



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

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

Date: Wednesday, October 26, 2022

Time: 9:00 a.m.

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

Agenda

- 1.0 Call Meeting to Order - TIME: _____
 - 1.1 Pledge of Allegiance
- 2.0 Roll Call
- 3.0 Approve the Minutes of August 24, 2022 and September 28, 2022 Policy Council Meetings
Action
action _____ motion _____ second _____ yes _____ no _____
- 4.0 Public Comments & Presentations **Informational**
- 5.0 Program Planning/Budget **Informational**
 - 5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report
- 6.0 Reports **Informational**
 - 6.1 Secretary's Report
 - 6.2 Classroom Reports by Policy Council Representatives
 - 6.3 Content Area Training
 - 6.3.1 Attendance and Recruitment - Joseph Moye, Division Manager, Family Services, Children's Services
 - 6.3.2 Program Information Report - PIR - Vicki Markss, Executive Director, Children's Services
 - 6.4 Community Member Reports
 - 6.4.1 Colusa County One-Stop, Marisa Apaseo, Employment Service Coordinator
 - 6.4.2 Colusa County Superintendent of Schools, Mike West
 - 6.5 Director's Report
 - 6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries

- 6.6 Family Engagement Coordinator Report - Family Engagement Coordinator, Lydia Navarro
- 7.0 Personnel
- 8.0 New Business Action
- 8.1 SF-424 - 2022/23 Carry Over Grant Application
- action _____ motion _____ second _____ yes _____ no _____
- 8.2 Liquidation Extension Request for Fiscal Year 2022-2023 Informational
- 9.0 Correspondence Informational
- 9.1 ACF-IM-HS-22-07: Reporting Child Health and Safety Incidents
- 10.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents Action
- action _____ motion _____ second _____ yes _____ no _____
- 11.0 Announcements
- 11.1 Policy Council Training - November 14, 2022 at 9:00am. Granzella's Inn Conference Room in Williams.
- 11.2 Recognition of 2021-2022 Policy Council Representatives
- 12.0 Advanced Planning
- 12.1 Next Scheduled Meeting Date: November 16, 2022 at 9:00am
(3rd Wednesday of the Month) Education Village - Room E-2
- 13.0 Adjournment - TIME: _____



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CHILDREN'S SERVICES
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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, 26 de octubre del 2022

Horario: 9:00 a.m.

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

Agenda

- 1.0 Dar comienzo a la junta-Hora: _____
 - 1.1 Juramento de Lealtad
- 2.0 Tomar lista de los presentes
- 3.0 Aprobar las minutas de la junta del Concilio de Pólizas de 24 de agosto y 28 de septiembre del 2022

Acción

acción _____ moción _____ segundo _____ si _____ no _____

- 4.0 Comentarios del Público y Presentaciones Información
- 5.0 Planificación/Presupuesto del Programa Información
 - 5.1 Reporte del Presupuesto, Total de Comidas, Gastos de Tarjeta de Crédito y de carga, Donaciones (*In-Kind*)
- 6.0 Reportes Información
 - 6.1 Reporte de la Secretaria
 - 6.2 Reporte de los Salones por los Representantes del Concilio
 - 6.3 Entrenamiento de Área de Formación de Contenidos
 - 6.3.1 Asistencia y reclutamiento - Joseph Moye, Gerente de División, Servicios para Familias, Servicios de Niños
 - 6.3.2 Informe de información del programa - PIR - Vicki Markss, Directora Ejecutiva, Servicios de Niños
 - 6.4 Reportes de Miembros de la Comunidad
 - 6.4.1 Colusa County One-Stop - Marisa Apaseo, Coordinadora de Servicios de Empleo

- 6.4.2 Superintendente del Condado de Colusa, Mike West
- 6.5 Reporte del Director
 - 6.5.1 Inscripción, Asistencia de niños, Asistencia de los niños parcialmente financiados por otros programas, Plan de Estudios, Información del Resumen de los Programas
- 6.6 Reporte de Compromiso Familiar - Coordinadora de Compromiso Familiar, Lydia Navarro
- 7.0 Personal
- 8.0 Nuevo Negocios Acción
 - 8.1 SF-424 - 2022/23 Solicitud de subvención de transferencia
 - 8.2 Solicitud de extensión de liquidación para el año fiscal 2022-2023 Información
- 9.0 Correspondencia Información
 - 9.1 ACF-IM-HS-22-07: Notificación de incidentes de salud y seguridad infantil
- 10.0 Dar Asiento a los Nuevos Elegidos al Concilio de Pólizas Representantes, Alternativos o Miembros de la Comunidad Acción

acción _____ moción _____ segundo _____ si _____ no _____
- 11.0 Anuncios Información
 - 11.1 Entrenamiento del Concilio de Pólizas - 14 de noviembre de 2022 a las 9:00 a.m. Sala de conferencias Granzella's Inn en Williams.
 - 11.2 Reconocimiento de los representantes del Concilio de Pólizas 2021-2022
- 12.0 Planificación Avanzada
 - 12.1 Próxima fecha programada para la reunión: 16 de noviembre a las 9:00am., (tercer miércoles del mes) Education Village, Salón E-2
- 13.0 Terminar la Junta - HORA: _____

**Colusa County Office of Education
Children's Services
Early Head Start/Head Start & State Programs
Policy Council Meeting Minutes
September 28, 2022**

Policy Council Members Present: Lizbeth Corona, Maria L. Medina, and Marisa Apaseo

**Newly Elected Policy Council
Member Present:**

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

Staff Members Present: Vicki Markss, Executive Director, Children's Services
Rosa Talamantes, Fiscal Specialist
Fany Sandoval, Accounting Specialist I
Lydia Navarro, Family Engagement Coordinator

1.0 Call Meeting to Order

Chairperson, Lizbeth Corona, called the meeting to order at 9:06A.M.

2.0 Roll Call

Chairperson, Lizbeth Corona, took roll call.

3.0 Approve the Minutes of September 28, 2022 Policy Council Meeting

Result: No quorum, tabled for next meeting.

4.0 Public Comments & Presentations - None

5.0 Program Planning/Budget

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

Rosa Talamantes, Fiscal Specialist, reported on the budget, meal count, credit card/charge expense report as presented. Reports are included in your packets.

6.0 Reports

6.1 Secretary's Report - None

6.2 Classroom Reports by Policy Council Representatives

Classroom Representative and Policy Council Chairperson, Lizbeth Corona shared information from her child's classroom. The children at Arbuckle Early Care Education Center (AECEC) are learning about shapes. The children are creating their own books. They are learning about plants and trees. Teacher Itsy is working

with parent on individualizing more challenging activities for her child (this is her child's second year in the program).

6.3 Content Area Training

6.3.1 Fiscal Cost Allocations, Rosa Talamantes, Fiscal Specialist - CCOE Children's Services

Rosa Talamantes, Fiscal Specialist shared a PowerPoint and Video on Fiscal Cost Allocations with Policy Council Representatives as presented.

6.4 Community Member Reports

6.4.1 Colusa County One-Stop - Marisa Apaseo

Colusa County One Stop is recruiting for various training programs to get certificates or licensed. Contact Colusa County One Stop office at (530)458-0326 for more information.

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

Superintendent Mike West, shared updates with Policy Council Representatives as presented.

6.5 Director's Report

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

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

Due to shortages in staff some of the classrooms were combined and others have an extended day. Associate Teaching staff are receiving coaching and training. Children's Services is also supporting Universal TK in Maxwell.

CCOE "On the Spot Hiring" - was held on September 13, 2022 from 4:00PM-7:00PM at the Arbuckle Fire Department, located at 506 Lucas Street in Arbuckle, CA. The event included application assistance and an interview. Information on current job openings can be found on the EDJoin website: <https://www.edjoin.org/ccoe>

Future: Filler stations for water bottles at each site.

Twenty-five staff will be attending a training in Chico (Galen Emanuele, "Creating Awesome Team Culture") on October 21, 2022.

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

Parent meetings took place at all the sites. We are recruiting for Policy Council Representatives and classrooms officers. A recruitment video will also be posted on social media. New PC Reps will be seated in October. Current PC Reps that are on the Policy Council can continue on the council for up to 5 years. PC Reps need to be nominated again each year. Fifty one percent or more need to be current parents whom have children currently enrolled in the program.

In Learning Genie, we currently have 51% "On Board", staff will continue to encourage and support families in signing up for Learning Genie. The goal is having 100%!

In the month of October Family Activity Nights will take place in each community (Arbuckle, Williams, and Colusa). The focus will be "Engaging Families in Mathematical Experiences. In addition, the Fire Dept, Health Dept, and Ampla Health will also be attendance to share resources and information with families on oral health, immunizations, health info., fire safety, etc.

7.0 New Business

7.1 Approve the Program Improvement Grant Application (SF424)

None

8.0 Correspondence

8.1 ACF-IM-HS-22-05: Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2)

8.2 ACF-IM-HS-22-06: Strategies to Stabilize the Head Start Workforce

8.3 Management Bulletin 22-05: Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2022-23

Information is included in your packets.

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

Next meeting

10.0 Announcements - None

11.0 Advanced Planning

11.1 Next Scheduled Meeting Date: October 26, 2022 at 9:00am
(Fourth Wednesday of the Month) Education Village - Room E-2

12.0 Meeting Adjournment

Meeting adjourned at 10:16p.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
August 24, 2022

Policy Council Members Present: Lizbeth Corona, Patricia Larios, Christal Burrious, Maria L. Medina, and Megan Rittmann.

Newly Elected Policy Council Member Present:

Other Members Present: Chuck Wayman, Deputy Superintendent of Student Services

Staff Members Present: Rosa Talamantes, Fiscal Specialist
Lydia Navarro, Family Engagement Coordinator

1.0 Call Meeting to Order

Chairperson, Lizbeth Corona, called the meeting to order at 9:12A.M.

2.0 Roll Call

Chairperson, Lizbeth Corona, took roll call.

3.0 Approve the Minutes of May 24, 2022 Policy Council Meeting

Result: Approved

Motion: Christal Burrious

Second: Maria L. Medina

Ayes: Patricia Larios, Christal Burrious, Maria L. Medina, and Megan Rittmann.

4.0 Public Comments & Presentations - None

5.0 Program Planning/Budget

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

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

6.0 Reports

6.1 Secretary's Report - None

6.2 Classroom Reports by Policy Council Representatives

Classroom Representative, Lizbeth Corona shared information from her child's classroom. Last year her child was attending in the afternoon session and is now

attending the morning session because there is no teacher in the afternoon. Lizbeth said the children are learning to brush their teeth on their own. They children are also learning new songs and how to talk about their feelings.

Question: Thermostat at Arbuckle Early Care Education Center - Can staff have a key to control the temperature in the room?

Answer: Family Engagement Coordinator will reach out to Education Division Manager, Donyale Miller (Education Program Supervisor is currently out) for follow up.

6.3 Content Area Training

Scheduled for next meeting.

6.4 Community Member Reports

6.4.1 Colusa County One-Stop - Marisa Apaseo - None

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

Deputy Superintendent of Student Services, Chuck Wayman, shared the following information.

- The CCOE All Staff "Welcome Back Day," was a success!
- Special Education staff had a training CPI (nonviolent crisis prevention).
- Director Vicki Markss - Tk/Preschool Blended program in Maxwell.
- New Human Resources Director at CCOE - Sabrina Myers. Serena Morrow retired.
- CCOE "On the Spot Hiring" - September 13, 2022 from 4:00PM-7:00PM at the Arbuckle Fire Department, located at 506 Lucas Street in Arbuckle, CA. Event includes application assistance and an interview. Immediate job offers made to eligible candidates. Flyers were distributed. Information on current job openings can be found on the EDJoin website: <https://www.edjoin.org/ccoe>

6.5 Director's Report

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

Lydia Navarro, Family Engagement Coordinator, reported on enrollment, attendance of children partially funded by other programs and program information summaries as presented.

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

We have started off the new fiscal year. Parent Orientations have been taking place at all the sites. We will be recruiting for Policy Council Representatives and classrooms officers. New PC Reps will be seated in October. Current PC Reps that are on the Policy Council can continue on the council for up to 5 years. PC Reps need to be nominated again each year. Fifty one percent or more need to be current parents whom have children currently enrolled in the program. Family Engagement Coordinator shared other information/resources with PC Reps. (Pregnancy Resource Guide, Sacramento State High School Equivalency Program, and Colusa County Adult School).

7.0 New Business

7.1 Approve the Program Improvement Grant Application (SF424)

Result: Approved
Motion: Patricia Larios
Second: Megan Rittmann
Ayes: Patricia Larios, Christal Burrious, Maria L. Medina, and Megan Rittmann.

8.0 Correspondence

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

Information was included in your packets.

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

Information was included in your packets.

Question: Will parent fees still be waived for the State Preschool Programs?
Answer: Yes, parent fees will continue to be waived.

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

None


10.0 Announcements - None

11.0 Advanced Planning

11.1 Next Scheduled Meeting Date: September 28, 2022 at 9:00am
(Fourth Wednesday of the Month) Education Village, Room E-2.

12.0 Meeting Adjournment

Meeting was adjourned at 9:38 a.m.


Recorder, Megan Rittmann, Policy Council Secretary

Policy Council
Head Start Budget Report
as of

September 30, 2022

Fiscal Year 2020/2021

OPERATING COSTS	OBJECT CODE	Head Start Budget	Head Start What we have spent	Balance
		5210	5210	
Certificated Salaries = Teachers, Administrators	1000's	553,933	81,292	472,641
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	182,272	47,700	134,572
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	56,657	160,687
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	36,778	17,153	19,625
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	263,945	59,805	204,140
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	0	0	0
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		22,401	6,521	15,880
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	19,512	73,047
TOTAL OPERATING COSTS TO DATE		1,369,232	288,640	1,080,592
% OF YEAR COMPLETED				
TOTAL BUDGET FOR 20/21			288,640	25%
% OF BUDGET SPENT TO DATE			21.1%	

Policy Council
Early Head Start Budget Report
as of

September 30, 2022

Fiscal Year 2020-2021

	1000's	145,491	54,365	91,126
Certificated Salaries = Teachers, Administrators				
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	247,086	40,330	206,756
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.				
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	3000's	148,488	39,530	108,958
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	4000's	29,406	7,044	22,362
	5000's	104,533	26,886	77,647
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	0	0	0
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		14,702	3,029	11,673
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		51,453	12,411	39,042
TOTAL OPERATING COSTS TO DATE		741,159	183,596	557,563
% OF YEAR COMPLETED				
TOTAL BUDGET FOR 20/21		741,159	183,596	
% OF BUDGET SPENT TO DATE			24.8%	

Policy Council
AmRescuePI Budget Report
as of

September 30, 2022

Fiscal Year 2020-2021

Certificated Salaries = Teachers, Administrators	1000's	39,039	7,798	31,241
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	0	0	0
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	10,283	3,605	6,678
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's		189	(189)
Consulting Services= Contractor costs.	5000's	0	0	0
Equipment = Equipment and items with a cost of over \$5,000.	6000's		10,842	(10,842)
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.		4,561	800	3,761
TOTAL COSTS TO DATE		53,883	23,234	30,649
		% OF YEAR COMPLETED		
		TOTAL BUDGET FOR 20/21		
		% OF BUDGET SPENT TO DATE		
		25%		
		23,234		
		43.1%		

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										
2	Lunches	1755	2154	2434										
3	Snacks	1516	1607	1572										
4	Total	4941	5872	6417	0	0	0	0	0	0	0	0	0	17230
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 10,384.98	\$ 12,682.60											
6	Expected Reimbursement	\$ 9,913.90	\$ 12,641.71	\$ 14,528.97										
7	HS/EHS % of all meals served	31%	27%	38%										
8	HS/EHS Meal Count	1,573	1,585	2,252										

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 (actuals)
- 5 Cash reimbursement received by COOE after monthly claim is sent- (if amount is zero then reimbursement is still outstanding)
- 6 Expected amount to be received by COOE, rationale: multiply total amount to be received for all center based programs by the percentage of hsehs meals served (item 7)
- 7 % From Monthly CACFP Claim
- 8 HSEHS meals served per month, calculation is total number of meals served for all programs (Item number 4) multiplied by HSEHS % of all meals (Item number 7)



Credit Card and Charge Account Expenditure Report

As of 9/30/2022

COLUSA COUNTY OFFICE OF EDUCATION

Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
9867	US Bank	09/01/22-09/30/22	Cal Card	\$ 123.85	Vicki Markss	Amazon	AECEC - Outside Supplies
				\$ 44.78	Vicki Markss	Amazon	AECEC - Classroom Supplies
				\$ 98.60	Vicki Markss	Amazon	CCC I - Classroom Materials
				\$ 10.71	Vicki Markss	Amazon	All Sites - Name Tags for Trainings
				\$ 111.27	Vicki Markss	Amazon	CPLC B Classroom Materials
				\$ 131.85	Vicki Markss	Amazon	CCC T - Classroom Replacements
				\$ 126.19	Vicki Markss	Amazon	All Sites - Family Activity Supplies
				\$ 187.69	Vicki Markss	PinsProsPlus	Policy Council Supplies
				\$ 269.01	Vicki Markss	Yello Door.us	CCC P - Outdoor Supplies
				\$ 23.89	Vicki Markss	Walmart	CPLC B Classroom Materials
				\$ 50.71	Vicki Markss	Walmart	CCC P - Classroom Materials
				\$ 54.23	Jared Robinett	The Home Depot	WCC - Gutter Repair
				\$ 8,489.22	Jared Robinett	The Home Depot	CCC - Fence to cover walk-in
				\$ 281.96	Vicki Markss	Southwest	Flight for Health Specialist attending Health Institute
				\$ 20.35	Vicki Markss	Easy Keys	Keys for CPLC A
				\$ 825.00	Vicki Markss	Teachstone	Education Program Supervisor-Class Observation Training
			Wayman's 76	\$ 471.14	Food Service Staff	Fuel	Food Transportation
			Charlie's Electric, Inc	\$ 150.00	Maintenance	Supplies	CCC Kitchen- Site Visit Faulty Plug
			Messick's	\$ 26.79	Maintenance	Supplies	CCC Supplies
			Messick's	\$ 156.56	Maintenance	Supplies	CCC Kitchen Outlet & WCC Kitchen Disposal
			Messick's	\$ 58.93	Maintenance	Supplies	ACC- Landscape Supplies
			Messick's	\$ 17.26	Maintenance	Supplies	Head Start Signs Ticket #2053
			CCFS	\$ 13.14	Maintenance	Supplies	WCC Gutter Supplies
			AlSCO Geyer	\$ 38.59	Maintenance	Supplies	ACC I Classroom Supplies
			AlSCO Geyer	\$ 21.44	Maintenance	Supplies	AECEC - Custodial Supplies

Colusa County Office of Education

< No Site >

Total	Jul 22	Aug 22	Sep 22	Total
		\$196.70	\$361.91	\$558.61
Arbuckle Children's Center				
Total	Jul 22	Aug 22	Sep 22	Total
	\$10959.43	\$10054.67	\$4397.93	\$25412.03
Arbuckle Early Care & Ed. Center				
Total	Jul 22	Aug 22	Sep 22	Total
		\$3084.07	\$314.70	\$3398.77
Arbuckle Headstart				
Total	Jul 22	Aug 22	Sep 22	Total
		\$1164.39	\$180.95	\$1345.34
Colusa Children's Center				
Total	Jul 22	Aug 22	Sep 22	Total
	\$3949.30	\$1526.31	\$2210.77	\$7686.38
Colusa PLC A				
Total	Jul 22	Aug 22	Sep 22	Total
		\$125.88	\$110.15	\$236.03
Colusa PLC B				
Total	Jul 22	Aug 22	Sep 22	Total
	\$1062.11	\$275.36		\$1337.47
Home Based				
Total	Jul 22	Aug 22	Sep 22	Total
	\$1416.16	\$3477.44	\$3626.91	\$8520.51
Williams Children's Center				
Total	Jul 22	Aug 22	Sep 22	Total
	\$534.99	\$62.94		\$597.93
Williams PLC				
Total	Jul 22	Aug 22	Sep 22	Total
		\$1180.12		\$1180.12
Williams PLC B				
Total	Jul 22	Aug 22	Sep 22	Total
		\$534.99		\$534.99
Report Totals				
Total	Jul 22	Aug 22	Sep 22	Total
	\$17,921.99	\$21,682.87	\$11,203.32	\$50,808.18

Requirement \$580,140
% YTD 25%
% Earned 9%

Colusa County Office of Education

4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2022 - 9/30/2022

Head Start and State Preschool

Site and Classroom Name	Capacity				
		9/5/2022	9/12/2022	9/19/2022	9/26/2022
Arbuckle Children's Center - Preschool	24	9	9	9	9
Arbuckle Children's Center - Preschool (CMIG)					
Arbuckle Early Care and Education Center	24	16	16	16	16

Colusa Children's Center - Preschool	24	12	12	11	11
Colusa Children's Center - Preschool (CMIG)					
Colusa Preschool Learning Center A	24	13	13	13	13
Colusa Preschool Learning Center B	24	11	11	12	12

Williams Children's Center- Preschool 1	24	15	16	16	16
Williams Children's Center- Preschool 2 (CMIG)	24	14	14	13	13
Williams Preschool Learning Center A	24	19	19	19	19
Williams Preschool Learning Center B	20				
Maxwell TK Collaboration					

6.5.1

Infant and Toddler

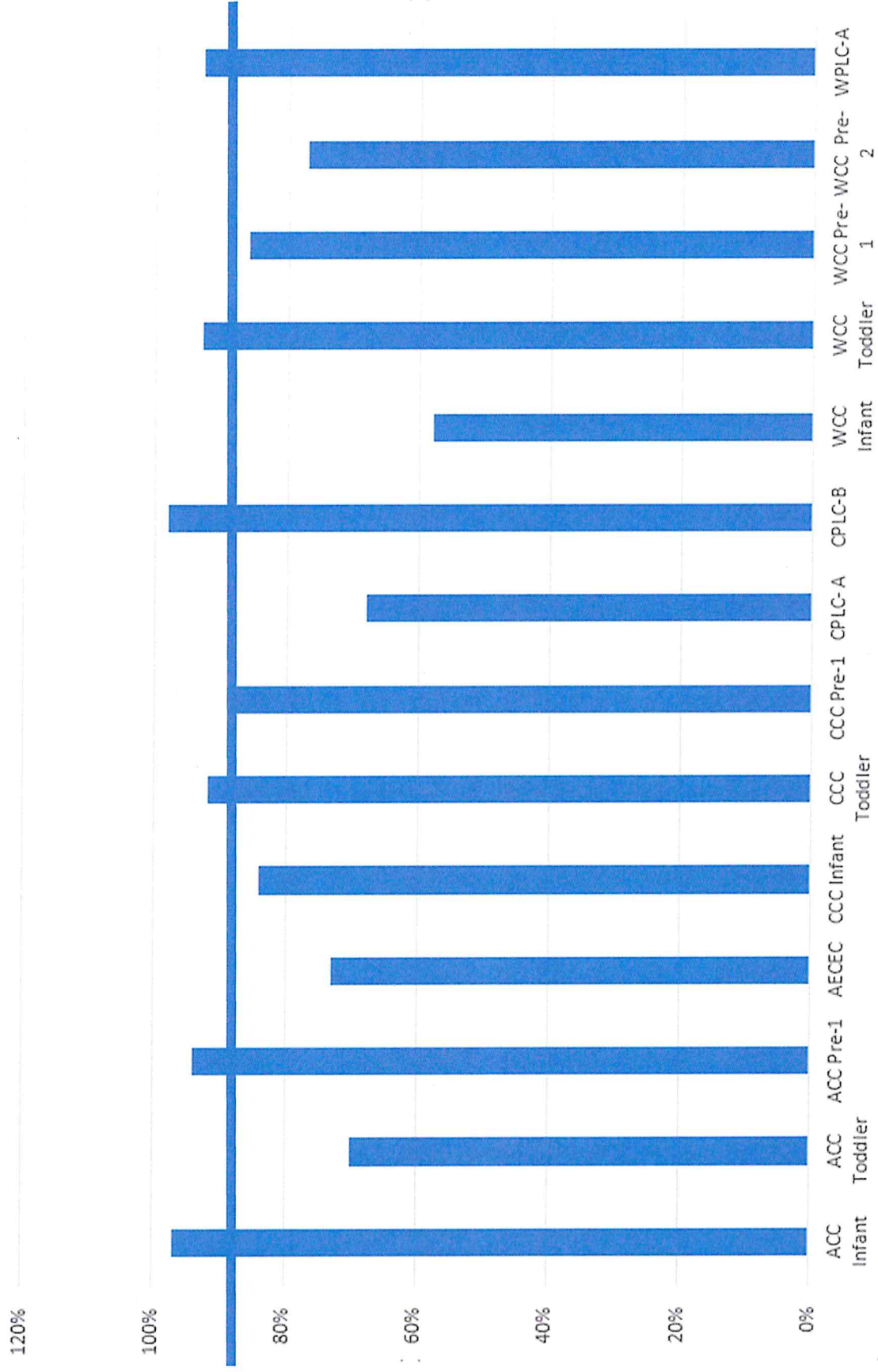
Site and Classroom Name	Capacity				
		9/5/2022	9/12/2022	9/19/2022	9/26/2022
Arbuckle Children's Center - Infant	8	6	6	6	6
Arbuckle Children's Center - Infant (CMIG)					
Arbuckle Children's Center - Toddler	8	7	7	7	7
Arbuckle Children's Center - Toddler (CMIG)					

Colusa Children's Center - Infant	9	6	6	6	6
Colusa Children's Center - Infant (CMIG)					
Colusa Children's Center- Toddler	8	7	7	7	7
Colusa Children's Center- Toddler (CMIG)					

Williams Children's Center- Infant	9	9	9	9	9
Williams Children's Center - Infant 2 (CMIG)	8				
Williams Children's Center - Toddler	8	10	9	9	9
Williams Children's Center - Toddler 2 (CMIG)	8				
Home Base					
Home Base M. Ibarra		7	7	7	7

6.6.1

September Attendance



8.1

OMB Number: 4040-0004

Expiration Date: 12/31/2022

Application for Federal Assistance SF-424*** 1. Type of Submission:**

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

*** 2. Type of Application:**

- ☐ New
- ☐ Continuation
- ☒ Revision

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

Increase Award

*** Other (Specify):***** 3. Date Received:****4. Applicant Identifier:**

09CH011054

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

09CH011054

State Use Only:**6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:***** a. Legal Name:**

COLUSA COUNTY OFFICE OF EDUCATION

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

946002149

*** c. UEI:**

VLFZLNLJW281

d. Address:*** Street1:**

345 5th St

Street2:

Ste B

*** City:**

Colusa

County/Parish:

Colusa County

*** State:**

CA: California

Province:*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

95932-2445

e. Organizational Unit:**Department Name:****Division Name:****f. Name and contact information of person to be contacted on matters involving this application:****Prefix:***** First Name:**

Vicki

Middle Name:*** Last Name:**

Markss

Suffix:**Title:**

Director

Organizational Affiliation:*** Telephone Number:**

(530) 458-0350 x10313

Fax Number:

(530) 458-0310

*** Email:**

vmarkss@ccoe.net

Application for Federal Assistance SF-424

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

Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

County Office of Education

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

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

* Title:

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Colusa County

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

Carry Over Budget Application

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

CA-003

b. Program/Project

CA-003

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

17. Proposed Project:

* a. Start Date:

07/01/2022

* b. End Date:

06/30/2023

18. Estimated Funding (\$):

* a. Federal	20,509
* b. Applicant	5,127
* c. State	
* d. Local	
* e. Other	0
* f. Program Income	
* g. TOTAL	25,636

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

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

☐ ** I AGREE

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

Authorized Representative:

Prefix:

Mr.

* First Name:

Michael

Middle Name:

* Last Name:

West

Suffix:

* Title:

Superintendent of Schools

* Telephone Number:

(530) 458-0350 x10365

Fax Number:

* Email:

mwest@ccoe.net

* Signature of Authorized Representative:

* Date Signed:



COLUSA COUNTY OFFICE OF EDUCATION
CHILDREN'S SERVICES

345 Fifth Street, Suite B, Colusa, CA 95932
(530) 458-0350 • Fax: (530) 458-0310

October 3, 2022

To: Administration of Children and Families – Region 1X
Neil D'Silva and Caitlin Buffa

From: Vicki Markss

Grant Number: 09CH011054
Grant Year: 04

Re: Liquidation Extension Request for Fiscal Year 2022-2023

Colusa County Office of Education (CCOE) is requesting an extension to liquidate funds from the 2021/22 fiscal year. The funds are designated for program improvement.

CCOE is requesting to an extension to liquidate \$27,208.83 for the shade structures at the Williams Preschool Learning Center (WPLC). The funds were obligated prior to June 30, 2022; however, the manufacturer was unable to ship the shade structures prior to September 30, 2022.

CCOE is requesting an extension to liquidate \$27,208 by December 15, 2022 and submit the final SF-425 by December 31, 2022.

Once the shade structures are received, our Facilities staff will install the shade structures and allow children at the WPLC site to have much needed shade.

Sincerely,

Vicki Markss - Director

Reporting Child Health and Safety Incidents

ACF-IM-HS-22-07

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-IM-HS-22-07	2. Issuance Date: 09/27/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Child Incidents; Reporting; Health and Safety	

INFORMATION MEMORANDUM

TO: All Head Start Agencies and Delegate Agencies

SUBJECT: Reporting Child Health and Safety Incidents

INFORMATION:

The Head Start Program Performance Standards (HSPPS) at 45 CFR §1302.102(d)(1)(ii) </policy/45-cfr-chap-xiii/1302-102-achieving-program-goals> require programs to “submit reports, as appropriate, to the responsible U.S. Department of Health and Human Services (HHS) official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants.” This includes any incident regarding staff or volunteer compliance with laws addressing child abuse and neglect.

This Information Memorandum (IM) clarifies reporting requirements of 45 CFR §1302.102(d)(1)(ii), including the responsible HHS (Health and Human Services) official to whom programs must report and the reporting timeframe. It also outlines the consequences for failure to report during the given timeframe, explains the obligation to report child incidents in blended classrooms, and offers examples of incident types that must be reported. This IM (Information Memorandum) applies to all Office of Head Start (OHS) programs, including Head Start, Early Head Start, Migrant and Seasonal Head Start, and American Indian and Alaska Native Head Start programs.

“Responsible HHS (Health and Human Services) Official” to Whom Programs Send Reports

For reporting significant incidents regarding the health and safety of children in Head Start programs, the responsible HHS (Health and Human Services) official is the program specialist assigned to your grant or the regional program manager. This is in addition to reporting to local, state, or tribal entities as required by applicable laws.

Reporting Timeframe

HSPPS 45 CFR §1302.102(d)(1)(ii) requires programs to submit reports, as appropriate, to the responsible HHS (Health and Human Services) official immediately or as soon as practicable. OHS (Office of Head Start) interprets “immediately or as soon as practicable” to mean without delay, but no later than seven calendar days following an incident. Head Start programs should not wait for adjudication through local or state officials. Incidents must be reported to OHS (Office of Head Start) staff within seven days of the incident, regardless of investigations by relevant local, state, tribal, or federal law enforcement.

Consequences for Failure to Report Incidents “Immediately or as Soon as Practicable”

To make sure programs report significant incidents to their assigned program specialist or regional program manager, OHS (Office of Head Start) reviews publicly available information and reports from the grant period to identify any child health and safety incidents. If OHS (Office of Head Start) discovers a program failed to report a significant incident within seven calendar days from the time of the incident, the program will receive a monitoring finding, which may include a deficiency determination.

It is important to report all incidents involving Head Start staff that affect the health and safety of young children in early childhood settings, including those not funded by Head Start dollars. These actions have broader implications for all children served in the program. For this reason, the requirement to report applies to incidents involving Head Start staff, contractors, and volunteers in all settings, including blended classrooms.

Types of Reportable Incidents

A program must report all significant incidents affecting the health and safety of children. OHS (Office of Head Start) considers a “significant incident” to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at 45 CFR §1302.90(c) </policy/45-cfr-chap-xiii/1302-90-personnel-policies>, or results in a child being left alone, unsupervised, or released to an unauthorized adult.

It is not possible to provide an exhaustive list of incidents that threaten children’s health and safety. However, OHS (Office of Head Start) is providing a thorough list of the types of incidents that should be reported. Some examples of significant incidents include, but are not limited to:

- **Child injuries that require either hospitalization or emergency room medical treatment**, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites.
- **Inappropriate discipline**, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child; using/withholding food or an activity as a punishment or reward; or isolating a child.
- **Potential child abuse and maltreatment**, such as grabbing, shoving, shaking, swatting, or dragging a child; spanking or any other type of corporal or physical punishment; binding, tying, or taping a child; terrorizing a child with threats or menacing acts; or any form of sexual contact.
- **Lack of supervision** while in the care or under the supervision of program staff, which includes leaving a child alone anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion.
- **Unauthorized release** where a child is released from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

Next Steps

OHS (Office of Head Start) places the utmost priority on child health and safety. Research shows the impact of child abuse and child maltreatment is associated with adverse health and mental health outcomes in children and families, and those negative effects can last a lifetime. Preventing significant incidents that affect children's health and safety in Head Start programs is everyone's responsibility. We encourage program staff to complete the iLookOut </safety-practices/article/head-start-faqs-ilookout-child-abuse> training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.

OHS (Office of Head Start) is committed to continuous quality improvement and will continue to provide support and guidance in preventing incidents that jeopardize children's safety. If you have any questions regarding this IM (Information Memorandum), please contact your Regional Office.

By working together to swiftly identify, report, and correct health and safety incidents, we can better support child health and well-being in Head Start programs. Thank you for your work on behalf of children and families.

/ Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start

See PDF Version of Information Memorandum:

Reporting Child Health and Safety Incidents  </sites/default/files/im/downloads/acf-im-hs-22-07.pdf>
[PDF, 52KB]

Ministerial Association of Colusa County
Presents...

CHRISTMAS FOOD BASKETS

A Christmas gift to families in need.

**DISTRIBUTION DATE
DECEMBER 13, 2022**

**FOOD BASKETS WILL BE DISTRIBUTED AT
CHURCHES IN EACH COMMUNITY.**

**Food Baskets are for local families &
seniors that are in great need of food
this holiday season**



**Applications are
accepted online at
www.colusamacc.org
until**

November 11, 2022



**Scan QR code
for Application**