent interactions and support for all staff on a consistent and regular basis.

- Total cost: \$38,000.00

Total Program Quality Improvement Funding Requested: \$244,000.00.

Current funded amounts and Covid-19 funding will not meet needs identified due to inclining operational costs surging and costs associated with maintaining sanitation and health and safety requirements necessary to resume program operations. CCOE strives to improve the quality of services for the children and families in Colusa County. Thank you for your consideration with this request.

Sincerely,

Vicki Markss
Colusa County Office of Education
Director of Children's Services



[Home](#) / [Specialized Programs](#) / [Early Education](#) / [Contractor Information](#)

Management Bulletin 22-04

Guidance for California State Preschool Program (CSPP) contractors regarding requirements for identifying and collecting data on dual language learners, language characteristics of preschool programs and language composition of program staff.

Early Education Division

Subject: Guidance on Identification of Dual Language Learners

Number: 22-04

Date: August 2022

Expires: Until rescinded or superseded by regulations

Authority: Assembly Bill 210 (Chapter 62, Statutes of 2022); California *Education Code (EC)* Section 8241.5; Assembly Bill (AB) 1363 (Chapter 498, Statutes of 2021)

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

Purpose

The purpose of this Management Bulletin (MB) is to notify and provide guidance to California State Preschool Program (CSPP) contractors regarding new requirements for identifying and collecting data on dual language learners, language characteristics of preschool programs and language composition of program staff.

Policy

Except as provided below, CSPP contractors are required to use the Family Language Instrument and the directives in this MB to identify dual language learners in CSPP and report child and program data to the California Department of Education (CDE).

For children that are dually enrolled in CSPP for Extended Learning and Care around their Transitional Kindergarten (TK) or Kindergarten (K) program day (under the provisions of *EC* 48000[1]), contractors may do either of the following for the purposes of determining dual language learner status in CSPP:

- Conduct the Family Language Instrument to determine the dual language learner status of the child OR

- Use the child's designation as an English learner through the state assessment for English Language Proficiency, as provided in the directive below.

Once contractors determine whether a child is a dual language learner as described above, contractors must conduct the Family Language and Interest Interview for children that are designated as dual language learners.

Contractors must also collect and report data on dual language learner status for children, language characteristics of preschool programs, and language composition of program staff as specified in the directive below.

Directives for Implementation

This MB includes the following:

- [Family Language Instrument \(Attachment A\)](#) (DOCX)
- [Family Language and Interest Interview \(Attachment B\)](#) (DOCX)

Determining Dual Language Learner Status

Contractors must determine dual language learner status for every child enrolled in CSPP by one of two approaches:

- Conduct the Family Language Instrument to determine dual language learner status, **or**
- Obtain information on the child's designation as an English learner in TK or K as specified below. (This approach is only possible if the child is dually enrolled in CSPP and TK or K for expanded learning and care.)

Conducting the Family Language Instrument

The Family Language Instrument (Attachment A) is a four-question survey. When conducting the Family Language Instrument, contractors must ask all four questions in the instrument to the child's family. However, contractors have the flexibility to place the four-question survey onto their own forms.

A completed Family Language Instrument must be kept and saved in the family data file.

The Family Language Instrument must be completed for each child even if there are multiple children from the same family. (When multiple children are enrolled from the same family, the CDE recommends the instruments be conducted at the same time to minimize burden for families.)

The Family Language Instrument can either be completed in person or via phone or web conferencing with the enrollment staff or be shared with families as a form for them to fill out and return as part of their enrollment paperwork. The CDE recommends that the staff providing the instrument share information with families about the intent and purpose of the Family Language Instrument before requiring families to complete it. To aid in this conversation, the CDE has included some information in Attachment A that contractors can share with parents.

To the extent possible, the CDE strongly encourages contractors to communicate with the parent about the instrument and provide it in the language the family speaks. To assist with this, the CDE will be providing translations of the Family Language Instrument in: Spanish, Vietnamese, Mandarin (Putonghua), Arabic, Cantonese, Filipino (Pilipino or Tagalog), Punjabi, Russian, Farsi (Persian), and Korean.

These translations can be accessed here: [MB 22-04 Translations](#)

Determining Dual Language Learner Status

Contractors must designate children as dual language learners in CSPP in accordance with the following:

- If a language other than English is the answer to any of the questions of the Family Language Instrument, or
- If the answers to the Family Language Instrument indicated English only, but program staff determine within 30 calendar days, through child observations, that the child demonstrates they speak, respond to, or understand a language other than English, the contractor must share these observations with the family and review with the family the responses to the Family Language Instrument, updating as necessary to ensure proper designation.

Determining Dual Language Learner Status from English Learner Status in TK-12 System

Children enrolled in CSPP may also be enrolled in TK or K. For example, children may be receiving extended learning and care from CSPP outside of their TK or K instructional minutes, pursuant to *EC 48000*. Contractors have two main options for determining the dual language learner status for these children as described below.

If a child enrolled in CSPP is also enrolled in either TK or K, the contractor may choose (but is not required) to determine the dual language learner status of the child based on their English learner designation in the Transitional Kindergarten through grade 12 (TK-12) system. The English learner designation is determined through the Initial English Language Proficiency Assessments for California (ELPAC).

Contractors that are not the local educational agency (LEA) serving the TK or K student may determine that the child is designated as an English learner in the TK-12 system through one of the following ways:

- Contractors may ask families with children enrolled in TK or K for a copy of the Initial ELPAC Student Score Report (or more recent documentation, if that is available), designating whether their child is an English learner in the TK-12 system.
- Contractors may ask parents or guardians to sign a consent form for the LEA serving the TK or K student to allow the release of the Initial ELPAC Student Score Report (or more recent documentation, if available) to the contractor.
- Contractors may enter into written agreements with LEAs serving the same children to have those LEAs deem the contractor to be their authorized representative for purposes of sharing

information on English learner status for CSPP-enrolled students with the contractor. Such agreements must conform to federal and state privacy law requirements including the Family Educational Rights and Privacy Act ((FERPA) (20 U.S.C. § 1232g; 34 *Code of Federal Regulations* (CFR) Part 99) in order for the LEA to share educational records with the contractor without a parent or guardian's consent. The CDE encourages all LEAs to create such agreements with contractors in their attendance area so they can share information on English learner status with CSPP contractors at their request to remove the burden from families and ensure important information on children is shared with those responsible for serving the children.

Contractors that are the LEA serving the TK or K child may share the child's English learner status with the LEA's preschool staff, as necessary, without the need for a parent or guardian's consent or a written agreement.

Under any of these approaches, documentation from families or from LEAs serving the child must be saved in the Family Data File.

If contractors are unable to or choose not to determine dual language learner status based on English learner designation for dually enrolled children, contractors must administer the Family Language Instrument for those children to determine dual language learner status.

If a TK or K student has been identified as Initially Fluent English Proficient (IFEP) as determined by the Initial ELPAC assessment but appears to know and understand another language besides English, the CDE recommends administering the Family Language Instrument to determine the child's dual language learner status in CSPP.

If a child enrolled in CSPP is designated as a dual language learner based on the results of the Family Language Instrument, and is subsequently enrolled in TK or Kindergarten while remaining in CSPP (for example, a three-year old served in CSPP and dually enrolled in TK and CSPP the following year), contractors have two options:

- The contractor can continue to use the designation of a child as a dual language learner based on the previous results of the Family Language Instrument, or
- The contractor can update the designation for dual language learner to align with the TK-12 English learner designation determined by the Initial ELPAC assessment.

If the contractor obtains the English learner status and it is not aligned with the dual language learner determination based on the results of the Family Language Instrument, the contractor can choose which determination to rely on.

Supporting Dual Language Learners

For any child who is identified as a dual language learner, the CDE recommends CSPP contractors provide families with resources on the benefits of strengthening children's bi or multilingualism and ideas for what they can do at home to support their child's language development. Suggested resources to support this can be found at the bottom of this MB.

The Family Language and Interest Interview

The Family Language and Interest Interview (Attachment B) must be completed for all children enrolled in CSPP who have been identified as a dual language learner under the processes described above.

The Family Language and Interest Interview must be conducted by the child's teacher or other designated staff in collaboration with the child's family.

If the child's teacher is not the staff conducting the interview, staff conducting the interview must share the results with the child's teacher in order to best support the child.

The CDE recommends at least fifteen minutes be dedicated per family. Ideally, the interviews are to be conducted in person when it is safe to do so, but can be done by phone or through an online conferencing application such as Zoom, WebEx, or Teams.

The CDE recommends the teacher or other designated staff conducting the interview provide families with information about the intent and purpose of the Family Language and Interest Interview before asking the questions. To aid in this conversation, the CDE has included some information in the beginning of Attachment B that contractors can share with parents.

To the extent possible, the CDE strongly encourages contractors to conduct the interview in the language the family speaks. To assist with this, the CDE will be providing translations of the Family Language and Interest Interview in Spanish, Vietnamese, Mandarin (Putonghua), Arabic, Cantonese, Filipino (Pilipino or Tagalog), Punjabi, Russian, Farsi (Persian), and Korean.

These translations can be accessed here: [MB 22-04 Translations](#)

Contractors have the flexibility to place the questions for the Family Language and Interest Interview onto their own forms. Notes from the Family Language and Interest Interview must be kept as part of the family data file.

The Family Language and Interest Interview must be completed for each child identified as a dual language learner even if there are multiple children from the same family. (When multiple children are enrolled from the same family, the CDE recommends the interview questions for both children be asked at the same time to minimize burden for families).

Timeline for Implementation

Before January 1, 2023

The CDE encourages contractors, as much as they are able, to (1) conduct the Family Language Instrument or obtain English learner designation documentation at enrollment and (2) conduct the Family Language and Interest Interview for any identified dual language learners within 30 calendar days of enrollment .

By January 1, 2023, contractors must do the following for all currently enrolled children that will continue to receive services after January 1, 2023:

- Make determinations of whether children are dual language learners using the processes described above titled **Determining Dual Language Learner Status**
- Conduct the Family Language and Interest Interview for identified dual language learners

January 1, 2023 and Beyond

Beginning January 1, 2023 for any child enrolled, contractors must:

- **Determine Dual Language Learner Status:** Contractors must determine dual language learner status using the process described in this MB. If using the Family Language Instrument, contractors must complete the instrument with the parent or guardian of each child upon enrollment. These questions must be completed by the parent or guardian of the child no later than the first day of attendance. If using English learner designation to determine dual language learner status, contractors must obtain documentation of the designation no later than the first day of attendance.
- **Family Language and Interest Interview:** Contractors must conduct the Family Language and Interest Interview for children identified as a dual language learner within 30 calendar days of enrollment.

Requirements for CSPP Contractors Operating Family Child Care Home Education Networks (FCCHENs)

As required by *EC 8241.5*, the procedures to identify and report dual language learners as described in this MB are the sole responsibility of the CSPP contractor. As a result, CSPP contractors operating a FCCHEN are responsible for conducting the Family Language Instrument or obtaining documentation on English learner status for all children enrolled in their CSPP program as described above. CSPP contractors operating a FCCHEN are also responsible for conducting the Family Language and Interest Interview with families enrolled in their FCCHEN contract.

The CDE encourages CSPP contractors operating a FCCHEN to conduct the Family Language and Interest Interview alongside, and in collaboration with, the family child care provider. To the extent this is not possible, the CSPP contractor operating the FCCHEN must share the results of the interview with the family child care provider serving the child.

Per *EC 8241.5*, family childcare providers operating in a CSPP FCCHEN are not responsible or liable for the accuracy of data. Additionally, the identification and reporting of dual language learners by CSPP FCCHEN contractors shall not impact the status of a provider within a CSPP FCCHEN.

Data Reporting

Per *EC 8241.5*, contractors are required to report data on dual language learners enrolled in a CSPP along with family, classroom, and teacher information.

To submit this report, the CDE will be creating a separate portal to enter in required data. This portal will be called the Preschool Language Information System (PLIS). To log in to the portal, contractors will enter their same credentials used for the Child Development Management Information System (CDMIS).

Contractors are required to submit the PLIS Report on a quarterly basis, with the first required report containing information on children enrolled between January 1–March 31, 2023. The submission period for the first required report will open on April 1, 2023, and remain open until April 20, 2023.

The CDE encourages contractors to begin data collection for the PLIS Report on enrolled children and their preschool programs for the October 1, 2022 to December 31, 2022 reporting period, and to use this data to submit a discretionary PLIS Report. This will be used as an optional reporting period for contractors to familiarize themselves with the PLIS portal, and to receive technical assistance on submitting the PLIS Report. The submission period for the optional report will open on January 1, 2023, and remain open until January 20, 2023.

The CDE will be releasing additional guidance on required data elements, reporting instructions, reporting schedules, trainings, directives, and a link to the PLIS portal in the near future.

Contractor Reimbursement and Fiscal Reporting Requirements

Adjustment Factor for Dual Language Learner Children

Assembly Bill (AB) 210 increased the dual language learner adjustment factor from 1.1 to 1.2. The Fiscal Year (FY) 2022–23 Enrollment, Attendance, and Fiscal Report in the Child Development Provider Accounting Reporting Information System (CPARIS) will be updated to reflect this change to the dual language learner adjustment factor.

Enrollment, Attendance, and Fiscal Reporting within CPARIS

In order to utilize the dual language learner adjustment factor, the process for identification of a dual language learner set forth in this MB must be used as of January 1, 2023.

Prior to January 1, 2023, contractors can either report the child days of enrollment within the dual language learner adjustment factor category using their current process or may implement the provisions set forth in this MB. Effective January 1, 2023, contractors must implement the provisions of this MB before they may report under the dual language learner adjustment factor. Contractors who enroll children after January 1, 2023, must have made the determination that the child is a dual language learner as described in the Determining Dual Language Learner Status section above in order to report the child under the dual language learner adjustment factor category. Documentation of dual language learner status using the process described above will support the reporting of the child days of enrollment under the dual language learner adjustment factor category.

Background and Authority

Education Code (EC) Section 8205 defines “dual language learner children” as children whose first language is a language other than English or children who are developing two or more languages, one of which may be English.

EC Section 8244 allows for actual child days of enrollment to be adjusted by an adjustment factor when the child meets specified criteria. Adjustment factors recognize that different categories of children require special and appropriate services and that the costs for these services vary. Specifically, *EC* Section 8244(b)(4) states that in order to reflect the additional expense of serving full-day preschool children, the adjustment factor for dual language learners, as defined in *EC* Section 8205(o) and have been identified as a dual language learner, shall be 1.2.

Pursuant to *EC* Section 8241.5, enacted through AB 1363 in 2021 and later modified by AB 210 (2022), the CDE is required to develop procedures for CSPP contractors to identify and report data on children that are dual language learners enrolled in a CSPP. At a minimum these procedures are required to include all of the following:

- The distribution and collection of a completed family language instrument
- A family language and interest interview
- Criteria for CSPP contractors to use to accurately identify dual language learners enrolled in their preschool programs

EC 8241.5 also requires data to be reported about children that are dual language learners and the preschool program that they are being served in, which shall include at a minimum all of the following:

- A child’s home language, the language the child uses most, and the family’s preferred language in which to receive verbal and written communication.
- A child’s race or ethnicity.
- Language characteristics of the preschool program, including, but not limited to, whether the program uses the home language for instruction, such as a dual language immersion program, or another program that supports the development of home languages.
- The language composition of the program staff.

As required by *EC* 8241.5, dual language learner identification for CSPP students enrolled in TK or Kindergarten may be determined through the English learner designation process (through administration of the Initial ELPAC) in the TK-12 system and that identification for children enrolled in CSPP will not be connected to or associated with the English learner (EL) designation in the TK-12 system.

The CDE intends to promulgate regulations in the future to implement these new requirements. In the interim, pursuant to authority provided in *EC* 8241.5(g)(2), this Management Bulletin and accompanying attachments constitute informal guidance and the directives in this Management Bulletin are mandatory to implement the legislation and, as such, must be followed by contractors.

Resources

Resources to share with families regarding the benefits of multilingualism and home language development:

- Ways to develop your child's multilingualism (Spanish): <https://www.multilinguallearningtoolkit.org/wp-content/uploads/2021/08/Support-Bilingualism-Spanish-1.pdf> (PDF)
- Keeping Your Home Language (available in 16 languages): <https://cmascanada.ca/2018/05/15/keeping-your-home-language/%20>
- Benefits of Multilingualism: <https://ncela.ed.gov/files/announcements/20200805-NCELAInfographic-508.pdf> (PDF)
- The Importance of Home Language Series (available in English, Spanish, Arabic, Chinese, and other languages): <https://eclkc.ohs.acf.hhs.gov/culture-language/article/importance-home-language-series>

If you have **programmatic** questions regarding the information in this MB, please contact your assigned Early Education Division (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 Early Education Nutrition and Fiscal Services (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>.

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Last Reviewed: Monday, August 15, 2022

Competitive Bonuses for the Head Start Workforce

ACF-IM-HS-22-04

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-IM-HS-22-04	2. Issuance Date: 06/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Financial Incentives; Recruitment and Retention; Bonuses	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Competitive Bonuses for the Head Start Workforce

INFORMATION:

Head Start staff are the backbone of our programs. Every day, staff work tirelessly to provide high-quality Head Start services to children and families. During very challenging times, Head Start staff have continued to ensure children and families have the support they need to thrive.

Adult wellness is vital in any workforce; particularly in Head Start programs where children and families in the most vulnerable circumstances are served. Providing comprehensive services through a whole family approach requires staff to be well-versed in the tenets of early childhood education and development. It also requires a level of clear-headedness and physical stamina that must be supported with a systemic approach. This approach should, at its core, value the important role of everyone in the Head Start workforce and recognize that they deserve appropriate compensation (i.e., wages and benefits) to fulfill their important charge. Indeed, a stable, qualified workforce is critical for programs to keep their classrooms open and maintain their funded enrollment. This cannot be accomplished if the workforce continues to be undervalued and undercompensated.

The Office of Head Start (OHS) recognizes that the dedication of Head Start staff is especially commendable given persistently low wages and lack of comprehensive benefits, particularly for education and family services staff. Permanent, sustainable wage increases require additional funding. This is often done by freeing up funds within existing budgets — a long-term program planning activity that often involves making difficult decisions — or through additional appropriations

from Congress. In the meantime, OHS recognizes programs are seeking strategies to provide immediate relief to current staff, as well as ways to fill vacant positions as they begin to plan for the next program year.

This Information Memorandum (IM) describes providing competitive financial incentives with existing grant funds as a short-term strategy (45 CFR §75.430(f) <[https://www.ecfr.gov/current/title-45/subtitle-a/subchapter-a/part-75#p-75.430\(f\)>](https://www.ecfr.gov/current/title-45/subtitle-a/subchapter-a/part-75#p-75.430(f)>)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. OHS strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 (Coronavirus Disease 2019) relief funds to offer competitive financial incentives to staff, such as retention and hiring bonuses, to help stabilize and support their workforce in the near term.¹ Please be mindful of any applicable grant requirements that must be met, including period of availability for different funding sources (e.g., March 31, 2023, for ARP (American Rescue Plan) funds).

OHS (Office of Head Start) encourages programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff. These may be larger than previously considered. Below are strategies programs can use when determining and justifying the necessity and reasonableness for larger incentives. Programs are encouraged to apply these strategies for staff positions in their program that are impacted by the workforce shortage.

Competitive Financial Incentives

Challenges to maintaining a qualified workforce are not unique to Head Start programs. Employers in many industries are currently struggling to retain and hire staff. Financial incentives can be a powerful tool to promote retention and recruitment, particularly for positions that are difficult to fill or experiencing high turnover. Many employers are appealing to workers by offering financial incentives, such as retention and hiring bonuses. These incentives vary widely </human-resources/article/examples-competitive-financial-incentives-staff> both in size and distribution schedule.

Head Start programs are competing with other employers, such as public schools, for qualified staff. OHS (Office of Head Start) strongly encourages programs to offer financial incentives that are substantial enough to compete with incentives and overall compensation rates offered by competitor employers in their local job market, including elementary schools, while understanding that such financial incentives are not permanent wage increases. Programs may match or reasonably exceed offers made by competing employers, including elementary schools. The amount of such financial incentives may be larger than programs have offered in the past. As outlined in ACF-IM-HS-21-01 </policy/im/acf-im-hs-21-01>, what is a reasonable cost during the ongoing COVID-19 (Coronavirus Disease 2019) pandemic and the heightened workforce needs likely looks different than what was reasonable during pre-pandemic times.

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Justification for Financial Incentives: Determining Necessity and Reasonableness

When making data-informed programmatic decisions on financial incentives and determining necessity and reasonableness, programs can consider the following.

1. Competing employers can include public school settings.

- A program may consider bonuses and overall compensation rates being offered by local elementary school settings for positions that are comparable to the Head Start position for which the incentive is being provided (e.g., a Head Start preschool teacher provides comparable services to a kindergarten or first grade teacher).
- Programs may consider bonuses and compensation rates being offered in neighboring counties or school districts.
- These data points can be integrated into a program's wage comparability study [as one key approach to using data to document workforce strengths and needs.](#)

2. OHS (Office of Head Start) strongly encourages programs to structure incentives in a way that rewards retention of existing staff.

- Think about scaling incentives based on employee tenure with the program.
- Consider the implications of different incentive payment structures or schedules. For instance:
 - A single lump sum payment may be particularly impactful for Head Start staff who have an established tenure with the program.
 - OHS (Office of Head Start) suggests programs stagger any hiring bonuses for new and prospective staff over time to promote retention, rather than providing one lump sum upon hire. For example, a hiring bonus may be advertised for a position posting as one large amount, with part of the bonus paid upon beginning employment with the program and subsequent portions dispersed in one or more increments at future points in time as the new employee remains in their position (e.g., six months after hire; one year after hire; etc.).

3. Programs should use data on the extent of their workforce shortage and program needs to demonstrate the necessity and reasonableness for competitive incentives.

- Relevant data can include the number of vacancies by type of position, how often vacancies occur, how long posted vacancies remain unfilled, the number of applicants, the number of applicants who are offered or attend interviews, the number of candidates accepting new positions, the length of time new hires remain employed in the program, and data from exit and stay surveys.
- Programs can highlight how a staffing shortage prohibits them from reaching full in-person enrollment as a demonstration of necessity.
- If a program already offers financial incentives and continues to struggle to maintain their workforce, this may be an indicator to increase incentive amounts to make them more competitive.

4. Any incentives for staff are subject to an established written policy of the grant recipient for allowability (45 CFR §75.430(f) [<https://www.ecfr.gov/current/title-45/subtitle-a/subchapter-a/part-75/subpart-e/subject-group-ecfr5d90ba314caea08/section-75.430#p-75.430\(f\)>](https://www.ecfr.gov/current/title-45/subtitle-a/subchapter-a/part-75/subpart-e/subject-group-ecfr5d90ba314caea08/section-75.430#p-75.430(f)); 45 CFR §75.431

[<https://www.ecfr.gov/current/title-45/subchapter-a/part-75#75.431>](https://www.ecfr.gov/current/title-45/subtitle-a/subchapter-a/part-75#75.431); 45 CFR §1302.90(a) [<https://www.ecfr.gov/current/title-45/subtitle-b/chapter-xiii/subchapter-b/part-1302/subpart-i/section-1302.90#p-1302.90\(a\)>](https://www.ecfr.gov/current/title-45/subtitle-b/chapter-xiii/subchapter-b/part-1302/subpart-i/section-1302.90#p-1302.90(a))). OHS (Office of Head Start) reminds programs to update their written policies and procedures with governing board approval to reflect more competitive staff incentives prior to implementation.

5. Financial incentives may complement, but should not replace, intentional workforce planning practices. Financial incentives, particularly those that use ARP funds, are a short-term strategy to recruit and retain staff. Programs should continue to use intentional workforce planning practices [to build and sustain a stable workforce.](/video/intentional-workforce-planning)

OHS (Office of Head Start) recognizes that the availability and size of any financial incentives will depend on many local factors, including cost of living and the local job market. Programs should contact their Regional Office with any questions about this IM (Information Memorandum) and providing financial incentives.

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

/ Katie Hamm /

Katie Hamm


Acting Director, Office of Head Start

Deputy Assistant Secretary for Early Childhood Development

See Attachments:

[Examples of Competitive Financial Incentives for Staff](/human-resources/article/examples-competitive-financial-incentives-staff)

See PDF Version of Information Memorandum:

Competitive Bonuses for the Head Start Workforce  </sites/default/files/im/downloads/acf-im-hs-22-04.pdf> [PDF, 104KB]

¹ Since monetary bonuses likely count as income, grant recipients should understand income requirements for public benefits to determine how such bonuses may impact staff members' access to these benefits.

Historical Document