



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

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

**Date:** Wednesday, February 22, 2023

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

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

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**Agenda**

- 1.0 Call Meeting to Order - TIME: \_\_\_\_\_
  - 1.1 Pledge of Allegiance
- 2.0 Roll Call
- 3.0 Approve the Minutes of November 16, 2022 and January 25, 2023 Policy Council Meetings  

**Action**

action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 4.0 Public Comments & Presentations Informational
- 5.0 Program Planning/Budget Informational
  - 5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report
  - 5.2 CCOE FY 21-22 Financial Audit [07 Jan 11 23 Board Packet.pdf \(sharpschool.com\)](#)
- 6.0 Reports Informational
  - 6.1 Secretary's Report
  - 6.2 Classroom Reports by Policy Council Representatives
  - 6.3 Content Area Training
    - 6.3.1 Enrollment & Eligibility - Joseph Moye, Family Services, Division Manager, Children's Services
  - 6.4 Community Member Reports
    - 6.4.1 Colusa County One-Stop, Marisa Apaseo, Employment Service Coordinator
    - 6.4.2 Colusa County Superintendent of Schools, Mike West
  - 6.5 Director's Report
    - 6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries, Vicki Markss - Executive Director, Children's Services

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

7.0 Personnel Action

8.0 New Business Action

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

action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_

8.2 Approve the Internal Dispute (Impasse) Resolution Procedure

action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_

9.0 Correspondence Informational

9.1 MB 23-02 - Guidance to California State Preschool Program (CSPP) Contractors for Children with Disabilities (Exceptional Needs).

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

Action

action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_

11.0 Policy Council Executive Officer Elections Action

11.1 Secretary

action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ ayes \_\_\_\_\_ noes \_\_\_\_\_

12.0 Announcements

13.0 Advanced Planning

13.1 Next Scheduled Meeting Date: March 22, 2023 at 9:00am  
(4th Wednesday of the Month) Education Village - Room E-2

14.0 Adjournment - TIME: \_\_\_\_\_



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

**Fecha:** miércoles, 22 de febrero del 2023

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

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

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**Agenda**

- 1.0 Dar comienzo a la junta-Hora: \_\_\_\_\_
  - 1.1 Juramento de Lealtad
- 2.0 Tomar lista de los presentes
- 3.0 Aprobar las minutas de la juntas del Concilio de Pólizas de 16 de noviembre del 2022 y 25 de enero del 2023

**Acción**

acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_

- 4.0 Comentarios del Público y Presentaciones Información

- 5.0 Planificación/Presupuesto del Programa Información

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

- 5.2 CCOE FY 21-22 Auditoría Financiera

[07 Jan 11 23 Board Packet.pdf \(sharpschool.com\)](#)

- 6.0 Reportes Información

- 6.1 Reporte de la Secretaria

- 6.2 Reporte de los Salones por los Representantes del Concilio

- 6.3 Entrenamiento de Área de Formación de Contenidos

- 6.3.1 Inscripción y elegibilidad - Joseph Moye, Servicios Familiares, Gerente de División, Servicios de Niños

- 6.4 Reportes de Miembros de la Comunidad

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

- 6.4.2 Superintendente del Condado de Colusa, Mike West

- 6.5 Reporte del Director  
6.5.1 Inscripción, Asistencia de niños, Asistencia de los niños parcialmente financiados por otros programas, Plan de Estudios, Información del Resumen de los Programas, Vicki Markss, Directora Ejecutiva, Servicios de Niños
- 6.6 Reporte de Compromiso Familiar - Coordinadora de Compromiso Familiar, Lydia Navarro, Servicios de Niños
- 7.0 Personal Acción
- 8.0 Nuevo Negocios Acción  
8.1 Aprobar el Sistema de Gestión Continua (Proceso de Autoevaluación)  
acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
- 8.2 Aprobar el Procedimiento de Resolución de Disputas Internas (Impasse)  
acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
- 9.0 Correspondencia Información  
9.1 MB 23-02 - Orientación para contratistas del Programa Preescolar del Estado de California (CSPP) para niños con discapacidades (necesidades excepcionales).
- 10.0 Dar Asiento a los Nuevos Elegidos al Concilio de Pólizas Representantes, Alternativos o Miembros de la Comunidad Acción  
acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
- 11.0 Elecciones de Oficiales Ejecutivos del Concilio de Pólizas Acción  
11.1 Secretario/a  
acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
- 12.0 Anuncios Información
- 13.0 Planificación Avanzada  
13.1 Próxima fecha programada para la reunión: 22 de marzo del 2023 a las 9:00am., (cuarto miércoles del mes) Education Village, Salón E-2
- 14.0 Terminar la Junta - HORA: \_\_\_\_\_



**Colusa County Office of Education  
Children's Services  
Early Head Start/Head Start & State Programs  
Policy Council Meeting Minutes  
November 16, 2022**

**Policy Council Members Present:** Lizbeth Corona, Maria L. Medina, Ana Cristina Cardona, Nicol Stephenson and Klarissa Espindola

**Newly Elected Policy Council  
Member Present:**

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

**Staff Members Present:** Vicki Markss, Executive Director, Children's Services  
Fany Sandoval, Accounting Specialist I  
Lydia Navarro, Family Engagement Coordinator  
Monica Ramirez, Program Services Assistant (translation)  
Stefani Santana Silvas, Literacy Coordinator  
Mariah Jaime, Literacy Specialist  
Alissa Maas, Public Relations Coordinator

**1.0 Call Meeting to Order**

Chairperson, Lizbeth Corona, called the meeting to order at 9:10A.M.

**2.0 Roll Call**

Chairperson, Lizbeth Corona, took roll call.

**3.0 Approve the Minutes of August 24, September 28, and October 26, 2022 Policy Council Meetings**

**Result:** Approved  
**Motion:** Maria L. Medina  
**Second:** Nicol Stephenson  
**Ayes:** Maria L. Medina, Ana Cristina Cardona, Nicol Stephenson and Klarissa Espindola

**4.0 Public Comments & Presentations**

**4.1** Footsteps2Brilliance Learning Application - Stefani Santana Silvas, Literacy Coordinator, Colusa County Office of Education

Stefani Santana Silvas, Literacy Coordinator, Colusa County Office of Education shared a PowerPoint with Policy Council Representatives as presented. A free book was also distributed to Policy Council Representatives that were in attendance.

## **5.0 Program Planning/Budget**

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

Fany Sandoval, Accounting Specialist I, 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 Representative and Policy Council Chairperson, Lizbeth Corona shared information from her child's classroom. The children at Arbuckle Early Care Education Center (AECEC) is doing the "Animal or Pet Study." The children are participating learning to add and subtract. The children are learning "Monkey" song. Ana Cristina Cardona, WPLC A representative shared that the children in her son's class are also doing the "Pet Study." She stated technology has benefitted all three of her children in different ways.

### **6.3 Content Area Training**

#### **6.3.1 Family Engagement - Lydia Navarro, Family Engagement Coordinator**

Lydia Navarro, Family Engagement Coordinator, shared a PowerPoint on Family Engagement with Policy Council Representatives as presented.

### **6.4 Community Member Reports**

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

Marisa Apaseo, was not in attendance.

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

Superintendent Mike West, welcomed new Policy Council Representatives. Meetings have been taking place regarding Universal Kindergarten and the impact it will have on preschools. Today CCOE staff will be assisting with the assembly of the "Basket Brigade." Food baskets will also be distributed to families. The local districts determined who would be receiving a food basket.

### **6.5 Director's Report**

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

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

Federal Review is scheduled for December 12<sup>th</sup> thru December 16<sup>th</sup>. The Review Team will be monitoring health and safety as well as other areas the program may need improving on.

There will be another CCOE "On the Spot Hiring" in December in Williams at the Community Center. The event includes application assistance and an interview. Information on current job openings can be found on the EDJoin website: <https://www.edjoin.org/ccoe>

Due to shortages in staff some of the classrooms were combined and others have an extended day.

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

Lydia Navarro, Family Engagement Coordinator, shared the following reports in her presentation on Family Engagement: Learning Genie "on board" percentages, Desired Results Parent Surveys results 2021-2022-year, Family Outcomes (FINA) surveys completion, In-kind graph totals amounts for program sites. In addition, shared information and introduction of Parenting Curriculum - Strengthening Families (Five Protective Factors) and Head Start Family and Community Engagement Framework (Family Outcomes).

Food Basket applications are available on online: [www.colusamacc.org](http://www.colusamacc.org)  
Applications deadline has been extended to November 30<sup>th</sup>. If anyone needs help filling out the application please talk to one of our staff.

Toy for Kids applications are also available. Applications are due December 9<sup>th</sup>.

#### **7.0 Personnel - None**

#### **8.1 New Business**

##### **8.1 Approve the Program Improvement Grant Application (SF424)**

Result: Approved  
Motion: Maria L. Medina  
Second: Nicol Stephenson  
Ayes: Maria L. Medina, Ana Cristina Cardona, Nicol Stephenson and Klarissa Espindola

#### **9.0 Correspondence**

##### **9.1 ACF-IM-HS-22-08 - Fiscal Year (FY) 2023 Monitoring Process for Head Start and Early Head Start Recipients**

##### **9.2 ACF-IM-HS-22-09 - Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots**

9.3 MB 22-06 - Continued Funding Application, Fiscal Year 2023-24

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

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

Ana Cristitina Cardona, WPLC A Alternate Policy Council Representative

Result: Approved  
Motion: Maria L. Medina  
Second: Nicol Stephenson  
Ayes: Maria L. Medina, Ana Cristina Cardona, Nicol Stephenson and Klarissa Espindola

**11.0 Policy Council Executive Officer Elections**

**11.1 Chairperson**

Klarissa Espindola, Policy Council Chairperson

Result: Approved  
Motion: Maria L. Medina  
Second: Nicol Stephenson  
Ayes: Maria L. Medina, Ana Cristina Cardona, Nicol Stephenson and Klarissa Espindola

**11.2 Vice Chairperson**

Ana Cristina Cardona, Policy Council Vice Chairperson

Result: Approved  
Motion: Maria L. Medina  
Second: Ana Cristina Cardona  
Ayes: Maria L. Medina, Ana Cristina Cardona, Nicol Stephenson and Klarissa Espindola

**11.3 Treasurer**

Nicol Stephenson, Policy Council Treasurer

Result: Approved  
Motion: Nicol Stephenson  
Second: Maria L. Medina  
Ayes: Maria L. Medina, Ana Cristina Cardona, Nicol Stephenson and Klarissa Espindola

#### **11.4 Secretary**

Tabled for next meeting

#### **12.0 Committee Membership**

12.1 Program Planning and Budget

12.2 By-Laws

12.3 EHS/HS Self Review

12.4 Child Development

12.5 Health & Nutrition/Health Advisory

12.6 Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)

Family Engagement Coordinator shared information on each committee at Policy Council Training. A full description was also shared with Policy Council Representatives. Parents were also informed of the opportunity to participate on the interview panels for new job applications.

#### **13.0 Announcements**

Training for Executive Officers for Policy Council Meeting will be held December 5<sup>th</sup> and 6<sup>th</sup>.

#### **14.0 Advanced Planning**

14.1 Next Scheduled Meeting Date: December 21, 2022 at 9:00am  
(Third Wednesday of the Month) at Education Village - Room E-2

#### **15.0 Meeting Adjournment**

Meeting was adjourned at 11:03a.m.

Minutes by: Lydia Navarro, Family Engagement Coordinator



**Colusa County Office of Education  
Children's Services  
Early Head Start/Head Start & State Programs  
Policy Council Meeting Minutes  
January 25, 2023**

**Policy Council Members Present:** Maria L. Medina, Ana Cristina Cardona, and Nicol Stephenson

**Newly Elected Policy Council  
Member Present:** Patricia Salazar

**Other Members Present:**

**Staff Members Present:** Chuck Wayman, Deputy Superintendent of Student Services,  
Colusa County Office of Education  
Vicki Markss, Executive Director, Children's Services  
Rosa Talamantes, Fiscal Specialist  
Donyale Miller, Division Manager - Education  
Lydia Navarro, Family Engagement Coordinator  
Esther Rocha, Program Services Assistant II (translation)

**1.0 Call Meeting to Order**

Vice Chairperson, Ana Cristina Cardona, called the meeting to order at 9:08A.M.

**2.0 Roll Call**

Vice Chairperson, Ana Cristina Cardona, took roll call.

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

Result: No quorum

**4.0 Public Comments & Presentations**

None

**5.0 Program Planning/Budget**

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

Nicol Stephenson PC 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**

### **6.3 Content Area Training**

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

### **6.4 Community Member Reports**

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

Marisa Apaseo, was not in attendance.

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

Superintendent Mike West is attending a conference. Deputy Superintendent Chuck Waymen attended Policy Council meeting to share updates.

### **6.5 Director's Report**

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

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

HS/EHS Federal Review was conducted December 12<sup>th</sup> thru December 16<sup>th</sup>. The program met the monitoring compliance. The Office of Head Start will continue to work with our office to improve enrollment. Thank you to all the parents that participated in the monitoring interview. Looking at current eligibility and selection criteria for child care programs.

There will be another CCOE "On the Spot Hiring" in February in Colusa at the Boys Scout Cabin. The event includes application assistance and an interview. Information on current job openings can be found on the EDJoin website: <https://www.edjoin.org/ccoe>

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

#### **SAVE THE DATES:**

- Wave of Wellness Parent's Choice Conference - March 17<sup>th</sup> 2023 from 8:30-2:00pm. We will provide transportation or the program can reimburse parents for their mileage. The conference is held in Red Bluff. A flyer and information will be shared via email with other PC reps that were not in attendance today.
- Head (Start) to the Capitol Advocacy Day - March 23, 2023 in Sacramento. A rally is also planned at the State Capitol.

If interested in attending any of these events please let Lydia Navarro know by February 28<sup>th</sup>  
Contact info: (530)458-0350 ext. 10320  
or by email: [lnavarro@ccoe.net](mailto:lnavarro@ccoe.net)

**7.0 Personnel - None**

**8.0 New Business**

None

**9.0 Correspondence**

- 9.1 MB 22-07 - Assessment, Waivers and Reporting of Family Fees for Fiscal Year (FY) 2022 -23
- 9.2 MB 23-01 - Changes in Eligibility, Priority, and Non-Countable Income for the California State Preschool Program
- 9.3 ACF-PI-HS-23-01 Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

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

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

No quorum

**11.0 Policy Council Executive Officer Elections**

**11.1 Secretary**

No quorum

**12.0 Announcements**

**13.0 Advanced Planning**

- 14.1 Next Scheduled Meeting Date: February 22, 2023 at 9:00am  
(Fourth Wednesday of the Month) at Education Village - Room E-2

**14.0 Meeting Adjournment**

Meeting was adjourned at 10:00a.m.

Minutes by: Lydia Navarro, Family Engagement Coordinator

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

January 31, 2023

**Fiscal Year 2022-2023**

	<b>Certificated Salaries = Teachers, Administrators</b>	<b>1000's</b>	<b>145,491</b>	<b>129,460</b>	<b>16,031</b>
	<b>Classified Salaries = Aides, Clerical staff and PSAs.</b>	<b>2000's</b>	<b>247,086</b>	<b>87,000</b>	<b>160,086</b>
<b>Benefits =</b> Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.					
<b>Materials &amp; Supplies =</b> Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.		<b>3000's</b>	<b>148,488</b>	<b>92,392</b>	<b>56,096</b>
<b>Operating Costs =</b> Rent, mileage, repairs, utilities such as phone, PG&E, water etc.		<b>4000's</b>	<b>29,406</b>	<b>21,842</b>	<b>7,564</b>
		<b>5000's</b>	<b>104,533</b>	<b>47,613</b>	<b>56,920</b>
<b>Equipment =</b> This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.		<b>6000's</b>	<b>78,500</b>	<b>31,696</b>	<b>46,804</b>
<b>Training and Technical Assistance =</b> This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.			<b>14,702</b>	<b>9,334</b>	<b>5,368</b>
<b>Indirect Costs = 7.25%,</b> This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.			<b>51,453</b>	<b>28,104</b>	<b>23,349</b>
<b>TOTAL OPERATING COSTS TO DATE</b>			<b>819,659</b>	<b>447,440</b>	<b>372,219</b>
			<b>% OF YEAR COMPLETED</b>		
			<b>TOTAL BUDGET FOR 22/23</b>		
			<b>% OF BUDGET SPENT TO DATE</b>		
			<b>58%</b>		
			<b>447,440</b>		
			<b>54.6%</b>		

# Policy Council Head Start Budget Report

as of

January 31, 2023

## Fiscal Year 2022/2023

OPERATING COSTS	OBJECT CODE	Head Start Budget	Head Start What we have spent	Balance
		5210	5210	
Certificated Salaries = Teachers, Administrators	1000's	553,933	196,062	357,871
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	182,272	110,343	71,929
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	217,344	136,083	81,261
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	36,778	32,059	4,719
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	263,945	101,535	162,410
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	195,709	65,985	129,724
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	16,382	6,019
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.	7000's	92,559	47,737	44,822
TOTAL OPERATING COSTS TO DATE		1,564,941	706,186	858,755
% OF YEAR COMPLETED			58%	
TOTAL BUDGET FOR 22/23		1,564,941	706,186	
% OF BUDGET SPENT TO DATE			45.1%	



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

January 31, 2023

**Fiscal Year 2022-2023**

<b>Certificated Salaries = Teachers, Administrators</b>	<b>1000's</b>	13,552	13,551	1
<b>Classified Salaries = Aides, Clerical staff and PSAs.</b>	<b>2000's</b>	0	0	0
<b>Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.</b>	<b>3000's</b>	8,949	7,391	1,558
<b>Materials &amp; Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.</b>	<b>4000's</b>	200	189	11
<b>Consulting Services= Contractor costs.</b>	<b>5000's</b>	0	0	0
<b>Equipment = Equipment and items with a cost of over \$5,000.</b>	<b>6000's</b>	10,845	10,842	3
<b>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.</b>		2,393	800	1,593
<b>TOTAL COSTS TO DATE</b>		35,939	32,772	3,167
<b>% OF YEAR COMPLETED</b>				
			58%	
<b>TOTAL BUDGET FOR 22/22</b>		35,939	32,772	
<b>% OF BUDGET SPENT TO DATE</b>			91.2%	

Monthly Meal Counts														
Contract # 06-2105-1J														
	All Center Programs	July	August	September	October	November	December	January	February	March	April	May	June	Total
1	Breakfasts	1670	2111	2411	2598	1910	1652	1771						
2	Lunches	1755	2154	2434	2624	1941	1650	1781						
3	Snacks	1516	1607	1572	1737	1228	982	950						
4	Total	4941	5872	6417	6959	5079	4284	4502	0	0	0	0	0	38054
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 10,384.98	\$ 12,682.60	\$ 14,495.37	\$ 16,521.59	\$ 11,742.97	10,003.15	\$ 10,778.90						
6	Expected Reimbursement	\$ 9,913.90	\$ 12,641.71	\$ 14,528.97	\$ 15,634.78	\$ 11,232.27	\$ 9,728.65	\$ 10,264.64						
7	HS/EHS % of all meals served	31%	27%	38%	36%	38%	39%	39%						
8	HS/EHS Meal Count	1,573	1,585	2,252	2,416	1,827	1,670	1,756						

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 HSEHS 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 (actual)
- 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 1/31/2023

COLUSA COUNTY OFFICE OF EDUCATION

Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
9867	US Bank	1/01/23-1/31/23	Cal Card	\$ 32.28	Vicki Markss	Amazon	WPLC B - Classroom Fish Aquarium Supplies
				\$ 28.95	Vicki Markss	Amazon	Education Program Supervisor - Work Laptop Charger
				\$ 30.14	Vicki Markss	Amazon	WPLC B - Classroom Outdoor Supplies
				\$ 72.00	Vicki Markss	Amazon	Recruitment Supplies
				\$ 27.98	Vicki Markss	Amazon	WPLC B Office Supplies
				\$ 24.77	Vicki Markss	Amazon	WCC P1 - Keyboard Replacement
				\$ 65.92	Vicki Markss	Amazon	WCC I - Classroom Supplies
				\$ 205.83	Vicki Markss	Amazon	All Preschool Classroom Supplies
				\$ 80.44	Vicki Markss	Amazon	CCC I - Infant Classroom Material
				\$ 27.86	Vicki Markss	Amazon	CCC I - Infant Classroom Laptop Charger
				\$ 744.35	Vicki Markss	Insect Lore	All Preschool Classroom Supplies
				\$ 459.01	Vicki Markss	Walmart	CCC - Office Supplies
				\$ 1,406.89	Vicki Markss	Vista Print	Recruitment Supplies
				\$ 1,041.86	Vicki Markss	Positive Promotion	CS In Service Day Supplies
				\$ 681.36	Vicki Markss	Discount Playground Supply	WCC P1 - Classroom Replacement
			Wayman's 76	\$ 151.39	Food Service Staff	Fuel	Food Transportation
				\$ 45.03	Maintenance	Supplies	WPLC - Playground
				\$ 35.35	Maintenance	Supplies	CCC T - Drinking Fountain
				\$ 75.06	Maintenance	Supplies	CPLC - Ticket #2176
				\$ 322.76	Maintenance	Supplies	CCC - Pump for Landscape Drain
				\$ 24.64	Maintenance	Supplies	CCC T - Furniture Repair
				\$ 7.50	Maintenance	Supplies	WPLC - Shade Structure
				\$ 85.79	Maintenance	Supplies	WCC T - Ticket #2237
				\$ 51.42	Maintenance	Supplies	CCC Ticket # 1954
				\$ 30.02	Maintenance	Supplies	AECEC - Landscape
				\$ 27.85	Maintenance	Supplies	ACC - Ticket #2234 & 2233
				\$ 33.39	Maintenance	Supplies	CCC - Ticket #1954
				\$ 9.93	Maintenance	Supplies	CCC - Ticket #1954
			CCFS Farm Supply	\$ 37.66	Maintenance	Supplies	WCC - Landscape & Carpet Cleaner

## Colusa County Office of Education

### 4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2022 - 1/31/2023

#### Colusa County Office of Education

< No Site >

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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#### Arbuckle Children's Center

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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#### Arbuckle Early Care & Ed. Center

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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#### CHILDREN'S SERVICES

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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#### Colusa Children's Center

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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#### Colusa PLC A

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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#### Colusa PLC B

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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#### Home Based

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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#### Williams Children's Center

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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#### Williams PLC

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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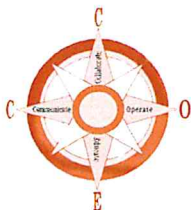
#### Williams PLC B

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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#### Report Totals

Total	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Total
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Requirement % YTD % Earned  
\$580,140 59% 59%



## COLUSA COUNTY OFFICE OF EDUCATION

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

### COLUSA COUNTY BOARD OF EDUCATION REGULAR MEETING

DATE: Wednesday, February 8, 2023

TIME: 4:00 pm Board Business Meeting

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

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

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

*This meeting will be recorded.*

### AGENDA

#### DECISION

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>1.0 CALL TO ORDER           <ul style="list-style-type: none"> <li>1.1 Pledge of Allegiance</li> </ul> </li> <li>2.0 ORDERING OF AGENDA</li> <li>3.0 STAFF QUESTIONS AND COMMENTS</li> <li>4.0 LETTERS AND COMMUNICATIONS           <ul style="list-style-type: none"> <li>4.1 Awarding of Diploma(s) – Colusa County Adult School</li> </ul> </li> <li>5.0 PUBLIC INPUT – <i>Items not on the agenda</i></li> <li>6.0 REPORTS FROM SUPERINTENDENT AND STAFF           <p><i>Note: <b>Bold</b> indicates oral report</i></p> <ul style="list-style-type: none"> <li>6.1 Superintendent's Reports               <ul style="list-style-type: none"> <li><b>6.1.1 Superintendent's Monthly Report</b></li> <li><b>6.1.2 Superintendents Council – January Meeting</b></li> </ul> </li> <li>6.2 Administrative Services – Aaron Heinz               <ul style="list-style-type: none"> <li>6.2.1 County Elementary Spelling Competition</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li>information</li> <li></li> <li>information</li> <li>information</li> </ul> |
|---|---|



	<u>DECISION</u>
6.3 Student Services – Chuck Wayman	information
6.4 Technology Services – Alex Evans	information
7.0 BOARD QUESTIONS AND COMMENTS	
7.1 Board President’s Report	information
8.0 PUBLIC INPUT – <i>Items on the agenda</i>	
9.0 CONSENT AGENDA	
(All items are approved by one motion unless pulled by a Board member for separate discussion or action.)	
9.1 Approve Minutes of the January 11, 2023, Regular Board Meeting	action
10.0 OLD BUSINESS	
10.1 Community College District Territory (standing item)	information
10.2 Facilities Update (standing item)	information
10.3 LCAP Update (standing item)	information
10.4 Universal Prekindergarten (standing item)	information
11.0 NEW BUSINESS	
11.1 Approve School Accountability Report Cards (SARC) using data from the 2021-22 School Year	action
11.1.1 Coastal Buttes Academy	
11.1.2 S. William Abel Academy	
11.2 Approve 2023-24 Year Five Funding Application for Federal Assistance	action
12.0 ADVANCED PLANNING	
12.1 Items to be Considered for the Next Board Meeting	action
12.2 Next Regular Board Meeting	information
<u>2<sup>nd</sup> Interim Report</u>	
March 8, 2023, 4:00 p.m.	
345 5th Street, Colusa, Large Conference Room	
13.0 ADJOURNMENT	

6.5.1

Jan-23

## Total Enrollment Slots for HS = 106 and Total Enrollment for EHS Slots =62

Head Start Enrollment By Month	July		Aug		Sept		Oct.		Nov.		Dec.	Jan.	Feb.	March	April	May	June
Enrolled Slots		2022	148		190		168		168		173						
Total Slots																	
Vacant Slots																	

## Actual Enrollment for Head Start and CSPP

Site and Classroom Name	Capacity	1/3/2023		1/10/2023		12/17/2022		1/24/2023		1/31/2023							
Arbuckle Children's Center - Preschool	24	13	6 HS/ 7 State	13 (54%)	6 HS/ 7 State	13 (54%)	6 HS/ 7 State	13 (54%)	6 HS/ 7 State	13 (54%)	6 HS/ 7 State						
Arbuckle Children's Center - Preschool (CMIG)																	
Arbuckle Early Care and Education Center	24	16	7 HS/ 9 State	16 (67%)	7 HS/ 9 State	16 (67%)	7 HS/ 9 State	16 (67%)	7 HS/ 9 State	16 (67%)	7 HS/ 9 State						
Colusa Children's Center - Preschool	24	15	7 HS/ 8 State	15 (63%)	7 HS/ 8 State	15 (63%)	7 HS/ 8 State	15 (63%)	7 HS/ 8 State	15 (63%)	7 HS/ 8 State						
Colusa Children's Center - Preschool (CMIG)																	
Colusa Preschool Learning Center A	24	15	10 HS/ 5 State	15 (63%)	10 HS/ 5 State	14 (58%)	9 HS/ 5 State	14 (58%)	9 HS/ 5 State	14 (58%)	9 HS/ 5 State						
Colusa Preschool Learning Center B	24	14	2 HS/ 12 State	14 (58%)	2 HS/ 12 State	15 (62.5%)	2 HS/ 13 State	15 (62.5%)	2 HS/ 13 State	16 (67%)	2 HS/ 14 State						

Williams Children's Center- Preschool 1	24	22	7 HS/ 15 State	22 (92%)	7 HS/ 15 State	22 (92%)	7 HS/ 15 State	22 (92%)	7 HS/ 15 State	22 (92%)	7 HS/ 15 State						
Williams Children's Center- Preschool 2 (CMIG)	24																
Williams Preschool Learning Center A	24	18	12 HS/ 6 State	18 (75%)	12 HS/ 6 State	19 (79%)	13 HS/ 3 State	19 (79%)	13 HS/ 3 State	19 (79%)	13 HS/ 3 State						
Williams Preschool Learning Center B	20	16	16 State	16 (80%)	16 State	15 (75%)	15 State	15 (75%)	15 State	15 (75%)	15 State						
Maxwell TK Collaboration				9						9	6 HS/ 3 State						

## Total Enrollment Slots for HS = 106 and Total Enrollment for EHS Slots =62

Early Head Start Enrollment By Month	July		Aug.		Sept		Oct.		Nov.		Dec.	Jan.	Feb.	March	April	May	June
Enrolled Slots for Early Head Start																	
Reserved Slots for Early Head Start																	
Vacant Slots for Early Head Start																	

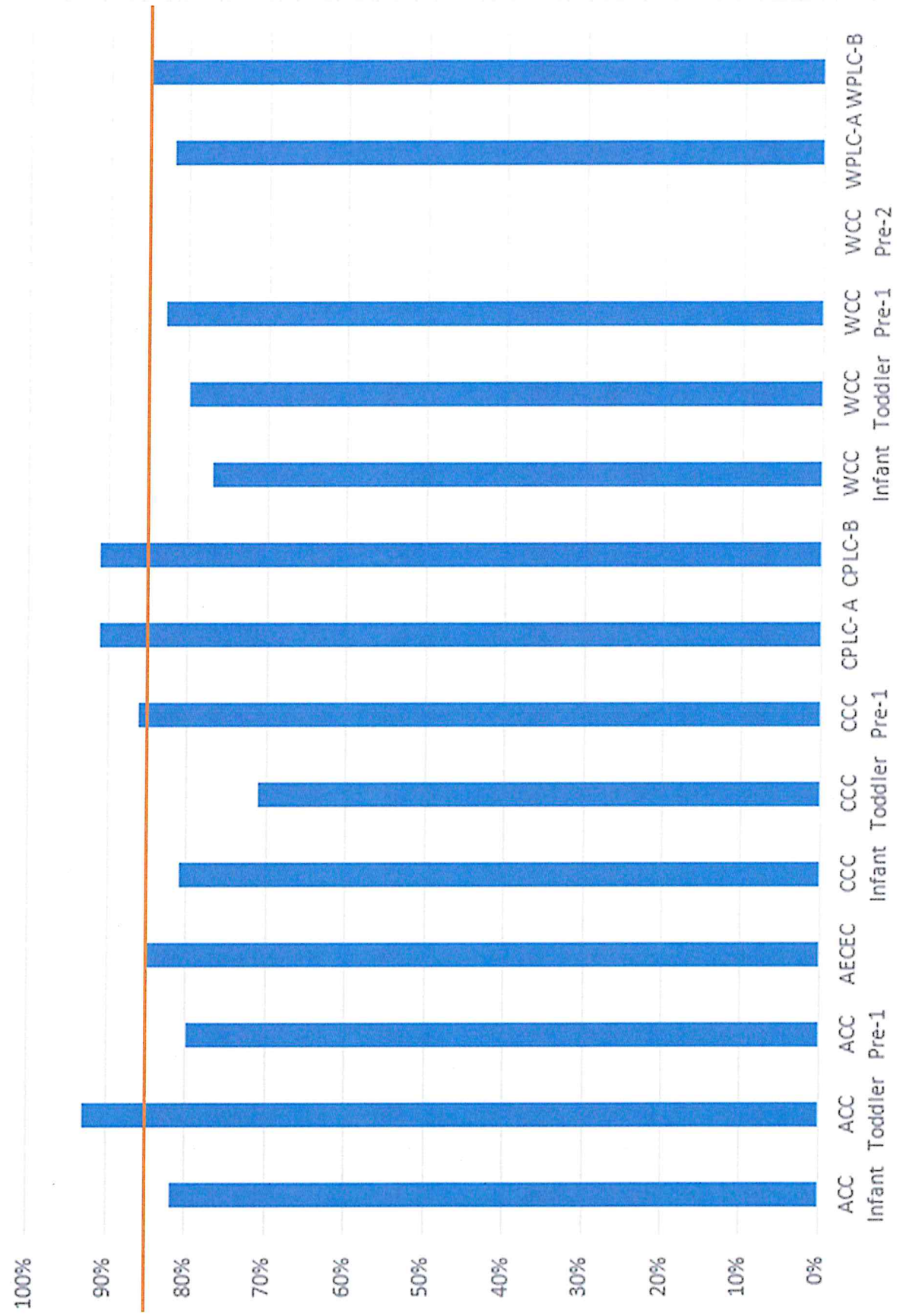
## Actual Enrollment for Early Head Start, CCTR and CMIG

Site and Classroom Name	Capacity	1/3/2023		1/10/2023		1/17/2023		1/24/2023		1/31/2023							
Arbuckle Children's Center - Infant	8	4	3 EHS/ 1 State	4 (50%)	3 EHS/ 1 State	4 (50%)	3 EHS/ 1 State	4 (50%)	3 EHS/ 1 State	4 (50%)	3 EHS/ 1 State						
Arbuckle Children's Center - Infant (CMIG)																	
Arbuckle Children's Center - Toddler	8	7	4 EHS/ 3 State	7 (88%)	4 EHS/ 3 State	7 (88%)	4 EHS/ 3 State	7 (88%)	4 EHS/ 3 State	7 (88%)	4 EHS/ 3 State						
Arbuckle Children's Center -Toddler (CMIG)																	

Colusa Children's Center - Infant	9	6	3 HS/ 3 State	6 (67%)	3 HS/ 3 State	6 (67%)	3 HS/ 3 State	6 (67%)	3 HS/ 3 State	6 (67%)	3 HS/ 3 State						
Colusa Children's Center - Infant (CMIG)																	
Colusa Children's Center- Toddler	8	7	3 HS/ 4 State	7 (88%)	3 HS/ 4 State	7 (88%)	3 HS/ 4 State	7 (88%)	3 HS/ 4 State	7 (88%)	3 HS/ 4 State						
Colusa Children's Center- Toddler (CMIG)																	

Williams Children's Center- Infant	9	7	3 HS/ 4 State	7 (78%)	3 HS/ 4 State	6 (67%)	2 HS/ 4 State	6 (67%)	2 HS/ 4 State	6 (67%)	2 HS/ 4 State						
Williams Children's Center - Infant 2 (CMIG)	8																
Williams Children's Center - Toddler	8	4	4 State	4 (50%)	4 State	4 (50%)	4 State	4 (50%)	4 State	4 (50%)	4 State						
Williams Children's Center - Toddler 2 (CMIG)	8																
Home Base																	
Home Base M. Ibarra		9	9 EHS	9	9 EHS	9	9 EHS	9	9 EHS	9	9 EHS						

# January 2023 Attendance







## Colusa County Office of Education- Children's Services

### Ongoing Management System

CCOE - Children's Services established an effective data-driven ongoing management system that ensures program implementation in a systematic, effective and consistent delivery of high-quality services. Ongoing supervision and monitoring will ensure high quality, comprehensive services are provided that benefit the outcomes for children and families.

**Purpose:** This management system provides monitoring procedures and ongoing oversight towards achievement of program goals and objectives and the implementation of federal, state and local performance standards. The management system identifies the key elements of program, fiscal and human resource management and monitors for effective oversight and implementation. An established system provides an appropriate timeframe to review and analyze collected data and responsibilities. Participation in the monitoring process involves several levels, including direct service delivery, the determination of appropriate services, analyzing areas for growth and for continued support and development.

**Reference/Performance Standards:** *HSPPS: Program Management and quality Improvement, 1302.101 Management System, HSPPS: 1302.11 Determining Community Strengths, Needs, and Resources*

### Procedure for Achieving Program Goals:

The services and systems to be monitored and the strategies used to ensure ongoing compliance include monitoring activities that promote achievement of programmatic goals. Established goals include:

- Review and analysis of collected data (ChildPlus, NOHO, Child Care Analytics, Escape, HSES, CEL, F2B, ASQ-SE Online, and Learning Genie Reports)
- Establishment of long-term program goals
- Goals for education, health, nutrition, and family and community engagement
- School Readiness goals
- Effective Health and Safety practices

### **Monitoring Program Performance**

The Executive Team meets weekly. Monthly Leadership Team meetings ensures oversight of data systems and monitoring to ensure effective implementation. Content area managers develop, train, and implement guidance and procedures to ensure compliance. Data is collected; aggregated and immediate corrections are made to ensure program quality and compliance.

### **Ongoing Assessment of Program Goals:**

An annual self-assessment is conducted January through March and includes the Leadership Team, Policy Council and community members. During the self-assessment process, an evaluation of program five-year goals, strengths, and areas for further focus are included as well as:

- Child assessment aggregated data
- Professional development data



## Colusa County Office of Education- Children's Services

- Family Engagement data
- Progress towards goals
- Systems that contribute to school readiness

A self-assessment committee includes the Leadership Team and other team members that evaluate the program's progress and the effectiveness while maintaining communication with members of Policy Council, Governing Body, Board of Education, and parents. A summary of strengths and areas of focus will be developed from results of the annual self-assessment and will be shared with responsible HHS officials.

### **Using Data for Continuous Improvement**

The following areas reflect CCOE-Children's Services system to ensure ongoing oversight and continued compliance. Data is collected, aggregated, and evaluated towards achieving program goals towards continuous improvement and effectiveness.

### **Management System:**

- ❑ **Communication**
  - ✓ Weekly Executive Team meetings
  - ✓ Monthly Leadership meetings
  - ✓ Professional Development In-Service All Staff Days scheduled two times per year
  - ✓ Pre-Service-Content Area trainings
  - ✓ Monthly Professional Development / Division meetings
  - ✓ Annual Timeline
  - ✓ Monthly case management
  - ✓ Annual Self-assessment
  - ✓ Monthly with CCOE Administrative Services
- ❑ **Fiscal Management**
  - ✓ Monthly updates to the Executive Team (budget, expenditures, encumbrances, state earning projections)
  - ✓ Monthly financial reports submitted to Policy Council/BO1
  - ✓ Fiscal accountability for continued funding
  - ✓ Monthly Non-Federal Share-In-Kind contribution reports
  - ✓ Annual financial audit by outside agency with written report
- ❑ **Human Resources Management**
  - ✓ Monthly personnel reports including staff vacancies, community outreach, and volunteers
  - ✓ Employee Orientations and Surveys
  - ✓ Annual Employee Performance Evaluations
  - ✓ Review of CPR & First Aid, college course units/transcripts and required qualifications
  - ✓ Standards of Conduct





**Colusa County Office of Education- Children's Services**

- ✓ Mandated annual trainings
- **Prevention and Early Intervention**
  - ✓ Monitor inspection of Health and Safety Checklists
  - ✓ Quarterly Health & Safety Checklists
  - ✓ Monthly Quality Assurance Monitoring
  - ✓ Monthly Health Services Tracking Reports
  - ✓ Monthly Classroom Observation and Monitoring Visits
  - ✓ Monthly Child Injury Log Reports
  - ✓ Review of Children's Files
  - ✓ Bi-monthly Colusa County Partnerships for Health Meeting
  - ✓ Monthly Referral Monitoring Report
  - ✓ CACFP Child Care Homes and Centers Monitoring Report
  - ✓ CACFP Classroom Monitoring Checklist
  - ✓ Monthly Immunization tracking, physicals, dental exams and treatment report
  - ✓ Number of CACFP Meals served and reimbursements
- **Individualization and Curriculum**
  - ✓ Monthly classroom observation visits and monitoring checklist
  - ✓ Annual Professional Development Plan that includes ongoing CLASS trainings, Creative Curriculum implementation, coaching
  - ✓ CLASS Data: Observations conducted two times per year
  - ✓ Coaching Data
  - ✓ Annual ITERS/ECERS
  - ✓ Monthly review of lesson plans/ individualization
  - ✓ Monthly individualized Case Management
  - ✓ Monthly review of home visiting program, home visits, and lesson plans, curriculum implementation, HOVRS, etc.
  - ✓ Reports and follow up ensuring completion of Home Visits, ILP, Developmental Screenings, Parent/Teacher Conferences
  - ✓ Child Developmental Assessments (3 times per year) track and reports results using Learning Genie
  - ✓ Child Outcomes Annual Report
  - ✓ Monthly Footsteps2Brilliance classroom reports
- **Disabilities Services**
  - ✓ Child file review two times per year
  - ✓ Monthly ChildPlus reports to assess completion of ASQ/ASQ-SE
  - ✓ ChildPlus and State Report of IFSP/IEP enrollment monthly
  - ✓ Biannual Behavioral Health Observations and follow up tracking
  - ✓ Quarterly meetings with teachers around concerns and as needed
  - ✓ Teaching Pyramid training and maintain implementation of strategies
  - ✓ Classroom observation visits and support when requested by teacher/educator or approximately every other month



**Colusa County Office of Education- Children's Services**

- ✓ Annual training for teachers on IFSP/IEP goals and new enrollments as needed.
- ✓ Monthly referral report
- ✓ Monthly Case Management
- ✓ Annual review of agreements with LEA's
  
- **Family Partnership Building**
  - ✓ Monthly ChildPlus Report for Family Partnership Agreement tracking
  - ✓ Monthly ChildPlus Report for Home Visit tracking (Home-based programs)
  - ✓ Quarterly classroom observation visits (Parent Friendly Parent Boards and Father Friendly Checklist)
  - ✓ Annual Family Interest and Needs Assessment (FINA) survey report and follow up
  - ✓ Annual transition planning
  
- **Parent Involvement**
  - ✓ Quarterly PC Meeting Monitoring Assessment Checklist by site
  - ✓ Monthly In-kind received by site
  - ✓ Monthly planning and tracking attendance of Parent Activity/Meetings
  - ✓ Plan and track annual Open House event
  - ✓ Monthly tracking of parents utilizing Learning Genie
  - ✓ Monthly Family Literacy Activities report (Footsteps2Brilliance, And Literacy for All)
  - ✓ Monthly events distribution tracking
  - ✓ Annual Parent Surveys
  
- **Community Partnerships**
  - ✓ Annual review of Community Resource Guide
  - ✓ Conduct Community Assessment at least once over the five-year grant cycle
  - ✓ Annual review of Collaborative Partners/MOU's
  - ✓ Tracking number of in-home Child Care Providers/Trustline
  - ✓ Professional Development for in-home Child Care Providers
  - ✓ Local Child Care Planning Council Annual Report and events
  
- **ERSEA**
  - ✓ Monthly Enrollment Report (ChildPlus/NOHO)
  - ✓ Monthly Average Daily Attendance Reports (ChildPlus/NOHO)
  - ✓ Monthly analysis of enrollment reports
  - ✓ Monthly Wait List Status Report
  - ✓ Monthly Recruitment (monthly recruitment areas and upcoming recruitment events)
  - ✓ Inquiry Logs
  - ✓ Monthly report of approved applications, number and location of vacant slots
  - ✓ Monthly Recruitment Committee report
  - ✓ Annual Recruitment Advisory Committee report



**Colusa County Office of Education- Children's Services**

❑ **Facilities**

- ✓ Health & Safety Inspection Reports (minimum of every five years)
- ✓ Monthly Classroom Inspection Reports
- ✓ Monthly Fire and Earthquake Drills
- ✓ Emergency Drills
- ✓ Monthly Facilities Work Request/Maintenance Log
- ✓ Annual Maintenance Log Review with Facilities Manager

This multidimensional process ensures early detection and correction of minor problems before they escalate. Corrective action plans are developed when problems are identified. To ensure the findings are corrected in a timely manner, the corrective action plan will identify strategies for improvement and timelines for compliance.

A Community Needs Assessment is conducted at least once over the five-year grant period and reviewed on an annual basis to ensure our program meets the needs of the Colusa County community. The Community Assessment describes the strengths, needs, and significant changes of our community including:

- Geographic location, race, ethnicity, and spoken language
- Children in foster care, experiencing homelessness in collaboration with McKinney-Vento Local Education Agency Liaison
- Children with disabilities and types along with resources available
- Social service needs including economic social factors, education, health, and nutrition needs that impact the families and children within the community
- Employment
- Available child care and child development programs to families
- Community resources and available services to address the needs of eligible families

**Leadership Team Monthly Monitoring & Reports by Program:**

- a. **ERSEA:** Family Services Supervisor Report: Enrollment (includes current enrollment, pregnant mothers, # of Waitlisted, dropped, intakes/applications received) # of site visits, # of files reviewed, CalWORKs/AP Caseload, recruitment outreach.

Family Services Division Manager Report: Attendance, Average Daily Attendance, # of Chronic Absenteeism, # of inquiries received by site/PSA. Progress on Data Systems ChildPlus/NOHO. Resource and Referral # of active in-home child care providers and pending, planned trainings, and recruitment and outreach efforts completed for providers.

- b. **Health & Nutrition:** Health/Nutrition Specialist: # of Dietary Evaluations. Dental/Hearing/Vision Screenings completed, # of required follow-ups, # of site visits, # of files reviewed, # of meals served, # of Referrals received/complete, # of Quality Assurance Monitoring Reports.





**Colusa County Office of Education- Children's Services**

- c. **Education:** Education Division Manager Report: # of DRDP Assessments completed/pending and results of Outcome Reports, # of ILP, Parent/Teacher Conferences completed/pending, Completed CLASS scores, Footsteps2Brilliance percent of families signed up, classroom words read, classroom updates, Covid-19 accommodations made. Area Managers: # of classroom monitoring checklists completed, # of files reviewed, # of completed Case Management meetings.
- d. **FSARS Completed** (CP Report 4130) Health, Nutrition, Special Needs, Family Engagement.
- e. **Special Needs/Disabilities/Mental Health:** Special Needs Coordinator Report: # of observations conducted, # of follow-ups, # of CST meetings scheduled and attended, # of IFSP/IEP's and pending, (CP Report 3501) # of ASQ/ASQ-SE completed/pending follow-up, # of FSARS, # of files reviewed, # of site visits completed.
- f. **Family & Community Engagement:** Family Engagement Coordinator Report: # of attendance at each event and upcoming events, # of FINA's completed/pending/results, PC Meeting highlights and # in attendance, # of PC Representatives, # of Parent Meeting attendance at Parent Meetings, HB # of home visits completed/missed, # of files reviewed, # of site visits completed. Share results from Father Friendly Checklist, Parent Boards, Parent Survey data, # of parents signed up for Learning Genie, # of FSAR's received/completed.
- g. **Fiscal Management:** Fiscal Specialist Report: In-Kind received, Fiscal updates, modified contracts/activities required, CARES/ARP funding.
- h. **Human Resources:** Program Support Technician Report: #of current employees, # of vacancies, # of volunteers and site, employee recruitment outreach efforts, # of completed/pending Work Requests, upcoming staff wellness/activities.

CCOE-Children's Services ongoing monitoring, record keeping and reporting systems are interwoven to ensure that progress is being made toward planned outcomes, documentation is maintained for follow-up and historical references, and information is provided to inform managers, Policy Council, Board Members and Board of One. A program-wide approach allows the progression of sound decisions and self-correcting actions that produce a high-quality program.

**Timeline:** Data is collected monthly and reviewed throughout each year.

**Distribution:** Reports are emailed electronically or provided to the Program Support Technician one week prior to monthly Leadership Team meetings. Content managers will highlight or note discrepancies in their reports and take immediate corrective action. Content



**Colusa County Office of Education- Children's Services**

managers/coordinators/specialist will maintain copies of all reports and supporting documentation for the current and last program year.

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Colusa County Office of Education- Children's Services

### **Internal Dispute (Impasse) Resolution Procedure**

**Purpose:** To ensure the Colusa County Superintendent of Schools, hereinafter referred to as the County Office, and the Colusa County Office of Education Head Start Policy Council, hereinafter referred to as the Policy Council resolve internal disputes.

**Performance Standards:** *HSPPS 1301.6 Program Governance – Impasse Procedures*

#### 1. **DEFINITION OF IMPASSE**

An impasse occurs when:

- (a) the hiring or discharge of a Head Start employee has been approved or initiated by the County Superintendent of Schools but not approved by the Policy Council within fifteen (15) days.
- (b) when the Policy Council presents a Head Start budget to the County Office or when the County Office presents a Head Start budget to the Policy Council and the budget is not approved within fifteen (15) days.
- (c) Whenever the decision making process breaks down irreconcilably.

#### 2. **IMPASSE PROCEDURE**

- (a) **Impasse Panel Composition:** The panel shall be made up of three (3) arbiters. One shall be selected by the County Office, one selected by the Policy Council. A third member shall be selected by the other two panel members and shall serve as chairperson. Committee members shall consist of persons who best represent the interest of the low-income community, and who will apply due diligence to consideration of the impasse, within the Education Code and other legal requirements.
- (b) **Failure to Select Chairperson:** If the first two panel members are unable to agree upon a third member within seven (7) days after the designation of the second member, they will request that one of the local judges, the Colusa County Bar Association or the American Arbitration Association name one of its members or appoint an impartial leader of the community who would be willing to serve as chairperson. None of the panel members shall be relatives or close friends of any employee of Colusa County Office of Education including Head Start, the Board of Education or the Policy Council.
- (c) **Notice of Impasse:** When the County Office or the Policy Council decides to declare an impasse, said group shall notify the other group in writing that the impasse is to be submitted to the Impasse Panel.

The notice shall include:

- (1) A statement of the issue which is at impasse.
- (2) The name and address of the person the County Office or the Policy Council has designated as a member of the impasse panel.
- (3) A request that the County Office or the Policy Council designate a member of the impasse panel within seven (7) days of the receipt of the notice.

A copy of the notice shall be sent to the Region IX Head Start program director, when applicable.





Colusa County Office of Education- Children's Services

- (d) Failure to Designate Panel Member: If the County Office or the Policy Council fails to designate an impasse panel member within seven (7) days of receipt of Notice of Impasse, that party shall be in default, and such failure shall be construed to be approval of the County Office or Policy Council's proposed action.
- (e) Preliminary Matters:
  - (1) The impasse panel shall schedule the hearing within twenty (20) days after the chairperson has been selected.
  - (2) The hearing shall be held on neutral grounds, and be a place convenient to both parties.
  - (3) The County Office and the Policy Council shall designate one and only one of its members to represent them at the proceedings.
  - (4) A copy of the Federal Register dated Monday, September 8, 1980, Part III Department of Health and Human Services, Office of Human Development Services, Head Start Policy Manual Amendment will be given to each panel member.

3. POST HEARING PROCEDURES AND DECISIONS

- (a) The impasse panel shall issue its findings within fifteen (15) days after the panel meeting. Copies shall be sent promptly to the County Office, the Policy Council and the regional office.
- (b) The findings shall be implemented as a resolution of impasse, upon condition that the findings do not conflict with any Education Code, regulations or laws; both parties to the impasse will agree to the decision. Failure to abide by the final decision is grounds for suspension and funding of the Head Start program.

4. APPROVAL OF IMPASSE POLICY

This Impasse Policy has been approved by the Colusa County Superintendent of Schools and the Colusa County Office of Education Head Start Policy Council.

**Timeline:** Reviewed annually

**Distribution:** Policy Council Representatives will receive training on Impasse Policy at annual Policy Council Training and will be provided a copy.

\_\_\_\_\_  
Colusa County Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Colusa County Office of Education, Head Start Council

\_\_\_\_\_  
Date



## Oficina de Educación del Condado de Colusa – Servicios de Niños

### Procedimiento de Resolución de Controversia Internas (Punto Muerto)

**Propósito:** Asegurar que el Superintendente de Escuelas del Condado de Colusa, en lo sucesivo denominado la Oficina del Condado, y el Concilio de Pólizas de Head Start de la Oficina de Educación del Condado de Colusa, en lo sucesivo denominado el Concilio de Pólizas, resuelvan disputas internas.

**Normas de Desempeño:** *HSPPS 1301.6 Gobernanza del Programa – Procedimientos Resolución de Controversia Interna*

#### 1. DEFINICIÓN DE PUNTO MUERTO

Se ocurre un punto muerto cuando:

- (a) el empleo o despido de un empleado de Head Start ha sido aprobado o iniciado por el Superintendente de las Escuelas, pero no es aprobado por el Concilio de Pólizas dentro de los quince (15) días.
- (b) cuando el Concilio de Pólizas presenta un presupuesto de Head Start a la Oficina del Condado, o cuando la Oficina del Condado presenta un presupuesto de Head Start para el Concilio de Pólizas y el presupuesto no es aprobado dentro de los quince (15) días.
- (c) Cada vez que el proceso de decisiones es irreconciliables.

#### 2. PROCEDIMIENTO DE PUNTO MUERTO

- (a) Composición del Panel de Punto Muerto: El panel estará compuesto de tres 3 árbitros. Uno será seleccionado por la Oficina del Condado, uno seleccionado por el Concilio de Pólizas. Un tercer miembro será seleccionado por los otros miembros de los dos paneles y actuará como Presidente. Los miembros del Comité consistirán en las personas que mejor representan el interés de la comunidad de bajos ingresos, y que se aplicará diligencia debida a consideración del punto muerto, entre el Código de Educación y otros requisitos legales.
- (b) Incumplimiento de no seleccionar Presidente: Si los dos primeros miembros del panel son incapaces de ponerse de acuerdo sobre un tercer miembro dentro de siete (7) días después de la designación del segundo miembro, se solicitan que uno de los jueces locales, la Asociación de Abogados del Condado de Colusa o la Asociación de Arbitraje Americana nombre uno de sus miembros o nombrar un líder imparcial de la comunidad que estén dispuestos a servir como Presidente. Ninguno de los miembros del panel deberá ser parientes o allegados de cualquier empleado de la Oficina de Educación incluyendo Head Start, la Mesa Directiva de Educación o el Concilio de Pólizas del Condado de Colusa.
- (c) Aviso de Punto Muerto: Cuando la Oficina del Condado o el Concilio de Pólizas decide declarar un punto muerto, el grupo notificará el otro grupo por escrito que el punto muerto será presentado al Panel de Punto Muerto.

La notificación deberá incluir:

- (1) Una declaración de lo que está en punto muerto.
- (2) El nombre y la dirección de la persona la cual la Oficina del Condado o el Concilio de Pólizas ha designado como miembro del panel punto muerto.
- (3) Una petición que la Oficina del Condado o el Concilio de Pólizas designa

a un miembro del panel de punto muerto dentro de siete (7) días del recibo de la notificación.

Una copia de la notificación se enviará a la directora del programa Región IX Head Start, cuando sea aplicable.

- (d) Incumplimiento de no designar miembro del Panel: Si la Oficina del Condado o el Concilio de Pólizas falla en no designará un miembro de panel de punto muerto dentro de siete (7) días del recibo del aviso de Punto Muerto, será una falla, y esto se interpretará como aprobación de la Oficina del Condado o del Concilio de Pólizas de la acción propuesta.

- (e) Cuestiones preliminares:

- (1) El panel de punto muerto deberá programar la audiencia dentro de los veinte (20) días después de que el Presidente ha sido seleccionado.
- (2) La audiencia será realizada en un lugar neutral y en un lugar conveniente para ambas partes.
- (3) La Oficina del Condado y el Concilio de Pólizas designará uno y sólo uno de sus miembros para que los represente en el procedimiento.
- (4) Una copia del Registro Federal con la fecha de lunes, 08 de septiembre de 1980, parte III Departamento de Salud y Servicios Humanos, Oficina de Servicios de Desarrollo Humano, Enmienda de Manual de Pólizas de Head Start se dará a cada miembro del panel.

### 3. DEPUES DE LAS DECISIONES Y LOS PROCEDIMIENTOS DE AUDIENCIA

- (a) El panel de punto muerto emitirá sus conclusiones dentro de quince (15) días después de la reunión del panel. Copias se enviarán inmediatamente a la Oficina del Condado, la Oficina Regional y el Concilio de Pólizas.
- (b) Las conclusiones se aplicarán como una solución del punto muerto, a condición de que las conclusiones no entren en conflicto con las leyes o reglamentos o cualquier Código de Educación; ambos partidos al punto muerto estarán de acuerdo a la decisión. Incumplimiento de la decisión final es motivo para la suspensión y la financiación del programa Head Start.

### 4. APROBACIÓN DE LA POLÍZA DE PUNTO MUERTO

Esta Póliza de Punto Muerto ha sido aprobada por el Superintendente de Escuelas del Condado de Colusa y el Concilio de Pólizas de la Oficina de Educación del Condado de Colusa.

**Plazo:** Revisado anualmente

**Distribución:** Los representantes del Concilio de Pólizas recibirán entrenamiento sobre la póliza de Resolución de Controversia Internas (Punto Muerto) anual del Concilio de Pólizas y se les proporcionará una copia.

\_\_\_\_\_  
Superintendente de Escuelas del Condado de Colusa de

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Oficina de Educación del Condado de Colusa  
Concilio de Pólizas de Head Start

\_\_\_\_\_  
Fecha

## Management Bulletin 23-02

Management Bulletin 23-02 Guidance to California State Preschool Program (CSPP) Contractors for Children with Disabilities (Exceptional Needs).

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### Early Education Division

**Subject:** California State Preschool Program and Children with Disabilities (Exceptional Needs)

**Number:** 23-02

**Date:** February 2023

**Expires:** Until rescinded or superseded by regulations

**Authority:** Assembly Bill (AB) 210 (Chapter 62, Statutes of 2022); *California Education Code (EC)* sections 8205, 8208, 8210, 8211 and 8244; AB 185 (Chapter 571, Statutes of 2022)

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

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### Purpose

This Management Bulletin (MB) notifies and provides guidance to California State Preschool Program (CSPP) contractors of the following:

1. A change in the definition of children with exceptional needs
2. Categorical eligibility for children with exceptional needs
3. The enrollment requirement set aside for children with exceptional needs
4. The enrollment priority for children with exceptional needs
5. The increased adjustment factor for children with exceptional needs and children with severe disabilities
6. New data collection requirements for contractors; and
7. Requirement that children with exceptional needs be educated in the least restrictive environment (LRE)

**NOTE: Children with exceptional needs** are also known as **children with disabilities**. The language in this MB refers to children with exceptional needs to align with the statutory definition in *Education Code (EC)*. However, to align more closely with federal special education law and programs, the California Department of Education (CDE) encourages contractors to use the term children with disabilities at the local level during implementation.



# Policy

## Definitions of Children with Exceptional Needs

Effective July 1, 2022, the definition of “children with exceptional needs” in *EC Section 8205* has changed. Specifically, the definition no longer includes:

1. The requirement relating to needing the special attention of adults in a childcare setting; and
2. A list of the types of disabilities for children ages 3-21

Pursuant to *EC Section 8205(h)* “Children with exceptional needs” means either of the following:

(1) Children under three years of age who have been determined to be eligible for early intervention services pursuant to the California Early Intervention Services Act Title 14 (commencing with Section 95000) of the Government Code) and its implementing regulations. These children include an infant or toddler with a developmental delay or established risk condition, or who is at high risk of having a substantial developmental disability, as defined in subdivision (a) of Section 95014 of the Government Code. These children shall have active individualized family service plans and shall be receiving early intervention services.

(2) Children 3 to 21 years of age, inclusive, who have been determined to be eligible for special education and related services by an individualized education program team according to the special education requirements contained in Part 30 (commencing with Section 56000) of Division 4 of Title 2, and who meet eligibility criteria described in Section 56026 and, Article 2.5 (commencing with Section 56333) of Chapter 4 of Part 30 of Division 4 of Title 2, and sections 3030 and 3031 of Title 5 of the *California Code of Regulations*. These children shall have an active individualized education program and shall be receiving early intervention services or appropriate special education.

## Categorical Eligibility for Part-day and Full-day CSPP

- Children with exceptional needs, as defined in *EC Section 8205(h)*, have been added as an eligibility category.
- Only children with exceptional needs may be enrolled under this eligibility criteria. Any other children in the family who do not meet the definition of exceptional needs may be enrolled based on any of the other eligibility categories for which the family is otherwise eligible.
- To qualify for full-day CSPP, families must still establish a need for services. However, after a contractor has enrolled all eligible families meeting the need criteria, a contractor may enroll families that do not meet these criteria pursuant to *EC Section 8208(d)(4)*.

## Enrollment Requirement Set Aside for Part-day and Full-day CSPP

- Pursuant to *EC sections 8208(c)(1)* and *(d)(2)(A)*, a percentage of the contractor’s funded enrollment will be set aside specifically to allow children with exceptional needs, including children with severe disabilities, to be enrolled in income order, but without regard to enrollment priorities, until the set aside is filled.



- The set aside for children with exceptional needs began in fiscal year (FY) 2022–23 and increases incrementally each year until FY 2024–25, as depicted in the table below.

Fiscal Year	Set Aside Percentage
2022–23	At least 5%
2023–24	At least 7.5%
2024–25	At least 10%

- Beginning July 1, 2024, at least 10 percent of a CSPP contracting agency's funded enrollment must be reserved for children with exceptional needs and the contracting agency must serve those children.
- Funded enrollment is defined in *EC* Section 8205(ae) as the number of subsidized children funded to be enrolled, based on the maximum reimbursable amount (MRA), contract rate, inclusive of any adjustment factors, and approved program calendar, by a CSPP contractor. Contractors can calculate the funded enrollment by dividing the MRA by the service county full-day rate, adjusted by the average adjustment factor, divided by the minimum days of operation. Agencies will be fully funded for the set aside percentage of enrollment, inclusive of the exceptional needs adjustment factor, to ensure funding is available to enroll children with exceptional needs in the set aside at any point during the fiscal year.
- Contractors not filling the enrollment requirement set aside must conduct community outreach to special education partners to enroll additional children with exceptional needs into their programs.
- Beginning July 1, 2026, any agency not filling the set aside requirement described in *EC* sections 8208(c)(1) and (d)(2)(A) may have their CSPP contract designated as "conditional" unless they have applied for and have been granted a waiver from CDE.
- The CDE will release further information about the waiver process at a later date.

## Enrollment Priority Beyond the Set Aside for Part-day and Full-day CSPP

Pursuant to *EC* sections 8210(a)(2)(A) for part-day and 8211(a)(2)(A) for full-day, age eligible children with exceptional needs, beyond the set aside explained above, must be given second priority for enrollment, as long as their family's income is below the eligibility threshold. Within this priority category, children with exceptional needs from families with the lowest income according to the most recent schedule of income ceilings and income ranking table, shall be enrolled first. The CDE has released MB 23-01 further detailing priority requirements at <https://www.cde.ca.gov/sp/cd/ci/mb2301.asp>.

## **Reimbursement for Children with Exceptional Needs and Children with Severe Disabilities for Part-day and Full-day CSPP**

Contractors will receive additional reimbursement for providing services to children with exceptional needs or children with severe disabilities. Pursuant to *EC* Section 8244(b)(1), the adjustment factor for children with exceptional needs, including children with severe disabilities, is 2.4. The Enrollment, Attendance, and Fiscal Reports have been updated to reflect 2.4 adjustment factor to all exceptional needs and severely disabled time-based categories (i.e., Full-Time plus, Full-Time, One half-time). All child days of enrollment reported under the exceptional needs or severely disabled categories will receive the applicable adjustment factor.

Please note that the use of adjustment factors does not increase a contract's MRA, but instead determine how much of the MRA a contractor is earning based on the certified children being served. For more information on adjustment factors, please refer to FY 2022–23 Enrollment, Attendance, and Fiscal Reporting, and Reimbursement Procedures for Early Education Contractors, also known as the Early Education and Nutrition Fiscal Services (EENFS) Fiscal Handbook. The EENFS Fiscal Handbook can be found at

<https://www.cde.ca.gov/fg/aa/cd/documents/fiscalhandbook2223.docx>.

Pursuant to *EC* sections 8208(c)(2)(B) and (d)(2)(B)(ii), contractors shall be fully funded for the percentage of enrollment set aside for children with exceptional needs, inclusive of the adjustment factor, to ensure funding is available to enroll children with exceptional needs.

Refer to the Contractor Reporting Requirements and Reimbursement Section below for more information.

### **Data Collection for the Children with Exceptional Needs**

Pursuant to *EC* sections 8208(c)(2)(A) and (d)(2)(B)(i), the CDE is required to review data on compliance and will provide technical assistance to contractors to assist them in filling the enrollment requirement set aside for children with exceptional needs.

### **Least Restrictive Environment (LRE) for Children with Exceptional Needs**

Pursuant to *EC* sections 8208(c)(3) and (d)(2)(C), children with exceptional needs must be educated in the least restrictive environment in accordance with Section 1412(a)(5)(A) of Title 20 of the *United States Code*.

## **Directives for Implementation**

### **Documentation Required for Children with Exceptional Needs**

All CSPP contractors must continue to keep a family data file for each family enrolled in CSPP. As a reminder, the family data file must include documentation of the child's exceptional needs, pursuant to CCR, Title 5 (5 CCR) 17758 & 17770(a). The documentation from an active Individualized

Education Program (IEP) or an Individualized Family Service Plan (IFSP) will be required in the family data file for all children with exceptional needs, including children with severe disabilities, to be counted in the set aside and receive the adjustment factor.

Note: The additional documentation previously required to document that a child requires special attention of adults, pursuant to 5 CCR 17770(b), is no longer necessary to receive the adjustment factor for children with exceptional needs.

Contractors must include on the family's application for services whether a child qualifies for CSPP services under the child with exceptional needs eligibility category. To assist with this requirement, the CDE is in the process of updating the Confidential Application for Child Development Services and Certification of Eligibility, Form ELCD 9600, to add the eligibility category for children with exceptional needs. Until Form ELCD 9600 has been updated, contractors should handwrite the category of eligibility under Section II, Item A: Family Eligibility Status. Contractors will be notified when the updated form has been posted to the CDE, Early Education Division (EED) forms webpage.

### **Collecting Income in Part-day and Full-day for Families with Children with Exceptional Needs**

Pursuant to EC sections 8210 and 8211, all families with a child qualifying for CSPP services under the eligibility category of having a child with exceptional needs must self-certify their income. This is to ensure enrollment of families with the lowest income first, and for the purposes of assessing family fees for full-day CSPP. Without this self-certification information, a family cannot enroll in CSPP.

### **Meeting and Filling the Set Aside**

All CSPP contractors must meet the set-aside requirements as outlined above. However, for FY 2022–23, if a contractor did not set aside and reserve the five percent of funded enrollment for children with exceptional needs (i.e., the program was fully enrolled prior to July 1, 2022), currently enrolled children should not be disenrolled. As children leave the program, the contractor must begin reserving those spaces for children with exceptional needs, until five percent of funded enrollment is met.

For more information about how to estimate the number of children contractors must serve to meet the percent of funded enrollment set aside requirements as well as information on the reimbursement for the required set aside, please refer to the [Contractor Reporting Requirements and Reimbursement](#) section below.

For more information on conducting community outreach to special education partners to enroll additional children with exceptional needs, see the Community Outreach resources listed in the [Resources](#) section at the end of this MB.

Further guidance regarding the waiver process and penalties, including but not limited to, conditional contract status for contractors not filling the set aside for children with exceptional needs, will be included in updated CCR, Title 5. The waivers and conditional contract status will not start until July 1, 2026.

## **Counting Children with Exceptional Needs Towards the Set Aside and Receiving the Adjustment Factor**

In order to qualify as a child with exceptional needs, the child must have an active IFSP or IEP and be receiving services, pursuant to *EC* Section 8205(h). The days of enrollment for any child that qualifies as a child with exceptional needs, including children with severe disabilities, can be reported under the exceptional needs or severely disabled adjustment factor categories as appropriate on the Enrollment, Attendance and Fiscal Report. When a child's days of enrollment is reported in the exceptional needs and severely disabled adjustment factor category, the contractor must also indicate on the monthly 801a report that the child has an active IFSP or IEP.

Reporting the child's days of enrollment in the exceptional needs or severely disabled adjustment factor categories will provide additional reimbursement due to the application of the adjustment factor.

Additionally, reporting the child's days of enrollment in the exceptional needs or severely disabled adjustment categories will ensure that the child is counted towards the set aside.

### **Transitioning from an IFSP to an IEP**

- If a child with an IFSP is turning 3 years old and is undergoing an assessment to determine whether the child is eligible for an IEP, the child can count toward the set aside (and receive the exceptional needs adjustment factor) until the determination is made as to whether the child is eligible for an IEP.
- If the child qualifies for an IEP and the parent consents to services, the child continues to count towards the set aside and receive the exceptional needs adjustment factor.
- If the child qualifies for an IEP and the parent does not consent to special education services, the child does not continue to count towards the set aside and may not receive the exceptional needs adjustment factor.
- If the child does not qualify for an IEP or is determined eligible for an Individual Program Plan (IPP) through the Regional Center when the IFSP closes, then the child no longer counts toward the set aside and may no longer receive the exceptional needs adjustment factor. For more information on IPPs, visit <https://www.dds.ca.gov/rc/ipp/>.

### **Children Referred for an Assessment**

- If a child without an IFSP is already enrolled in CSPP and is referred for a special education assessment, the child does not count toward the set aside or the adjustment factor until that child is determined eligible for special education services, has an active IEP, and is receiving services.

- If a child qualifies for an IFSP or an IEP and the parent does not consent to any early intervention or special education services, the child does not count towards the set aside or adjustment factor.

### **Documenting Continuity of IFSPs and IEPs**

- Contractors are required to have a copy of the current IFSP or IEP at all times. If a current IFSP or IEP is not on file, the child does not count toward the set aside and the contractor will not receive the adjustment factor.
- Contractors must develop and implement a written policy to inform families of the family's obligation to provide up-to-date copies of the IFSP or the IEP, as well as any changes to the status of the IFSP or the IEP.
- The IDEA requires IFSPs and IEPs to be reviewed periodically, but not less than semiannually for IFSPs and annually for IEPs. If an IFSP or an IEP is not current and the family has not provided: (1) an updated copy of the active IFSP or IEP, (2) information regarding transitioning from an IFSP to an IEP, or (3) the status of the annual IEP meeting, as applicable; contractors cannot count these children towards the set aside nor claim the exceptional needs adjustment factor for those children. However, if the family later provides an updated copy of the IFSP or IEP, the contractor may revise their fiscal reports to count that child towards the set aside and claim the exceptional needs adjustment factor during the time corresponding with the active IFSP or IEP.

Contractors shall keep case notes in the family data file about the status of children being counted towards the set aside and receiving the exceptional needs adjustment factor if the IFSP or IEP documentation alone is not sufficient to show exceptional needs status. For example, if a child does not have an active IFSP or IEP and is currently in the transition or annual review process, contractors must include the following information in case notes in the family data file:

- Information about the status of the transition from IFSP to IEP or annual review IEP.
- Communication with the family about the status of those processes.

### **Prioritizing and Enrolling in Part-Day and Full-Day for Children with Exceptional Needs**

All CSPP contractors must set aside and reserve a percentage of their funded enrollment for children with exceptional needs, pursuant to *EC* sections 8208(c)(1) and (d)(2)(A). Only children with exceptional needs, as defined in *EC* section 8205(h), may be enrolled in the set aside. Any other child in the family without exceptional needs may be enrolled based on any of the other eligibility categories that the family qualifies for, which can be found in *EC* Section 8208(a) and (d). For more information on eligibility please refer to the MB 23-01 on Eligibility and Priority at <https://www.cde.ca.gov/sp/cd/ci/mb2301.asp>.

Children with exceptional needs from families with incomes above the income eligibility threshold, as described in *EC* Section 8213, shall not count towards the 10 percent limit on enrollment for families above the income eligibility threshold as provided in *EC* Section 8208(a)(3).



Within the set aside, pursuant to *EC* sections 8210(c) and 8211(c), children with exceptional needs from families with the lowest income, according to the income ranking on the most recent schedule of income ceiling eligibility table, must be enrolled first. If two or more families have the same income ranking, the child that has been on the waiting list the longest shall be enrolled first. For more information on priorities outside of the set aside please refer to the MB 23-01 on Eligibility and Priority at <https://www.cde.ca.gov/sp/cd/ci/mb2301.asp>.

To view a diagram on enrolling children with exceptional needs in CSPP, download a diagram here: <https://www.cde.ca.gov/sp/cd/ci/documents/endiagram12023.docx>.

## **24-Month Eligibility for Children with Exceptional Needs**

If a child's status of being a child with exceptional needs changes during their 24-month eligibility period, the family is not required to provide a contractor with notice of the change for purposes of maintaining eligibility or recertifying early. This includes children with IFSPs who are transitioning from an IFSP to an IEP and children who are assessed and found no longer eligible for an IEP. (However, as noted above, parents must provide information on IFSP or IEP status to contractors for purposes of determining whether the child counts towards the set aside and whether the child receives the exceptional needs adjustment factor.)

## **Family Fees for Children with Exceptional Needs Enrolled in CSPP Full-Day**

Pursuant to 5 *CCR* 17734, all contractors must **assess** a family fee for families qualifying for full-day CSPP, which includes families with children with exceptional needs. Families with children with exceptional needs are required to self-certify their income for the purpose of assessing a family fee. Pursuant to 5 *CCR* 17734(k), families whose incomes are higher than the maximum income for their family size represented on the annual family fee schedule shall be charged the highest fee rate for their family size. Pursuant to 5 *CCR* 17735(c), families with an income level that, in relation to family size, is less than the first entry in the family fee schedule shall not have to pay a fee.

However, for children with exceptional needs who are **placed** in the CSPP pursuant to an IEP, no fees shall be **collected** from the family to ensure children with disabilities are provided a free appropriate public education (FAPE). Any family fee shall be paid by the local educational agency (LEA) placing the child with exceptional needs in the CSPP because the LEA placing the student with disabilities in the CSPP is responsible for providing the student with disabilities with a FAPE.

Pursuant to *EC* Section 8252, family fees are waived for all families effective July 1, 2022, through June 30, 2023. For more information on family fees, please refer to the MB on family fees, which can be accessed at <https://www.cde.ca.gov/sp/cd/ci/mb2207.asp>.

## **Data Collection**

Data related to children with exceptional needs will be collected by the CDE via Snap Survey. The Survey will collect additional information regarding funded enrollment of the entire contract and specific information on enrolled children with exceptional needs. The draft instructions and survey



questions will be posted in the coming weeks on the Inclusive Early Education Resources page, which can be accessed at <https://www.cde.ca.gov/sp/cd/op/ieeresources.asp>.

The 2022–23 data will be due in September 2023; and an MB that includes finalized questions will be released in Spring 2023. Contractors must also include in the survey responses how they were or were not able to meet the set-aside percentage of funded enrollment for children with exceptional needs. If the set aside was not met, the contractors will be expected to include information in the survey response about their conducted community outreach to special education partners to enroll additional children with exceptional needs.

## **Creating Inclusive Classrooms and Providing the Least Restrictive Environment (LRE) for Children with Exceptional Needs**

Pursuant to *EC* sections 8208(c)(3) and (d)(2)(C), children with exceptional needs attending CSPP must be educated in the LRE in accordance with Section 1412(a)(5)(A) of Title 20 of the United States Code and *EC* Section 56040. That is, to the maximum extent appropriate, individuals with exceptional needs must be educated with children who are nondisabled, and special classes, separate schooling, or other removal of individuals with exceptional needs from the educational environment may only occur if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and service cannot be achieved satisfactorily.

Pursuant to the Individuals with Disabilities Education Act (IDEA), the IEP team is responsible for determining the placement of a child with a disability, taking into consideration the LRE provisions. The CSPP program directors should be aware that, among other team members, the IEP team must include not less than one regular education teacher, if the child is, or may be, participating in the regular education environment. Therefore, a regular education teacher from the CSPP may be required to participate as a member of the child's IEP team.

The CSPP program directors should be aware that for children with an IFSP, the IDEA requires the IFSP team to include, among other participants, as appropriate, persons who will be providing early intervention services to the child or family.

Contractors must make every effort to enroll children with exceptional needs evenly throughout their program, throughout all contracted counties, sites, and classrooms. Concentrating enrollment for children with exceptional needs in specific counties, sites, or classrooms is not aligned with the intent of the new requirement to serve a certain percentage of children with exceptional needs in CSPP. The CDE will be monitoring program data to identify whether enrollment of children with exceptional needs is evenly distributed.

## **Changes to the Child Development Management Information System (CDMIS)**

### **Updates to 801A Reporting**

The Child Development Management Information System (CDMIS) has implemented all programming changes related to children with exceptional needs as of the July 2022 CDD-801A report.

The CDMIS is in the process of updating the “Child has an IEP” field to read “Child has an IEP or IFSP”. If a child has either an IEP or IFSP, contractors must input or mark “Yes” in the applicable box for this child to be reflected in the “Child has an IEP” count.

As a reminder, when a child with exceptional needs has a status change and is no longer a child with exceptional needs (i.e., child with an IFSP does not qualify for an IEP), contractors must change the “Child has an IEP or IFSP” selection to reflect the new status by unmarking that child in CDMIS.

If you have any questions about the CDMIS, please reach out to the CDMIS Support Team by email at [CDMIS@cde.ca.gov](mailto:CDMIS@cde.ca.gov).

## **Contractor Reporting Requirements and Reimbursement**

### **Adjustment Factor for Children with Exceptional Needs and Children with Severe Disabilities**

Assembly Bill (AB) 210 increased the adjustment factor for children with exceptional needs and children with severe disabilities, effective July 1, 2022. Specifically, the adjustment factor for children with exceptional needs has increased from 1.54 to 2.4, and the adjustment factor for children with severe disabilities has increased from 1.93 to 2.4. The FY 2022–23 Enrollment, Attendance, and Fiscal Report in the Child Development Provider Accounting Reporting Information System (CPARIS) has been updated to reflect this change to the exceptional needs and severely disabled adjustment factor.

### **Reporting Days of Enrollment for Children with Exceptional Needs and Children with Severe Disabilities**

There is no change to reporting, as contractors shall continue to report subsidized children enrolled as exceptional needs or severely disabled under the applicable categories on the Enrollment, Attendance, and Fiscal Report. Please note that for a child with exceptional needs or severe disabilities to qualify, the child needs an active IFSP or IEP and must be receiving services, as previously described in this MB.

### **Reimbursement for Required Set Aside**

The *EC* Section 8205(ae) defines funded enrollment as the number of subsidized children funded to be enrolled, based on the MRA, contract rate, inclusive of any adjustment factors, and approved program calendar, by a CSPP contractor. Pursuant to *EC* sections 8208(c)(1) and (d)(2), in FY 2022–23, CSPP contractors are required to set aside five percent of funded enrollment for children with exceptional needs as defined in *EC* Section 8205.

To ensure funding is available to enroll children with exceptional needs within the required set aside, contractors will be fully funded for the percentage of funded enrollment set aside, pursuant to *EC* sections 8208(c)(2)(B) and (d)(2)(B)(ii). The CDE will advance the funding set aside for children with exceptional needs based on the normal apportionment schedule, regardless of whether the contractor is fully earning their set aside amount.

The CDE will determine the extent to which contractors are earning their set aside amount based on the child days of enrollment reported within the exceptional needs and severely disabled adjustment factor categories. Contractors who are not fully earning the amount set aside to serve children with exceptional needs will receive a service-level exemption credit, which allows the contractor to be reimbursed for identified expenses without meeting the service requirement.

The EENFS contract earnings calculations will be updated to include the required set aside amount, the earnings associated with the set aside amount, and the service-level exemption credit. Contractors will be able to use this information to track their earnings related to the set aside amount.

Additional information on how the CDE will apply the service-level exemption can be found in the EENFS FY 2022–23 Contract Changes for Preschool Contractors Letter, which can be accessed at <https://www.cde.ca.gov/fg/aa/cd/beginningyr1tr22.asp>.

### **Determining the Funded Enrollment Associated with the Set Aside**

Contractors are issued one annual CSPP contract that, upon approval, can be used to provide a combination of part-day and full-day CSPP services and can be used to provide services across multiple counties. These factors are necessary to calculate the funded enrollment associated with the amount set aside for children with exceptional needs or severe disabilities.

The EENFS has developed the **Exceptional Needs Funded Enrollment Calculator** which contractors can use as a tool to help determine the number of children associated with the five percent set aside requirement. It is not a requirement to submit the Exceptional Needs Funded Enrollment Calculator to CDE. The Exceptional Needs Funded Enrollment Calculator is available on the EENFS web page at <https://www.cde.ca.gov/fg/aa/cd/> or to download the calculator visit <https://www.cde.ca.gov/fg/aa/cd/documents/fundedenrollmentcalculator.xlsx>.

To use the Exceptional Needs Funded Enrollment Calculator, contractors will identify the counties in which they plan to serve children with exceptional needs, the percentage associated with each county, and the percentage of exceptional needs enrollment they expect to enroll in their full-day and part-day programs.

Please note that the Exceptional Needs Funded Enrollment Calculator rounds the calculated number of slots associated with the set aside requirement up to the nearest whole number. If actual exceptional needs enrollment is in line with the percentage assumptions entered in the Exceptional Needs Funded Enrollment Calculator, rounding up will ensure that contractors fully earn their set aside amount. Throughout the fiscal year, if actual enrollment differs from the percentages originally entered in the Exceptional Needs Funded Enrollment Calculator, the contractor should update the assumptions used in the calculator. Updating the calculator will provide a more accurate number of slots associated with the set aside requirement.

## Background and Authority

On June 30, 2022, the Governor signed the fiscal year 2022–23 Budget Trailer Bill for the Early Education Act, AB 210, which amended *EC* sections 8205, 8208, 8210, 8211, and 8244 to change contractor requirements regarding children with exceptional needs in CSPP programs.

On September 27, 2022, the Governor signed AB 185 (Chapter 571, Statutes of 2022), which amended *EC* sections 8208, 8210, and 8211 to provide additional clarification on contractor requirements regarding children with exceptional needs in CSPP programs.

These legislative enactments made the following amendments to the *EC*:

- The *EC* Section 8205(h) defines “children with exceptional needs” as children with an active IFSP and receiving early intervention services or an active IEP and receiving early intervention services or appropriate special education. The requirement related to needing the special attention of adults in a childcare setting has been deleted.
- The *EC* Section 8205(s) now defines “children with severe disabilities” as **children with exceptional needs** from birth to 21 years of age, inclusive, who require intensive instruction and training in programs serving pupils with the following profound disabilities: autism, blindness, deafness, severe orthopedic impairments, serious emotional disturbances, or severe intellectual disabilities. “Children with severe disabilities” also include those individuals who would have been eligible for enrollment in a developmental center for handicapped pupils under Chapter 6 (commencing with Section 56800) of Part 30 of Division 4 of Title 2 as it read on January 1, 1980.
- The *EC* Section 8208 now includes children with exceptional needs as an eligibility category for CSPP. The *EC* Section 8208 requires siblings of children with exceptional needs to qualify for CSPP under another eligibility category.
- The *EC* sections 8208(c)(1) and (d)(2)(A) require contractors to set aside and reserve funded enrollment for children with exceptional needs. The *EC* sections 8210(c) and 8211(c) require within the set aside, children with the lowest income must be enrolled first. If two or more families have the same income ranking, the child that has been on the waiting list the longest must be admitted first.
- The *EC* sections 8208(c)(2)(A) and (d)(2)(B)(I) requires the California Department of Education to review data on compliance on the set aside funded enrollment for children with exceptional needs. The CDE must provide technical assistance to contractors to assist them in meeting the set aside. Contractors not meeting the set aside must conduct community outreach to special education partners to enroll additional children with exceptional needs.
- Once the set-aside is full, *EC* sections 8210(a) and 8211(a) now require contractors to give second priority for enrollment to three- and four-year-children with exceptional needs and incomes below the income eligibility threshold from *EC* Section 8213. Families with the lowest income must be enrolled first. Contractors can enroll children with exceptional needs from families with incomes over the income eligibility threshold outside of the set-aside, but they fall later down the priority list. For more information about enrollment priorities, contractors should refer to the MB 23-01 on Eligibility and Priority at <https://www.cde.ca.gov/sp/cd/ci/mb2301.asp>

- The *EC* 8224 requires children with exceptional needs be given equal access to all CSPP.
- The *EC* 8244 requires the adjustment factor for children with exceptional needs and children with severe disabilities to be 2.40.
- The *EC* sections 8208(c)(4) and (d)(2)(D) require the CDE to initiate a rulemaking action to implement the changes to *EC* 8208(c) and (d) no later than December 31, 2023, which will supersede this guidance.
- In the interim, pursuant to authority provided in *EC* sections 8208(c)(4) and 8208(d)(2)(D)(i), this Management Bulletin constitutes official guidance to implement *EC* sections 8208(c), 8208(d)(2) and thus the directives in this MB with respect to implementing these sections are mandatory.

The 5 *CCR* 17734(j) requires contractors to still assess a family fee for families who are certified based on an eligibility criterion other than income eligibility. These families are required to self-certify their income for the purposes of assessing a family fee.

The 5 *CCR* 17734(k) requires contractors to assess the highest fee rate for the family size for families with incomes higher than the maximum income for their family size.

## Resources

For more resources on inclusion, the special education assessment and evaluation process, developmental milestones, making referrals and more, please visit the Inclusive Early Education Resources webpage at <https://www.cde.ca.gov/sp/cd/op/ieeresources.asp>.

## For Community Outreach on Children with Exceptional Needs

- **Regional centers** provide and coordinate services and supports for individuals with developmental disabilities. Contractors should reach out to their local regional center to share information on the availability of CSPP for children with exceptional needs. To find your local regional center, visit <https://www.dds.ca.gov/services/early-start/family-resource-center/regional-center-early-start-intake-and-family-resource-centers/>.
- The **Early Start** program is California's early intervention program for infants and toddlers with disabilities and their families. Early Start services are available statewide and are provided in a coordinated, family-centered system. For more information on Family Resource Centers, visit <https://www.dds.ca.gov/services/early-start/family-resource-center/>.
- All school districts and county school offices have consortiums called **Special Education Local Plan Areas (SELPA)** to provide for all special education service needs of children residing within the region boundaries. The CDE website lists all of the SELPA regions with contact information at <https://www.cde.ca.gov/sp/se/as/caselpas.asp>.

If you have **programmatic** questions related to this MB, please contact your assigned EED, Program Quality Implementation (PQI) office regional consultant. The EED, PQI regional consultant directory web page can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.



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

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

Last Reviewed: Thursday, February 9, 2023

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