

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: August 21, 2024	Time: 6:00 PM – 8:00 PM
Meeting Locations: 500 Ellinwood Way, Pleasant Hill	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings. Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at aaaraujo@ehsd.cccounty.us or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Desired Outcomes: By the end of this meeting, we will have
1. Agreement on desired outcomes and ground rules so that our meeting is productive.
2. An awareness of CSB correspondence so that we are all informed of current notifications.
3. An opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the needs of the community.
4. A Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.
5. Review and approval of the 2024-2025 CSB Planning Calendar which provides guidance on internal, and external timelines for requirements and best practices of CSB programs.
6. A review and approval of June 26, 2024, Policy Council Minutes.
7. Heard administrative reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.
8. An understanding of the 2024 Program Goals & Objectives updates to be aware of progress in meeting milestones.
9. An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.
10. Recognition of the 2023-2024 Policy Council as this is the last meeting for the program year.
11. An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.
12. Heard announcements so that we may be informed of Bureau news and/or available community resources.
13. A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What? (Content)	How (Process)	Who	Time (Minutes)
1. Review Desired Outcomes	Present Clarify Check for understanding	Tuliisa Miller Vice Chair	2
Meeting Ground Rules	Present Clarify Check for understanding	Gabriela Gomar Parliamentarian	2
2. Correspondence	Present Clarify	Karen Medrano Secretary	2
3. Public Comment	Present	Public	2
4. Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Juan Batiz Chair	10
5. Action: Approve 2024-2025 Planning Calendar	Present Clarify Check for understanding Check for Agreement	Christina Reich	13 (3 minutes for roll call)
6. Action: Consider approval of June 26, 2024, Policy Council Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano Secretary	10 (3 minutes for roll call)
7. Administrative Reports: CSB Deputy Director	Present Clarify Check for understanding	Scott Thompson	5
Administrative Reports: Division Manager	Present Clarify Check for understanding	Amy Wells	5
Administrative Reports: Fiscal	Present Clarify Check for understanding	Ali Vahidizadeh	5
8. Presentation: 2024 Program Goals and Objectives Updates	Present Clarify Check for understanding	Sarah Reich	20
9. Subcommittees Updates	Present Clarify Check for understanding	Juan Batiz Chair	3
10. Recognition 2023 -2024 Policy Council Recognition	Present	Ana Araujo	30
11. Site Reports	Present Clarify Check for Understanding	Site Representatives	5
12. Announcements	Present Clarify Check for understanding	Ana Araujo	4
13. Meeting Evaluation	Plus/Delta	Volunteer	2

PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.

- **HOW TO JOIN THE MEETING VIA ZOOM:**
Zoom Meeting ID: 870 4513 5129 Password: 826100
- **HOW TO JOIN THE MEETING VIA CALL-IN:**
Conference Call: USA 8882780254 (US Toll Free) Conference Code: 379008

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the CSB Policy Council during public comment on matters within the jurisdiction of the CSB Policy Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phone.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 864-0837

Public comments may also be submitted before the meeting by email at aaaraujo@ehsd.cccounty.us or by voicemail at (925) 864-0837. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting



Recipient Information

1. Recipient Name

CONTRA COSTA COUNTY
625 Court St Ste 100
Martinez, CA 94553-1231
NO DATA

2. Congressional District of Recipient

05

3. Payment System Identifier (ID)

1946000509A1

4. Employer Identification Number (EIN)

946000509

5. Data Universal Numbering System (DUNS)

794080957

6. Recipient's Unique Entity Identifier (UEI)

W6AHS1UCWKX7

7. Project Director or Principal Investigator

Ms. Marla Stuart
mstuart@ehsd.cccounty.us
(925) 608-4801

8. Authorized Official

Mr. Federal Glover
Chair, Contra Costa County Sup., District 5
supervisorglover@bos.cccounty.us
(925) 427-8138

Federal Agency Information

ACF/OHS Region IX Grants Office

9. Awarding Agency Contact Information

Mr. Jeffrey Arciero
Grants Management Officer
jeffrey.arciero@acf.hhs.gov
617-565-2446

10. Program Official Contact Information

Ms. Cynthia T Yao
Head Start Program
Cynthia.Yao@acf.hhs.gov
415-437-8451

Federal Award Information

11. Award Number

09CH010862-05-07

12. Unique Federal Award Identification Number (FAIN)

09CH010862

13. Statutory Authority

42 USC 9801 ET SEQ.

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Revision & Extension

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	01/01/2023	- End Date	08/31/2024
20. Total Amount of Federal Funds Obligated by this Action			\$0.00
20a. Direct Cost Amount			\$0.00
20b. Indirect Cost Amount			\$0.00
21. Authorized Carryover			\$10,128,237.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$29,661,911.00
24. Total Approved Cost Sharing or Matching, where applicable			\$8,315,444.00
25. Total Federal and Non-Federal Approved this Budget Period			\$37,977,355.00
26. Period of Performance Start Date	01/01/2019	- End Date	08/31/2024
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance			\$153,208,271.83

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mr. Jeffrey Arciero
Grants Management Officer

30. Remarks



Recipient Information	
Recipient Name	
CONTRA COSTA COUNTY 625 Court St Ste 100 Martinez, CA 94553-1231 NO DATA	
Congressional District of Recipient	
05	
Payment Account Number and Type	
1946000509A1	
Employer Identification Number (EIN) Data	
946000509	
Universal Numbering System (DUNS)	
794080957	
Recipient's Unique Entity Identifier (UEI)	
W6AHS1UCWKX7	
31. Assistance Type	
Discretionary Grant	
32. Type of Award	
Service	

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$11,797,566.00
b. Fringe Benefits	\$4,600,653.00
c. Total Personnel Costs	\$16,398,219.00
d. Equipment	\$170,000.00
e. Supplies	\$1,905,433.00
f. Travel	\$98,950.00
g. Construction	\$500,000.00
h. Other	\$10,565,334.00
i. Contractual	\$8,626,970.00
j. TOTAL DIRECT COSTS	\$38,264,906.00
k. INDIRECT COSTS	\$1,525,242.00
l. TOTAL APPROVED BUDGET	\$39,790,148.00
m. Federal Share	\$39,790,148.00
n. Non-Federal Share	\$8,315,444.00

34. Accounting Classification Codes						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-G094122	09CH01086205	ACFOHS	41.51	93.600	\$0.00	75-23-1536
3-G094120	09CH01086205	ACFOHS	41.51	93.600	\$0.00	75-23-1536
3-G094121	09CH01086205	ACFOHS	41.51	93.600	\$0.00	75-23-1536
2-G094122	09CH01086205	ACFOHS	41.51	93.600	\$0.00	75-22-1536
1-G094122	09CH01086205	ACFOHS	41.51	93.600	\$0.00	75-21-1536
1-G094120	09CH01086205	ACFOHS	41.51	93.600	\$0.00	75-21-1536
0-G094122	09CH01086205	ACFOHS	41.51	93.600	\$0.00	75-20-1536



35. Terms And Conditions

STANDARD TERMS

1. Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). Recipients must review and comply with all T&Cs identified under the award. When a recipient is awarded and accepts an ACF award, it must comply with the requirements outlined in the Notice of Award and T&Cs. The recipient must actively manage its award and adhere to all applicable requirements. For more information about grants management activities and resources for recipients throughout the award lifecycle, see the Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>.

Applicable Legislation, Statute, and Regulations

1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at <https://www.congress.gov/bill/110th-congress/house-bill/1429>.
2. The program is codified at 42 U.S.C. 9831 et seq at <http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter105/subchapter2&edition=prelim>.
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-B>. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), <https://eclkc.ohs.acf.hhs.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://eclkc.ohs.acf.hhs.gov/policy/pi> and <https://eclkc.ohs.acf.hhs.gov/policy/im>.
4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards found at 45 CFR Part 75 at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>. This award is subject to the Closeout requirements for Grants and Agreements found at 2 CFR 200.344 at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbabcde2/section-200.344>.
5. This award is subject to Executive Orders in the Federal Register available at <https://www.federalregister.gov/presidential-documents/executive-orders>.
6. This award is subject to requirements or limitations in any applicable Appropriations Act available at <https://crsreports.congress.gov/>.
7. This award is subject to the Administrative and National Policy Requirements at <https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>.
8. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 09CH010862-05-07

FAIN# 09CH010862

Federal Award Date: 07/18/2024

Property

9. This award is subject to the Property Related T&Cs found at <https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms>. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

Award Payment

10. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to <https://pms.psc.gov/>. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

Unique Entity Identifier (UEI) Notice

11. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at Federal Service Desk (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET. This award is subject to requirements as set forth in 2 CFR 25.110.

AWARD ATTACHMENTS

CONTRA COSTA COUNTY

09CH010862-05-07

1. Remarks

30. REMARKS (Continued from previous page)

This grant action extends the current budget and project period through August 31, 2024.

As a result of this extension, your required annual SF-425 report and final SF-425 report (per Program Instruction ACF-PI-HS-17-04) must be received by:

Annual Report: 10/30/2024

Final Report: 1/30/2025

Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients

eclkc.ohs.acf.hhs.gov/policy/im/acf-ohs-im-24-02

Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients ACF-OHS-IM-24-02

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-OHS-IM-24-02
2. **Issuance Date:** 06/27/2024
3. **Originating Office:** Office of Head Start
4. **Key Words:** Monitoring; FY 2025; CLASS®

Information Memorandum

To: All Head Start and Early Head Start Recipients

Subject: Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients

Information:

[Section 641A](#) of the Improving Head Start for School Readiness Act of 2007 (the Act) requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds.

This Information Memorandum (IM) outlines the OHS monitoring process for fiscal year 2025 (FY25). It describes the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASS®), Risk Assessment Notification (RAN), and unannounced reviews.

FY25 Monitoring Review Types and Start Dates

Review Type*	FY25 Implementation	Start Date
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Review Type*	FY25 Implementation	Start Date
FA1	FA1 reviews are conducted through a virtual format.	October 2024
FA2	FA2 reviews are conducted using a combination of virtual and on-site monitoring.	October 2024
CLASS [®]	CLASS reviews are conducted again this year using either self-recorded videos or onsite formats.	October 2024
Follow-up Reviews	Follow-up reviews are conducted virtually or in person.	Start dates will coincide with the end of the corrective action period.
RAN	RAN reviews are conducted through a virtual format.	As needed
Other	OHS reserves the right to conduct special off-site or on-site reviews.	As needed

* *Monitoring reviews may be conducted with or without prior notification to the recipient. OHS reserves the right to conduct unannounced reviews at any time.*

FA1 Reviews

The FA1 review is an opportunity for recipients to describe their approach and plan for providing high-quality services to children and families. It typically occurs in the first or second year of the grant period. This focus area determines if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and Head Start Act. The FA1 informs OHS' understanding of each recipient's foundation for program services — staffing structure, program design and governance, education, health and family services, and fiscal infrastructure. The FA1 review also allows OHS to assist recipients in fulfilling application commitments, provide resources to address any identified issues, and support recipients in reaching their goals.

FA2 Reviews

The FA2 review is an opportunity for recipients to demonstrate their implementation of high-quality services to children and families that meet Head Start requirements. It typically occurs in the third or fourth year of a grant period. This focus area broadens OHS' understanding of each recipient's performance and determines if programs are meeting the requirements of the HSPPS, Uniform Guidance, and Head Start Act.

CLASS[®] Reviews

Section 641A(c)(2)(F) of the Act requires OHS to assess the quality of teacher–child interactions using a valid and reliable observation measure. For the upcoming FY25 monitoring year, OHS will continue to use the 2008 edition of the Classroom Assessment Scoring System (CLASS[®]) Pre-K Teacher–Child Observation Instrument. Scores from CLASS observations will count toward Designation Renewal System (DRS) determinations using the competitive thresholds established in the [Final Rule on DRS Changes](#).

For FY25, recipients that are scheduled for a CLASS monitoring review will have the option to self-record and submit their own videos (Video Review) or request a traditional on-site review with certified CLASS observers (On-site Review).

American Indian and Alaska Native (AIAN) Head Start programs have the option to do a self-review for the CLASS. OHS will transmit a letter to AIAN grant recipients with additional information on this option.

All recipients will have the opportunity to attend information sessions specifically developed to discuss FY25 CLASS options, including a group of sessions convened specifically for American Indian and Alaska Native recipients.

RAN Reviews

OHS conducts Risk Assessment Notification reviews, as necessary, to address child health and safety incidents. They are initiated when OHS needs to gather more information about significant incidents affecting program participants' health and safety. These reviews have a specific focus on abuse, neglect, inappropriate conduct, inadequate supervision, or unauthorized releases in Head Start programs.

RAN reviews:

- Ensure prompt and accurate reporting of serious incidents
- Investigate contributing program or management factors
- Communicate necessary corrective actions
- Provide feedback to improve program management and prevent future incidents

Other Reviews

Special reviews are conducted, as needed, to explore concerns outside of the typical FA1 or FA2 schedule. OHS reserves the right to conduct unannounced reviews at any time.

Scheduling

Each year, recipients are required to submit an accurate calendar of availability, which is used to schedule monitoring reviews. The availability calendar also gives recipients a way to inform OHS as to when their program is not operational and when children are not in session. Recipients should immediately update their calendars as changes in program availability occur. Please note that OHS has very limited capacity to accommodate requests to reschedule reviews and can only do so under exceptional circumstances.

Monitoring reviews can also be conducted with or without prior notification to the recipient that it will take place.

Communications

Recipients scheduled to receive a monitoring review in FY25 will receive a notification letter 45 calendar days before the start of the event. They can also expect a planning call with their assigned coordinator to discuss their review. During the initial call, recipients should share their program's current service delivery options. OHS Review Reports are typically issued within 60 calendar days of the monitoring review.

If you have any questions regarding the FY25 monitoring season, please contact your regional office.

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

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start

See PDF Version of Information Memorandum:

[Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients](#) (45.36 KB)

Historical Document

2024-2025
Contra Costa County Employment and Human Services Department
Program Planning Calendar

ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
Communication															
Board of Supervisors: Communication	Best Practice	Christina Reich	Plan for Head Start Awareness Month			Head Start Awareness Month Acknowledgement				Plan for Community Action Month			Community Action Month BOS Proclamation		
	HSPPS Achieving Program Goals	Scott Thompson								Annual governance and Eligibility training and updates					
	HSPPS Eligibility Training Head Start Governance Resolution 2023/274														
	County Requirement Best Practice	Amy Wells									**Invite Board Members to Centers for Week of the Young Child				
Board of Supervisors: Reports	HSA Agency Powers & Functions	Scott Thompson Christina Reich Amy Wells	Monthly Presentation to BOS	Monthly Presentation to BOS	Monthly Presentation to BOS	Monthly Presentation to BOS	Monthly Presentation to BOS	Monthly Presentation to BOS	Monthly Presentation to BOS	Monthly Presentation to BOS	Monthly Presentation to BOS	Monthly Presentation to BOS	Monthly Presentation to BOS	Monthly Presentation to BOS	
	HSPPS Governance Resolution 2023/274		BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee	BOS Head Start Committee
	HSPPS Achieving Program Goals														
Communication: Regional Office (RO)	HSA Training & Technical Assistance	Scott Thompson Amy Wells	Monthly Calls with the RO Renew Annual Transportation (child restraint system) Waiver		School Readiness (SR) Visit for RO	Semi-Annual T/TA POC Check In Meeting						School Readiness (SR) visit for RO	Semi-Annual T/TA POC Check In Meeting		
Special Projects															
Community Assessment (*Year 5-Major Update)	HSPPS Determining Community Strengths & Needs		Prepare Community Assessment Updates Narrative for Continuation Grant		Submit Executive Summary with HS/EHS Continuation Grant				Researching Community Assessment Updates- Year 5 (Contractor- Diane Godard)			Finalize Community Assessment	Prepare presentation for PC, CSB teams, and others as needed	Action: Present Community Assessment Executive Summary Report for PC, BOS, EOC, and Staff	
								Researching for Year 5 Community Narratives (survey(s) of community members, community photos, etc.)							
Planning Calendar	Best Practice					Host Meeting w/ Leads to brainstorm ideas for Planning calendar format		Request Planning Calendar Updates from Senior Management Leads (As Assigned/Up-Date assignments)	Leads Review and Update Sections		Send to SAM for Review by the 15th	Present Planning Calendar to PC Program Services Subcommittee	Action: Request PC approval of Planning Calendar Action: BOS Approval	Present Updates to Staff	
Policies & Procedures Biennially; Full Update 2024/25	HSPPS Personnel Policies		Assign Leads and Create TEAMS folder for updates.						Check-In w/ SAM regarding addendums needed	Distribute Assignments to Senior Managers/CS Managers Review Team	Senior Managers/Managers Send Updates to the Analyst	Analyst Gets SAM Approval	Enlist PC Sub-Committee for Review/Input to Service Plans and P&P's and Analyst to Finalize and Gets Final SAM Approval	Action: Submit to PC and BOS for Approval /Order Copies of Approved P&P's for Centers/Administration and Post on CSB Intranet	
Annual Report	HSPPS Achieving Program Goals- Reporting					Begin Annual Report Process and Gather Content from Sr. Mgrs. and CSMs	Annual Report Final Approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO	Disseminate/ Distribute Annual Report to Public and Staff						
	HSA Administrative Requirements & Standards														
Self Assessment Activities	HSPPS Achieving Program Goals- Ongoing Assessment			Begin Self-Assessment Process Planning	Form Self-Assessment Teams for Review at CSB and Delegate Agency Sites	Recruit PC Self-Assessment Sub-Committee for 22/23 Program Year								Begin Self-Assessment Process Planning	
				Present Process to PC and Broaden Subcommittee Membership	Train Community Volunteers/PC Subcommittee Members	Conduct Self-Assessment (CSB/ Delegate/ Partners)								Present Process to PC and Broaden Subcommittee Membership	
										Identify Sites and Classrooms for Self-Assessment and Instruments	Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan	Action: Submit Final Report and Obtain Approval of Corrective Action Plans as Necessary (ACF/PC/BOS/CSB Director)			

Citations:
CDE- California Department of Education
HSPPS- Head Start Program Performance Standards
HSA- Head Start Act

Family Engagement																		
Communication: Families	HSPPS Family Engagement				Community Work Days							Community Work Days						
Communication: Families	HSPPS Parent Activities Promoting Child Learning		Early Closure Letter/Curriculum Input Letter	Back to School Nights / Fall Letter						Holiday Letter				Year-end celebrations				
Communication: Staff	Best Practice		Monthly Cluster meetings Teaching Staff survey (trainings)			Quarterly All Cluster meetings				Quarterly All-Cluster meetings			Quarterly All-Cluster meetings					
Required Training													Mandated Reporter & Domestic Violence Awareness Training-At time of hire and after every 2 years					
Recordkeeping & Reporting																		
Recordkeeping & Reporting: Equipment and Files	County Requirement		Annual County Equipment Inventory Report Confirmation			Program Year prior to Last Program Year Drop Files to Warehouse for Storage								Release Files Past Destruction Date to County for Shredding				
	HSPPS Record Retention		Prior Program Year Archived Files Stored at Sites for One Year															
Community Action																		
Community Services Block Grant: CSD Meetings and Trainings	Best Practice		24th CSD Desk Monitoring Review		2024 NCAP Annual Convention-Seattle, WA Aug 27-30					CALCAPA Annual Conference, Monterey, CA Nov 19-21								
	ACF CSBG Guidance																	
Community Services Block Grant: EOC Meetings/Events	ACF CSBG Guidance		Monthly EOC Business Meetings	Monthly EOC Business Meetings	Monthly EOC Business Meetings	Monthly EOC Business Meetings	Monthly EOC Business Meetings	Monthly EOC Business Meetings	Monthly EOC Business Meetings	Monthly EOC Business Meetings	Monthly EOC Business Meetings	Monthly EOC Business Meetings	Submit Board Materials for CA Month	Monthly EOC Business Meetings				
	ACF CSBG Guidance												Form 700 due to Clerk of BOS	Community Action Month: EOC Outreach Event				
Community Services Block Grant: Subcontractors	ACF CSBG Guidance		10th: Monthly Demand	10th: Monthly Demand Quarterly Report Due	10th: Monthly Demand	10th: Monthly Demand	10th: Monthly Demand	10th: Monthly Demand	10th: Monthly Demand	10th: Monthly Demand	10th: Monthly Demand	10th: Monthly Demand	CSBG Annual Report Due 10th: Monthly Demand On-Site Monitoring Review	Quarterly report Due 10th: Monthly Demand	Roll into 2025-2026 Contract funds	10th: Monthly Demand	10th: Monthly Demand	10th: Monthly Demand
Community Services Block Grant: Reporting/Audits	ACF CSBG Guidance		20th: Bi-Monthly Expenditure Due to CSD (May & June)		20th: Bi-Monthly Expenditure Due to CSD (Jul & Aug)	Year-End Budget Modification Developed w/Fiscal Subcommittee to CSD	20th: Bi-Monthly Expenditure Due to CSD (Sept & Oct 2024)			20th: Bi-Monthly Expenditure Due to CSD (Nov & Dec 2024)	20th: Annual Programmatic Reports due to CSD	20th: Bi-Monthly Expenditure Due to CSD (Jan & Feb 2025)	20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr 2025)	20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr 2025)				
	ACF CSBG Guidance		Business Meeting Minutes to CSD	Business Meeting Minutes to CSD 31st: Organizational Standards Due	Business Meeting Minutes to CSD	Business Meeting Minutes to CSD	Business Meeting Minutes to CSD	15th: Last day to Submit Budget Modification to CSD (If necessary) Business Meeting Minutes to CSD	Business Meeting Minutes to CSD	Business Meeting Minutes to CSD	1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2024) Business Meeting Minutes to CSD	Business Meeting Minutes to CSD	Business Meeting Minutes to CSD	31st: 2024-25 CSBG Close Out Report Due to CSD Business Meeting Minutes to CSD				
Contracts: CSBG	County Requirement/Timeline																	
Childcare Partnerships																		
Partnerships: Communication	HSPPS Community Partnerships & Coordination	Deborah	KinderCare Quarterly Meeting										KinderCare Quarterly Meeting					
		Theo/Monique																
		Partner Management Team		Annual Partner Meeting			Partners Collaboration Session							Partners Collaboration Session	Partners Collaboration Session			
		Partner Management Team			Quarterly Partner Team Wellness Activity				Quarterly Partner Team Wellness Activity				Quarterly Partner Team Wellness Activity		Quarterly Partner Team Wellness Activity			
EHSD Personnel																		
Tracking	CDE Staffing Qualifications		Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA	Monthly Personnel Tracking reports: WC/FMLA/LOA			
			Staff & Center Roster	Staff & Center Roster	Staff & Center Roster	Staff & Center Roster	Staff & Center Roster	Staff & Center Roster	Staff & Center Roster	Staff & Center Roster	Staff & Center Roster	Staff & Center Roster	Staff & Center Roster	Staff & Center Roster				
Monitoring													Ongoing Personnel File Monitoring including partners					
														Personnel Budget review.				

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2024-2025
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Program Planning Calendar

Reporting			Program Information Report										Risk Management Loss Control Report - Share w/Senior Mgmt.	
Required Training -Via SMART	CDE Staffing Qualifications		Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisor every 2 years)	National Voter Registration Act Training (Annually July/Aug.)		Chronological Supervision & Progressive Discipline Training		Civil Rights Training (Every 2 years Jan./Feb.)			Preventive Health & Safety (EMSA) (At time of hire once or twice per year)		Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review
Labor	County/Labor Requirement	Scott Thompson (Director attends meetings)	Local 1 presentation at NEO (monthly)			Labor -Management Meeting		Labor -Management Meeting				Labor -Management Meeting	Annual Bid	Labor -Management Meeting
Education														
Special Events	Best Practice	Education Team & Cluster ADS/SS	Early Closure-Professional Development	Early Closure-Professional Development	Staff Wellness early closure Early Closure-Professional Development	Early Closure-Professional Development	Early Closure-Professional Development	Staff Wellness early closure Early Closure-Professional Development	Early Closure-Professional Development	"Dual Language Learner" Celebration Early Closure-Professional Development	Dr. Seuss Birthday March 2 (celebrated March 1) Staff Wellness early closure Early Closure-Professional Development	Week of the Young Child Early Closure-Professional Development	Teachers Appreciation Week May 5-9 Early Closure-Professional Development	International Mud Day June 29 Site Supervisor Appreciation Week 1st week of June Staff Wellness early closure
Head Start/Early Head Start Assessments						EHS/HS Fall assessment due for Full-day programs		HS Fall Part-day assessments due	EHS/HS Winter assessment due for Full-day programs	HS Winter Part-day assessments due			EHS/HS/Part-day HS Spring assessment due for Full-day programs	
Contracts: ELCD/CCDD Contracts						1st DRDP Assessments due for part-day State only	Complete ECERS/ITERS by 10/31	Complete DRDP Summary of Findings by 11/30		Collect Desired Results Parent Surveys from families	Programs create Parent survey summary of findings	2nd DRDP assessments due for part-day State only.	Submit all PSE docs in May for review.	Review Parent Survey Results & share with Senior Mangmt, BOS, and PC.
School Readiness: Reports	HSPPS Child Screening & Assessments	Education Team		Present Final Update of SR Goals from Previous Year to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff				School Readiness Training- Teachers & SS		Present Baseline SR goals to PC Prog Svs Subcommittee and Sr. Mgmt. (baseline assessment data) (dates may vary)	Present Baseline SR goals to PC, BOS and staff (dates may vary)	Present Mid-Year SR Updates to PC Prog Svs Subcomm. and Sr. Mgmt. (dates may vary)	Present Mid-Year SR Updates to PC, BOS, and staff (dates may vary)	
	HSPPS Achieving Program Goals	Education Team/ADS		Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff					First DRDP Outcomes Report for Current Program Year to PC Prog Svs subcomm. and Sr. Mgmt. (dates may vary)	First DRDP Outcomes Report for Current Program Year to PC, BOS and staff (dates may vary)	2nd DRDP Outcomes Report for Current Program Year to PC Prog Svs Subcomm. and Sr. Mgmt. (dates may vary)	2nd DRDP Outcomes Report to PC, BOS and staff (dates may vary)		
School Readiness: Transitions: Into, Throughout & Out of Program	HSPPS Teaching & the Learning Environment	Education Team		In-Service training- Teachers and SS			Monthly Take-Home Activities	Monthly Take-Home Activities	Kinder-Readiness Activities: Parent Meetings, RMTK Monthly Take-Home Activities	Kinder-Readiness Registration Information to Parents and Visits to Kinder Classes Monthly Take-Home Activities	Monthly Take-Home Activities	Monthly Take-Home Activities	Prepare Kindergarten Transition Packets Monthly Take-Home Activities	Distribution of SR Packets/backpacks (Transition to Kindergarten)
Family Engagement:	HSPPS Parent Activities Promoting Child Learning	Education Team	Ed Team develop SR Goals and PFCE Goal based on aggregate data from last year assessments. Plan Take Home Activities	Order for September/prep materials	HS/EHS: Take home family activities	Order for December	Prep materials	HS/EHS: Take home family activities	Order for March	Prep materials	HS/EHS: Take home family activities - Book to families (Read across America)	Order for June. Order Kindergarten backpacks	Prep materials	HS/EHS: Take home family activities and Kindergarten backpacks
		Education Team			PITC Training for EHS staff (dates TBD)					PITC Training for EHS staff (dates TBD)			PITC Training for EHS staff (dates TBD)	
PFCE														
Communication: Families	HSPPS Family Engagement	Ana Araujo			Family Newsletter					Family Newsletter with Winter Safety				Family Newsletter with Summer Safety
Communication: Families	HSPPS Parent Activities Promoting Child Learning	Amy/Ed Team	Monthly Parent Meetings- Site Supervisors		PD/PY Calendar Given to Families			PD/PY 1 Week Winter Break					PD/PY 1 Week Spring Break (Aligned with Local School Districts)	
Parent Communication Preference Survey	Best Practice	CS Team			Survey parents on communication preference									
Communication: Families	HSPPS Family Engagement		Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training		Begin Family Handbook Addendum (Full update Every 2 years, 2023-2025)	Family Resilience Training Required (Child abuse prevention)		

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Give Kids a Smile Day	HSPPS Community Partnerships	CS Health Manager						Give Kids a Smile Day (GKSD) - Planning Meetings with Children's Oral Health Program	Give Kids a Smile Day Preparation and Implementation of GKSD Plan email to staff	Give Kids a Smile Day Event- (1st Friday of the Month of February)				
La Clinica and Life Long Dental Vans	HSPPS Community Partnerships	CS Health Manager	Monthly at Selected Sites (as vans are available)											
Hearing and Vision Certification/Training	HSPPS Community Partnerships	CS Health Manager	Looking into new collaboration option, training paused at this											
Healthy and Active Lifestyle	HSPPS Family Engagement	Irene Figureoa				National Food Day - October 24th CCFP Roundtable Conference				"Pride in Food Service Week" - First week in February	National Nutrition Month	National CACFP Conference	National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)	
		Irene & Denny	Monthly Parent Resources				Family Nutrition Meeting				Family Nutrition Meeting			
Family Engagement	HSPPS Community Partnerships	CS Health manager				Health & Nutrition Services Advisory Committee Meeting						Health & Nutrition Services Advisory Committee Meeting		
	HSPPS Family Engagement	Ana Araujo	Family Wellness Events (Comp Service site based events with families)			Family Wellness Events (Comp Service site based events with families)				Family Wellness Events (Comp Service site based events with families)			Family Wellness Events (Comp Service site based events with families)	
	HSPPS Family Engagement	Ana Araujo												
	HSPPS Community Partnerships	Ana Araujo												
	HSPPS Community Partnerships	Ana Araujo												
	HSPPS Family Engagement	Ana Araujo/SS												
	HSPPS Family Engagement	Ana Araujo												
Planning: CS material review		Michelle	CS Desk Guide and eForms review (Every 2 years -											
Policy Council: PC Meetings and Trainings	HSPPS Policy Council Committees	Ana Araujo	Recognition of Outgoing PC Members	PC Orientation (off-site) on Saturday September (TBD) and Election of New PC Executive Committee	Recruitment, Election & Finalization of Subcommittee	PC/BOS Joint Meeting	Exec team attend NHSA PFCE conference						PC Orientation Planning Begins	
	HSPPS Training	Ana Araujo		PC Orientation	Make-Up PC Orientation	Leadership Training-TBD	Ethics/Brown Act Video Training Due				Collect Form 700 from PC Representatives	Annual Form 700 due to Clerk of the Board	Prep for PC Orientation	
	HSA Powers & Functions of HS Agencies													
	HSPPS Policy Council	Ana Araujo	Monthly PC Meeting (except July and											
	HSPPS Achieving Program Goals	Ana Araujo	Monthly PC Subcommittee Meetings (except July, September and December)											
Staff Development														
Human Resources: Monitoring	1302.911 Staff Qualifications	Monica De Vera/Geraldine Charlton	Monitor transcripts TAT	Ongoing Permit expiration notices to staff	Ongoing Permit expiration notices to staff	Ongoing Permit expiration notices to staff	Monitor transcripts TAT	Ongoing Permit expiration notices to staff	Ongoing Permit expiration notices to staff	Ongoing Permit expiration notices to staff	Ongoing Permit expiration notices to staff	Ongoing Permit expiration notices to staff	Monitor transcripts TAT	Ongoing Permit expiration notices to staff
Human Resources: Required Training	1302.92 Training & Professional Development		Ongoing new employee orientation via Onboarding Checklists	Licensing Orientation (At time of hire for SS)	First Aid CPR (Every 2 years ongoing)	Integrated Pest Management Training (Annually Sept./Oct.)	Mandated Reporter (At time of hire)-EHSD		Bi-Annual review of Onboarding Checklists	CSB Standards of Conduct				15 Hours of Professional Development (Ongoing)
Human Resources: Required Training (cont.)			General HIPAA Awareness Training (upon hire and bi-annual for applicable staff)							CSB Protocol for Hourly Head Count and Transition training for staff				
Staff Communications														
Communication: Staff	Best Practice		Update external calendar meetings		Vacation Request due for 4th Quarter								Vacation Request Due for 2nd Quarter	Vacation Request due for 3rd Quarter

2024-2025
Contra Costa County Employment and Human Services Department
Program Planning Calendar

Fiscal														
Federal Reports	Title 45: Federal Regulations	Fiscal Team			Head Start & Early Head Start Fiscal Year Begins Budget Input in HSES Due to ACF for Next Program Year				County Single Audit begins		Baseline Budget (BFM) and Budget Narrative Due	County Performance Report Due		Report the Results of Prior Year Single Audit to PC
	HSA Powers & Functions of HS Agencies	Fiscal Team	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month
	HSA Records & Audits	Fiscal Team		County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office	Complete Risk Assessment for Each Subrecipient			Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS Funds	Personnel Cost Forecasting (PCF) Report due		Site Review of Delegate Agency Due		
Federal Reports (cont.)	OHS Program Instructions	Fiscal Team		Preliminary SF-425 Financial Status Report Due to ACF				SF-425 Final Financial Status Report Due to ACF		SF-425 Semi-Annual Financial Status Report Due to ACF		Finalize 2021 Operational and T & TA Budget for HS/EHS; 2021 Budget for PC Discussion and Approval		Internal Control Checklist on Cash and Petty Cash due to Auditor's Office
	OHS Program Instructions	Fiscal Team	County Year-End Close-Out Begins: Cut Off for Encumbrances Adjustment Deposit Permit	Operating Information in the Comprehensive Annual Financial	Schedule of Expenditures of Federal Awards Due to Auditor Controller's Office			SF-425 Annual report for CCP2 due to ACF SF-429 Real Property Status report due to ACF		Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO		Subrecipient & Contractor Determination Checklist	
	ACF CSBG Guidance	Michael	CSBG Report Due to CSD (due on the 25th)	CSBG Report Due to CSD (due on the 25th)	CSBG Report Due to CSD (due on the 25th)	CSBG Report Due to CSD (due on the 25th)	CSBG Report Due to CSD (due on the 25th)	CSBG Report Due to CSD (due on the 25th)	CSBG Report Due to CSD (due on the 25th)	Mid-year Projections Due to CAO	CSBG Report Due to CSD (due on the 25th)	CSBG IS Form Due 3/1	CSBG Report Due to CSD (due on the 25th)	CSBG Report Due to CSD (due on the 25th)
State Reports	County Requirement/Timeline	Fiscal Team	State/County Fiscal Year Begins July 1st	County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office						Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO			State/County Fiscal Year Ends June 30th
	CDE Fiscal Guidance	Deo	CDE 4th Quarterly Report Due				CDE 1st Quarterly Report Due			CDE 2nd Quarterly Report Due			CDE 3rd Quarterly Report Due	
		Deo	4th qtr QRIS report to Contra Costa County Office of Education (CCCOE)				1st qtr QRIS report CCCOE			2nd qtr QRIS report CCCOE			3rd qtr QRIS report CCCOE	
	CDE Fiscal Guidance	Deo	Child Development Audit documentation begins	Child Development Audit-Interim phase	Child Development Audit Begins	Child Development Audit Year-end	Child Development Audit submission to CDE (which can be extended till February 2021)							
		Deo	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)
		Kevin	CACFP CMIPS Submitted						Indirect Cost Rate Proposal Due to US Dept. of Health & Human Services					Year-end Appropriation Adjustments
Energy & Alternative Payment														
CalWORKS Stage 2/Alternative Payment Program: Families	Best Practice												Review and Update Stage 2/CAPP Program Handbook (if applicable)	Distribute Stage 2/CAPP Program Handbook (if updates made)
CalWORKS Stage 2/Alternative Payment Program: Audit	5 CCR 18071 WIC 10229.5 & 10440		Fiscal Audit	Fiscal Audit						QMU- 2nd Quarter Monitoring	QMU- 2nd Quarter Monitoring; Prepare, Distribute and Collect Parent Surveys	QMU- 2nd Quarter Monitoring Program Self Assessment	QMU- 2nd Quarter Monitoring Program Self Assessment	QMU- 2nd Quarter Monitoring
CalWORKS Stage 2/Alternative Payment Program: Meetings/Conferences	Best Practice		Monthly CSAM & Unit Meetings				CAPPA & EveryChild California Annual Conference (In Person)	CAPPA & EveryChild California Annual Conference (Virtual)						
Contracts: ELCD/CCDD Contracts	5 CCR 18279	Tracy Lewis			Management Bulletin for CDE/Child Care Bulletin for CDSS Refunding Application			Application Due for CDE/CDSS Refunding Application For Next Fiscal Year					Draft Self-Evaluation Action Plan	Submit Self-Evaluation to CDE/CDSS on June 1st.
										Prepare, Distribute and Collect Parent Survey for Alternative Payment Programs	Compile Parent Surveys (All Programs)		Review Parent Survey Results & Share with Senior Mgmt. BOS, and PC.	FY 2022-2023 Contract Renewal for All Program Types

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LIHEAP/Dept of Energy: Monitoring/Review	ACF: LIHEAP Regulations	Quarterly Quality Control Review of Utility Assistance		CSD Console Bi-Annual On-Site Monitoring Visit	Quarterly Quality Control Review of Utility Assistance			Quarterly Quality Control Review of Utility Assistance		CSD Console Bi-Annual On-Site Monitoring Visit	Quarterly Quality Control Review of Utility Assistance		CSD Annual On-Site Monitoring Visit
		Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)		
LIHEAP/Dept of Energy: Meetings/Conferences	ACF LIHEAP Regulations	Monthly Utility Assistance Meeting		Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting
			Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD
							LIHEAP Action Day Training						Energy Annual Convention
Ongoing Monitoring: Monitoring	HSPPS Achieving Program Goals- Monitoring 5 CCR 18279	1st Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review, Onsite Content Area, CSB Child Safety & Transition, Daily Checklists		QMU- Child Nutrition, Healthy & Safety and Compliance	CLASS Monitoring		QMU Center Monitoring, Curriculum Fidelity for Period 1	2nd Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review, Onsite Content Area, CSB Child Safety & Transition, Daily Checklists	QMU- Child Nutrition, Healthy & Safety and Compliance	CLASS Monitoring	QMU Center Monitoring, Curriculum Fidelity for Period 2		End Monitoring
				Semi-Annual Child Safety Checklist						Semi-Annual Child Safety Checklist			
Ongoing Monitoring: Reports	HSPPS Governing Body 5 CCR 18279	Present 2nd Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff							Present 1st Period Semi-Annual Report to PC Monitoring/ Self Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff		Review/Update Content of Monitoring Tools and Handbooks		
		Review Slot Map Plans and Update for New Period Schedule for Center Monitoring and Sample Size Calculation for Files and Classrooms	Root Cause Analysis & Implementation of Corrective Action Plan						Root Cause Analysis & Implementation of Corrective Action Plan				
ERSEA													
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment	HSA Standards Monitoring	Tracy Lewis	Monthly Enrollment Report and Center Status Report Due via HSES by the 7th	Weekly 30-day Full Enrollment Checks and Reports				New Federal Income Guidelines Issued					PD/PY Classes End
		HSPPS Determining Eligibility	Tracy Lewis	New State Income Guidelines issued		PD/PY Classes Begin	Eligibility training for PC				Eligibility Refresher Training	Eligibility & Enrollment Clinics	
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Recruitment	HSPPS Recruitment of Children	Tracy Lewis						Review/ Revise Recruitment Materials	Begin Major Recruitment Drive	Continue Recruitment Drive			
		Tracy Lewis	Monthly - Purge Waitlist		Pull report for TANF/SNAP recipients for flyer distribution		Pull report for TANF/SNAP recipients for flyer distribution	425 Annual Report due to A	Prep for flyer dispersion to elementary school	Pull report for TANF/SNAP recipients for flyer distribution	Disperse recruitment flyers to elementary schools		Pull report for TANF/SNAP recipients for flyer distribution
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Selection	HSA Powers & Functions of HS Agencies	Tracy Lewis				Hold Selection Criteria Meeting with Staff, Parents, and Program Services Subcommittee		Action: PC Approves Selection Criteria and Recruitment Plan	Action: BOS Approves Selection Criteria and Recruitment Plan	Establish Procedure and Timelines for Rollover			Purge Over-Income Waiver List
			HSA Powers & Functions of HS Agencies										
			HSPPS Selection Process										
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Attendance & Planning	HSA Powers & Functions of HS Agencies		Monthly Attendance Report for BOS/PC			Slot Planning for Next PY		Finalized Slots Map for Next PY				Distribute Slots Map for Next PY	
Contract: CDE & CDSS	State programs	Tracy Lewis			Management Bulletin for CDE & CDSS Refunding Application	Application Due for CDE & CDSS Refunding Application For Next Fiscal Year						Submit Program Narrative to request approval for CDE service changes	
GRANTS: HS/EHS/EHS-CCP Grants	ACF Application Instructions	Donn Matsuzaki	Receive Funding Guidance Letter, Conduct Grant Writing Process with Assigned Team Members, Including Goals & Objectives (G&O)	Action: Request PC and BOS Approval for Submission of Grant, Budgets and Goals & Objectives.	Action: Upload Grant Documents and Submit Through HSES	Present Grant Cycle Process Overview to PC at Orientation							Share Grantee Timeline Tasks with Delegate

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Contra Costa County Employment and Human Services Department
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(09CH010862) (formerly 09CH9115 and 09HP000111)			Program G/O Updates Semi-Annual Report	Disseminated G/O to Staff, Department Director, PC, and BOS					Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS				Announce Continuation Grant Cycle to PC, Including Year-End Monitoring Results (CSB Director's Report)
	ACF Program Instructions	Donn Matsuzaki	SF-425 Semi-annual report due to ACF		Action: Upload Budget by object total and justification thru HSES				SF-425 Annual Report due to ACF			SF-425 Final Report due to ACF	
Recordkeeping & Reporting: Program Information Report	HSPPS Achieving Program Goals		Quarterly Meeting CSB and Delegate Agency	Upload PIR by August 31st	Submit to BOS in CAO Report; Present at SAM, Sr. Mgmt. and Cluster Mgmts..	Quarterly Meeting CSB and FBHS	Present PIR to PC		Quarterly Meeting CSB and FBHS			Quarterly Meeting CSB and FBHS	
Business Systems & Facilities													
Business Systems: E-Rate				E-Rate BEAR (Billed Entity Applicant Reimbursement) /472			E-Rate RFI	E-Rate Form 470	E-Rate Form 471		USAC PIA Review	E-Rate/USAC PIA Review	
				Invoicing USAC/Service Provider for Reimbursement			RFI for Next Year's Technology Needs	RFI for Tele-Communication /Internet/Internal Connection		Action: BOS Approval for Incoming Funds	Review Prior Years E-Rate Form 471 Grant Application	E-Rate Form 486	
									USAC Conference				
Business Systems: CLOUDS	Best Practice/County Requirement		CLOUDS User Group Meeting	RFP - CSB Data Management System		CLOUDS User Group Meeting			CLOUDS User Group Meeting			CLOUDS User Group Meeting	CLOUDS Renewal
Business Systems: Facilities/Center Health and Safety	HSPPS Safety Practices		Quarterly Deep Cleaning EHS & Kitchen	Annual Deep Cleaning HS	Certification for Playground Safety Inspector (Expires Every 4 Years)	Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen	
	County Requirement		Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting	
	Best Practice					Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill							
Contracts: LIHEAP/DOE/ARPA				Begin ARPA Contract with CSD		Begin LIHEAP Contract with CSD for PY 2024							
				Continuation DOE Contract with CSD for PY 2023									End of PY 2022 DOE Contract
Low Income Home Energy Assistance Program/Department of Energy: Reports	ACF: LIHEAP Regulations	Ali	20th: EARS Monthly Report										
Contracts													
Contracts: Partnerships	Child Nutrition Community Partnerships County Admin Bulletin 605.4		CACFP Contract	Begin RFI and Contract process for CSBG Contracts Due in March		Begin Contract Renewals for Contracts Due in December and January*with the exception of CSBG contracts	Action: BOS Approval of Contracts		Begin Contract Renewals for Contracts Due in July (Pending Slots) *with the exception of CSBG contracts)				Action: BOS Approval of Contracts



Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA

Date: 6-26-24

Time Convened: 6:16 PM

Adjourned: 8:07 PM

Recorder: Lilian Recinos

Review Desired Outcomes and Meeting Rules	Tuliisa Miller, Policy Council Vice Chair, called the meeting to order at 6:16 PM. Tuliisa Miller, Policy Council Vice Chair, reviewed the desired outcomes. Gabriela Gomar, Policy Council Parliamentarian, reviewed the meeting ground rules.																																																						
Wellness Activity	Policy Council Representatives participated in a wellness activity: “Share your summer plans”																																																						
Correspondence	Karen Medrano, Policy Council Secretary shared; On June 14, 2024, the Office of Head Start advised The Community Services Bureau to apply for budget extension through July 31, 2024.																																																						
Public Comment	None																																																						
Parent Recognition of Staff	The following staff were recognized for going above and beyond in their work with the children and the families: <ul style="list-style-type: none"> • Ms. Erika Leyva, Infant Toddler Teacher at GMC; Maria Rojas Teacher at Lavonia Allen; Rosemary Guevara, Teacher at East Leland YMCA and Ms. Selena Waters Teacher at East Leland YMCA were presented with a certificate to acknowledge their dedication to children and families. 																																																						
Action: Review and Consider Approval of the Head Start and Early Head Start budget amendment	<p>Sarah Reich, Division Manager TU, presented the Policy Council representatives with the CSB Request for Budget Revision of 2023 Unobligated Funds Head Start Program- Grant No: 09CH010862-5.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: right;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>a. PERSONNEL</td> <td style="text-align: right;">\$ 876,417</td> </tr> <tr> <td>b. FRINGE BENEFITS</td> <td style="text-align: right;">\$ 1,522,730</td> </tr> <tr> <td>c. TRAVEL</td> <td style="text-align: right;">\$ -0-</td> </tr> <tr> <td>d. EQUIPMENT</td> <td style="text-align: right;">\$ -0-</td> </tr> <tr> <td>e. SUPPLIES</td> <td style="text-align: right;">\$ -0-</td> </tr> <tr> <td>f. CONTRACTUAL</td> <td style="text-align: right;">\$ 561,046</td> </tr> <tr> <td>g. CONSTRUCTION</td> <td style="text-align: right;">\$ -500,000</td> </tr> <tr> <td>h. OTHER</td> <td style="text-align: right;">\$ -2,467,393</td> </tr> <tr> <td>j. INDIRECT COSTS</td> <td style="text-align: right;">\$ -0-</td> </tr> <tr> <td>I. TOTAL BUDGET REVISION</td> <td style="text-align: right;">\$ -0-</td> </tr> </tbody> </table> <p>A motion to approve the CSB Request for Budget Revision of 2023 Unobligated Funds Head Start Program- Grant No: 09CH010862-5 was made by Karen Medrano and seconded by Jessica Hernandez. The motion passed with 15 votes in favor.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #D3D3D3;"> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Dr. Karen Coleman</td> <td>Deanna Carmona</td> <td>Amy Mockoski</td> <td></td> <td></td> <td>Maria Sanchez</td> <td>Raisha Bailleres</td> <td>Ana Maria Grijalva</td> </tr> <tr> <td>Juan de Dios Batiz</td> <td>Maria Garcia</td> <td>Erika Garcia</td> <td></td> <td></td> <td>Michelly Mendanha</td> <td>Raquel Magana</td> <td>Teresita Palomera</td> </tr> <tr> <td>Olga Rios</td> <td>Yesica Hernandez</td> <td>Vanessa Ornelas</td> <td></td> <td></td> <td>Bennji Zanabria</td> <td>Diana Nunez</td> <td>Charmaine Steptoe</td> </tr> </tbody> </table>	DESCRIPTION	AMOUNT	a. PERSONNEL	\$ 876,417	b. FRINGE BENEFITS	\$ 1,522,730	c. TRAVEL	\$ -0-	d. EQUIPMENT	\$ -0-	e. SUPPLIES	\$ -0-	f. CONTRACTUAL	\$ 561,046	g. CONSTRUCTION	\$ -500,000	h. OTHER	\$ -2,467,393	j. INDIRECT COSTS	\$ -0-	I. TOTAL BUDGET REVISION	\$ -0-	Ayes			Nays	Abstentions	Not Present			Dr. Karen Coleman	Deanna Carmona	Amy Mockoski			Maria Sanchez	Raisha Bailleres	Ana Maria Grijalva	Juan de Dios Batiz	Maria Garcia	Erika Garcia			Michelly Mendanha	Raquel Magana	Teresita Palomera	Olga Rios	Yesica Hernandez	Vanessa Ornelas			Bennji Zanabria	Diana Nunez	Charmaine Steptoe
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Action: Consider approval of February 21, 2024, March 6, 2024, and March 18, 2024, Policy Council Minutes

The Policy Council meeting minutes from February 21, 2024, March 6, 2024, and March 18, 2024, were reviewed, and no corrections were noted.

- **A motion to approve the Policy Council meeting minutes was made by Amy Mockoski and seconded by Olga Rios. The motion passed with 15 votes in favor.**

Ayes			Nays	Abstentions	Not Present		
Dr. Karen Coleman	Deanna Carmona	Amy Mockoski			Maria Sanchez	Raisha Bailleres	Ana Maria Grijalva
Juan de Dios Batiz	Maria Garcia	Ingrid Martinez			Michelly Mendanha	Raquel Magana	Teresita Palomera
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Administrative Reports

- EHD Director
- Division Manager
- Fiscal

Scott Thompson, Interim Director, presented the June Report:

- **Refunding Grant:** We have received approval for a one-month extension of our grant through July 2004 as there has not yet been a decision made about our refunding application. We have also been told we will receive another extension through August if we still have not heard.
- **Family Picnic:** What an incredible event on June 15 at the Pleasant Hill Community Center. It was delightful to see our families come together to have fun! I attended with my wife, Andi, and 17-month-old daughter, Betsy, and we all had a wonderful time.
- **Part Day-Part Year Program Ended/Transition to Kindergarten:** Our part day-part year program has ended for the summer and many of our children in our full day programs are transitioning out to kindergarten. As a reminder, our staff are here to make sure your transition is smooth so reach out if you need anything!
- **Quorum Issues:** As you are aware, our last two Policy Council meetings were cancelled due to there being no quorum. We realize it is hard to get to Pleasant Hill for some of you so we are trying to hold the meeting from three locations this month to see if that will help. It is of utmost importance that you all attend these meetings because Head Start requires that the Policy Council be involved in many decisions required to run our program – your voice is important to us and necessary to run our program. Staff are here to help problem solve with you to get you to these meetings.

Amy Wells, Division Manager, reported:

Enrollment:

- The May 2024 enrollment was 68376% for Head Start and 70.9 % for Early Head Start and Early Head Start Childcare Partnership #2.
- The October 2023 attendance was 80.17% for Head Start and Head Start Delegate and 92.97% for Early Head Start and Early Head Start Childcare Partnership #2.

Monitoring:

- The Monitoring compliance rates for May 2024, were 96.9% for the Daily Facility Checklist, 99.9% for the Daily Health and Safety Classroom Checklist, 99 % for the Daily Teacher Playground Safety Checklist, and 99.9% for the Monthly Playground Safety Checklist.

Presented June 2024 Mini PIR:

June PIR Head Start		
A.12 Cumulative Enrollment	922	
C.7 Number of all children who are up to date (through the end of the program year) on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	438	47.51%
C.8a The number who have received or are receiving medical treatment.	128	13.88%
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year.	579	62.80%
C19.a.1 Of these, the number of children who have received or are receiving dental treatment.	47	5.10%
C.1.a Number enrolled in Medicaid and /or CHIP	661	71.69%
C1 Number of all children with health insurance	777	84.27%
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special education and related services	168	18.22%
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	335	36.33%
C.45 Number of families that received at least one program services to promote family outcomes.	624	
June PIR Early Head Start		
A.10g Cumulative Enrollment of Children	601	
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	220	36.61%
C.8a The number who have received or are receiving medical treatment.	46	7.65%
C.1.a Number enrolled in Medicaid and /or CHIP	493	82.03%
C1 Number of all children with health insurance	532	88.52%
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services the Individuals with Disabilities Education Act (IDEA)	12	2.00%
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	164	27.29%
C.45 Number of families that received at least one program services to promote family outcomes.	245	

Ali Vahidizadeh, Administrative Services Assistant II, presented the following financial reports:

- **2023-2024 Head Start Program: In April 2024**, year-to-date cash expenditures were \$24,189,483 YTD, representing 73% of the program budget.
- **2023-2024 Early Head Start Program: In April 2024**, year-to-date cash expenditures were \$15,599,166 YTD, representing 45% of the program budget.
- ❖ **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for **April 2024** were \$50,105.85.
- ❖ **Child and Adult Care Food Program: April 2024**, total meals served, including breakfast, lunch, and supplements, were 17,994. **With a claim reimbursement of \$56,145.**

Presentation:
2023-2024 Parent Survey Report

Tracy Lewis, Administrative Assistant II, presented the 2023-2024 Parent Survey Results:
Introduction:

- Each year CSB's parents are asked to complete a survey to gauge families' satisfaction levels with our services
- Parent Surveys are distributed to all State Funded Centers and CSB's Alternative Payment Program for:
 - General Child Care (CCTR)
 - State Preschool (CSPP)
 - CalWORKs Stage 2

– California Alternative Payment Program

- The results are reviewed by staff to determine what we are doing well and where are areas we can improve

How satisfied are you with the overall quality of the program?

- General Child Care: 84% Very Satisfied, 16% Satisfied, 0% Not Satisfied
- State Preschool: 86% Very Satisfied, 14 % Satisfied, 0% Not Satisfied

Do you feel that your child is safe and happy in the program?

- General Child Care: 100% Safe, 100% Happy
- State Preschool: 99% Safe, 97% Happy

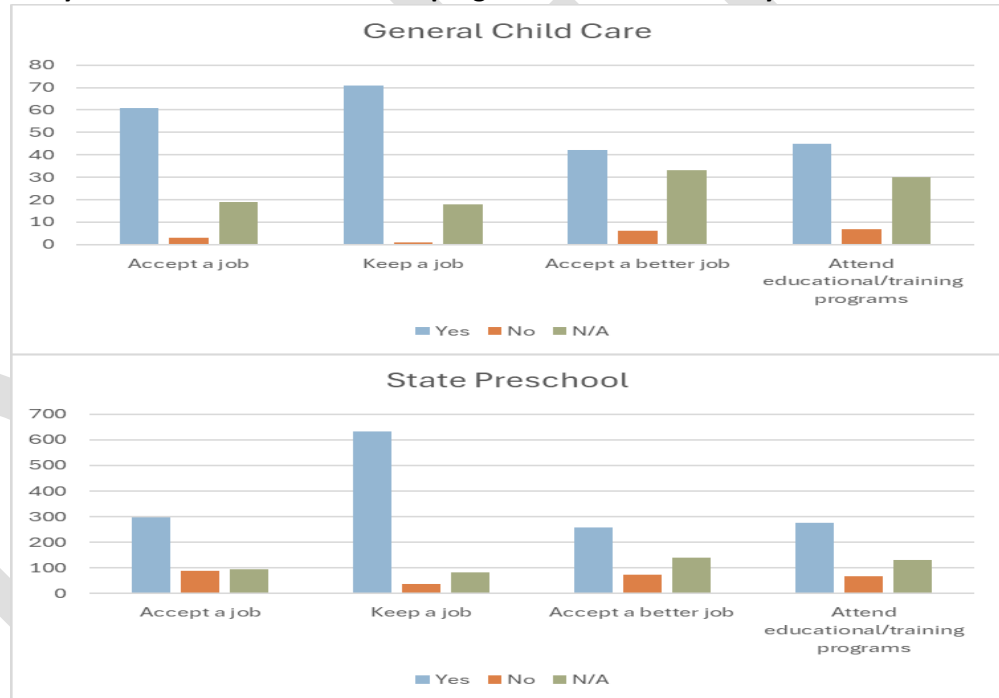
Have you received information from the program about the following?

- General Child Care: 93% How to find other services in the community, 96% Parenting skills
- State Preschool: 94% Experiencing and Training of Program Staff, 96% Where to report Health & Safety Concerns and Complaints?

Would you like more information about any topics related to your child's care and development?

- *Parent involvement should be included in activities”; Parent involvement should be included in activities”; Parent involvement should be included in activities”; English and writing skills”; English and writing skills.*

Has your child's enrollment in this program made it easier for you to:



How satisfied are you with these characteristics of your child's program?

General Child Care	Very Satisfied	Satisfied	Not Satisfied
A – Hours of operation	77	20	2
B – Location of program	81	17	0
C – Number of adults working with children	80	12	4
D – Background and experience of staff	85	14	0
E – Languages spoken by staff	82	17	0
F – How program staff communicate with you	90	10	1
G – Meeting the individual needs of your child	91	7	0
H – Interaction between staff and children	93	7	0
I – Interaction with other parents	79	18	0
J – Parent involvement	77	18	0
K – Equipment and materials	85	12	1
L – Cultural activities	85	11	2
M – Daily activities	88	10	0
N – Environment	90	8	0
O – Nutrition	88	10	0
P – Health and safety policies and procedures	91	6	1
Q – How the program promotes your child's learning and development	91	5	1

How satisfied are you with these characteristics of your child's program?

State Preschool	Very Satisfied	Satisfied	Not Satisfied
A – Hours of operation	388	100	12
B – Location of program	411	74	11
C – Number of adults working with children	424	73	3
D – Background and experience of staff	436	61	4
E – Languages spoken by staff	435	65	1
F – How program staff communicate with you	430	74	0
G – Meeting the individual needs of your child	427	76	1
H – Interaction between staff and children	434	65	1
I – Interaction with other parents	372	121	7
J – Parent involvement	371	122	8
K – Equipment and materials	415	82	2
L – Cultural activities	409	87	5
M – Daily activities	431	66	3
N – Environment	428	71	2
O – Nutrition	430	69	7
P – Health and safety policies and procedures	436	66	1
Q – How the program promotes your child's learning and development	446	54	1

Is there anything else you would like to say about how this program meets your family's needs?

- “We love all the teachers”; “I love this place; teachers are amazing.”; “I feel that my child is cared for, and staff even incorporate her individual interests into the curriculum”; “I love how the teachers are very aware of everything going on with your child and how much my son loves coming to school.”

Do you have any suggestions about how this program could be improved?

- “I believe in celebrating birthdays, holidays and all cultures will be very beneficial for the children to learn about the beauty of all that makes them special and unique.”; “Change meals, incorporate more cultural activities.”; “Renovate the playground add a garden.”; “More substitute teachers.”

**Presentation:
2nd DRDP Outcomes and
School Readiness Goals
for 2023-2024**

LaTonya Saucer & Afi Fiaxe, Comprehensive Services Managers in Education presented:

- CSB uses the DRDP-2015 assessment to identify the developmental needs and program-wide outcomes of all the children in the program
- The tool assesses children based on different developmental domains, measures, and levels.

- Observation Activity: [EncounteringCornstarch CC \(youtube.com\)](https://www.youtube.com/watch?v=EncounteringCornstarch)

Expected Year-end Outcomes

Infants:

- By June 2024, there will be a **15% increase** from the first to the third assessment for infants regarding their ability to demonstrate knowledge and skills at the responding later level or above on selected measures.
- Overall domains:
- By June 2024, 65% of infant children will achieve the responding later level and above in all domains.

Toddlers:

- By June 2024, there will be a **20% increase** from the first to third assessment for toddlers regarding their ability to demonstrate knowledge and skills at the exploring earlier level or above on selected measures.
- Overall domains:
- By June 2024, 70% of toddler children will achieve the exploring earlier level and above on all domains.

Infants Assessment Key Findings

	BASELINE (FALL)	MID-YEAR (WINTER)	FALL-WINTER PERFORMANCE INCREASE
APPROACHES TO LEARNING	72%	79%	9%
SOCIAL- EMOTIONAL DEVELOPMENT	72%	72%	0%
LANGUAGE & LITERACY DEVELOPMENT	72%	72%	0%
COGNITION INCLUDING MATH	72%	79%	9%
PHYSICAL DEVELOPMENT/HLTH	72%	80%	11%

Toddlers Assessment Key Findings

	BASELINE	MID-YEAR	FALL-WINTER PERFORMANCE INCREASE
APPROACHES TO LEARNING	82%	89%	8%
SOCIAL- EMOTIONAL DEVELOPMENT	84%	88%	5%
LANGUAGE & LITERACY DEVELOPMENT	77%	85%	10%
COGNITION INCLUDING MATH	71%	80%	12%
PHYSICAL DEVELOPMENT/HLTH	87%	92%	6%

Expected Year-end Outcomes

Preschool:

By June 2024, there will be a **25% increase** from the first to the third assessment for preschool children regarding their ability to demonstrate knowledge and skills at the building earlier level or above on selected measures.

Overall domains:

By June 2024, 75% of preschool children will achieve the building earlier level and above on all domains.

Kindergarten:

By June 2024, there will be a **30% increase** from the first to third assessment for pre-kindergarten children regarding their ability to demonstrate knowledge and skills at the building middle level or above on selected measures.

Overall domains:

By June 2024, 80% of pre-kindergarten children will achieve the building middle level and above in all domains.

Preschool Assessment Key Findings

	BASELINE	MID-YEAR	FALL-WINTER PERFORMANCE INCREASE
APPROACHES TO LEARNING	49%	67%	31%
SOCIAL- EMOTIONAL DEVELOPMENT	59%	73%	21%
LANGUAGE & LITERACY DEVELOPMENT	52%	70%	18%
COGNITION INCLUDING MATH	73%	80%	30%
PHYSICAL DEVELOPMENT/HLTH	66%	66%	
ENGLISH LANGUAGE DEVELOPMENT			9%
			0%

Pre-kindergarten Assessment Key Findings

	BASELINE	MID-YEAR	FALL-WINTER PERFORMANCE INCREASE
APPROACHES TO LEARNING	53%	77%	37%
SOCIAL- EMOTIONAL DEVELOPMENT	57%	78%	31%
LANGUAGE & LITERACY DEVELOPMENT	50%	74%	39%
COGNITION INCLUDING MATH	69%	81%	33%
PHYSICAL DEVELOPMENT/HLTH	49%	72%	16%
ENGLISH LANGUAGE DEVELOPMENT			38%

Family Engagement: Infants & Toddlers

Family Pre-survey Questions	Family Pre-survey Responses	Year End Goal
<input type="checkbox"/> What is your comfort level in supporting your child’s	65% Very Comfortable 23% Comfortable 7% Somewhat Comfortable	Families will have an increased comfort level to support their child to

development in learning <i>how</i> to use objects to represent other objects or ideas and to engage in symbolic play with others?	5% Would like to learn more	develop the capacity to use objects to represent other objects or ideas and to engage in symbolic play with others.
<input type="checkbox"/> How often do you pretend play with your child at home?	64% Very Comfortable 28% Comfortable 6% Somewhat Comfortable 2% Would like to learn more	

**Family Engagement:
Preschool & Prekindergarten**

Family Pre-survey Questions	Family Pre-survey Responses	Year End Goal
<input type="checkbox"/> What is your comfort level in supporting your child's development in developing an understanding of people's behaviors, feelings, thoughts, and individual characteristics? <input type="checkbox"/> How often do you talk to your child about other people's behaviors, feelings and individual characteristics at home?	65% Very Comfortable 31% Comfortable 4% Would like to learn more 77% Very Comfortable 13% Comfortable 7% Somewhat Comfortable 3% Would like to learn more	Families will have an increased comfort level in supporting their children's knowledge in understanding of people's behaviors, feelings, thoughts, and individual characteristics

Questions/thanks

2. Presentation:
Transition to Kindergarten

LaTonya Saucer & Afi Fiaxe, Comprehensive Services Managers in Education presented Transition to Kindergarten:

Tips for Parents

- Read out loud to your child - ask them to listen to letter sounds in each word. This helps your child connect sounds to written letters and words
- Ask your child questions about his or her day such as who she played with, what did he eat at school,
- Ask about the stories you read together
- Talk to your child and make everyday activities into fun learning opportunities

Practice responsibility skills

- Encourage your child to take responsibility and accomplish tasks independently

Practice Social Skills

- **Help meet the social emotional needs of your child by encouraging participation in some of these activities:**

- help them learn to ask permission to take turns
- know that they must wait their turn in group activities, but allow them to be first at times
- practice using words like "excuse me", "please," and "thank you" to show respect to others

Some social skills your child will need in kindergarten are:

- to get along well with other children, play and share with other children
- to be able to stay on task, and able to work independently
- to be able to ask for help

Practice Cognitive Skills

Numbers

- Count out loud to number 10 or higher
- Knows what a number is
- Counts objects in one-to-one correspondence

Size, Colors & Shapes

- Understands big, little, long and short
- Recognizes and names the colors red, green blue, yellow
- Recognizes and copies shapes (circle, rectangle, triangle, square)

Practice Muscle Development Skills

- Running, jumping, and hopping
- Marching
- Pastes objects onto paper
- Matching colors or shapes
- Block building
- Completing a puzzle
- Holding a pencil and crayon
- Cuts with scissors

Having A Smooth Transition

- **Follow daily routines consistently.** Involve your child in the school's transition routines at arrival and departure.
- **Always say goodbye.** With a kiss, a hug, and a wave and be firm but caring about leaving. Be sure to tell you child when you will be back such as "I'll pick you up after your lunch time."

Prepare children for any changes in your routines. Even very young children recognize patterns. They learn that one child's parents always come before to pick up another child first. If one child has gone home and the other is still waiting, they may feel abandoned. If you must be late, call the teacher to let them know so they may tell your child.

- Soon the daily separations and the joy of being together again will become part of the day for all of you. You will have met yet another challenge of parenting, and your child will have learned that the world includes hellos and goodbyes!

Before School Starts

- Talk with your child about the plans for taking them to school and picking them up.
- Check in with your child regularly to see what they are thinking or feeling about going to kindergarten

The night before.....

- Review the weekday schedule and routine with your child (bath time, bedtime, wake up time)
- Put a small clock in your child's room to introduce him or her to the concept of time and so he or she knows what the time looks like when he or she wakes up

	<ul style="list-style-type: none"> • Put clothes out the night before. Let your child help choose the outfit that he or she wants to wear for the first day of school •
Subcommittees Updates	<ul style="list-style-type: none"> • Juan Batiz and Tullisa Miller Policy Council representatives participated on the Fiscal Subcommittee and heard the budget updates.
Site Reports	<p>Ambrose</p> <ul style="list-style-type: none"> • We had a fantastic multicultural day on May 6, 2024, filled with engaging activities and a strong sense of family togetherness. • Marla Stuart- EHSB Director, visited on May 7, 2024. • We celebrated Teacher Appreciation Week from May 6 to 10, 2024. Parents appreciated our teachers with sweet treats and more. Family Wellness Day, Comprehensive Services shared resources with our families. • We all came together for a staff summit on May 8, 2024. It was a wonderful opportunity to connect and feel part of a team. • Children explore containers- a creative curriculum study. • Sharing Resources Safety At Home- at the parent meeting • Grocery Game for Family Fun- take-home activity • Sharing Resources: First Aid Kit, outlet cover, window safety tool, nutrition information, tooth brushing book, and CSB bags during Wellness Day of Comprehensive Services <p>Balboa</p> <ul style="list-style-type: none"> • New Teacher Assistants in Training were welcomed to the site. • The Life of the Cardboard Box Art Show: Children and teachers created houses, trains, and dinosaurs from recycled cardboard boxes. Room #3 continues with a recycling Project. • Master Teacher Ms. Monique and Ms. Turpekai presented a Circle Time workshop to their fellow teachers during Early Closure. <p>Bayo Vista</p> <ul style="list-style-type: none"> • The site celebrated Teacher Appreciation Week. Teachers were shown appreciation from many of the children, families, and various other CSB employees. • The site received two new children's books and some moving boxes, which were used to engage the children in special activities and encourage them to use their imagination to create something new. • Room 1 children have been using boxes to create projects in the classroom. They have also begun visiting room 2 to prepare for summer transitions. Teachers are also partnering with families to encourage learning about the toilet, which will help the children prepare for potty training in the future. • Room 2 is enjoying the spring weather and learning about and finding bugs in the garden. They also visit room 3 occasionally to help them transition to the preschool classroom in the summer. • Room 3 has been doing the kindergarten transition study to help the children heading off to their new schooling experience have a safe and smooth transition. • The Contra Costa Librarian came to the center to lead the children in an extra special Storytime. She visited all three classrooms and brought her guitar and some books to read to the children. • Accordion player Ron Pipa came to the center to play some music for the children and introduce them to the instrument. While onsite, he played some music for the children and visited all three classrooms. • Children enjoyed both visits and look forward to the next time the center is visited. • Preschool families received a coloring book to support with School readiness goals. • On May 16th, a wellness fair was held. Parents received child safety locks and a mini first aid kit and were able to check in with CS staff on their children's wellness. • The site received Quality Rating Improvement System (QRIS) funds and is purchasing new items for the playgrounds, classrooms, and other needed supplies <p>GMC</p> <ul style="list-style-type: none"> • The All-Staff Summit, a day of learning and bonding, was a resounding success. Held on May 8, 2024, at Pleasant Hill Community Center, it left our staff feeling not just appreciated, but also

recharged and ready to take on new challenges. The comprehensive services also held their Wellness Day on May 29, 2024, which was well-participated by our families.

- One of our Teacher Assistants in Training (TAT), Ms. Inez, has finished her 30-day training and is now supporting the young preschool classroom. We have also onboarded a new TAT under the mentorship of Mentor Trainer Ms. Manjeet Suman. She is currently doing the 30-day training and shadowing before she goes to her assigned classroom.
- Public Works (grounds) came to the center and cut the tree hanging over the fence on the side of Highway 242, which made it easier for outsiders to climb over the wall and get into the center's premises. The tree is gone, and we can see the other side of the fence. They also trimmed the bushes in the preschool playground, which created a hazard for the children when they were there to play. The new and bigger George Miller Concord sign is at the front gate.
- Room 6 asked the participation of the parents/ families to upcycle their cardboard and make something new from it. This is part of their Carboard project; the output is displayed outside their classroom.
- Room 5 is wrapping up its project on trees. They have investigated trees, discussed their use and parts, why they are important to us, and how we can protect them. Their "Trees Project" summary poster is posted at the classroom entrance.
- On May 7, Ms. Bella came with a friend to play the Ukulele and read with the children. They also gave each child a book to take home. Mr. Ron Pipa came and played his accordion to the children as well. The children danced and played to his tunes.
- Our community involvement is thriving. The Ladies of Diablo Valley Assisted League, for instance, continue to enrich our preschool classrooms every Thursday with their reading sessions. This ongoing support from our community is a testament to the strong bonds we've built.
- We distributed the following resources for the monthly parent meetings: Concord Summer Camps, Team sports, and Safety in the swimming pool.
- The Comprehensive Services team gave resources about Safety during their Wellness Day on May 29, 2024.

GM III

- On May 8, 2024, our staff attended a wellness summit. This event gave them valuable insights into stress management and cultivating a more serene classroom environment, ultimately enhancing their teaching skills.
- As we step into June, we are excited to announce the commencement of the construction of our new playground. This development underscores our commitment to providing a stimulating and safe learning environment for our students.
- There are no facility improvements, but GMIII will soon get a new play structure.
- GMIII Classrooms began a take-home activity using boxes, which is an incredible family activity. Room 1 had its store ground opening, and the children named the store Target.
- Shelia, the Richmond Librarian, came and set up weekly story time in each classroom.
- Families continue to be supported each day by Comp Services with resources.

Lavonia Allen

- The Comprehensive Services Wellness Resource Fair was a resounding success, providing families with valuable resources and engaging them in four exciting raffles.
- Classroom 2 is fully enrolled.
- Our Study Project this month is "Butterflies."
- Construction on the Toddler's playground is almost done.
- Exciting news! Our children and teachers have enthusiastically begun planting vegetables in our new garden beds.
- Ms. Elionora Salazar volunteers at our center every week; she reads and plays with the children.
- Librarian Bella Merrill came to read and sing to the children on Thursday, May 16th.
- Volunteers Therese Welter and Nancy Myers from The Assistance League of Diablo Valley came to read to our children on May 6th. & 20th.
- Friday Flyers.

- Shared resources: Make Parenting A Pleasure resources; The Backpack Connection Series resources for all our families; California First 5 East Bay Community resources; Health and Wellness Resources.

Los Arboles

- The toddler classroom got one more Family enrolled.
- The center celebrated Teacher Appreciation Week in early May; many families showed their appreciation to the staff.
- The agency held our annual summit event in early May; teachers enjoyed the opportunity to refresh and attend professional training.
- The end-of-year celebration is scheduled for June 21st, and we are very excited to celebrate with our families.
- Bella Mer ill from the Contra Costa Public Library came to read to the children, and they enjoyed her playing the guitar and reading stories.
- Friday Flyer, resources were emailed to parents.

Riverview

- We graduated a new Teacher Assistant in Training (TAT), Mr. Matthew Valle
- We received a huge whiteboard for both classrooms and can't wait for them to go up.
- We have been working on our Science, technology, engineering, art and math (STEM) fair, which we held on May 31st. It was so great that all the teachers prepared great science activities for the children and families.
- The Tuesday readers program has been a valuable addition to our school. We will be sad to see them go after June 4th, but we eagerly anticipate their return in the fall.
- At the STEM fair, each family was given a folder containing write-ups on how to do the activities at home. The write-ups were in English and Spanish.
- Also, Comprehensive Services gave out at their wellness fair a packet of flyers on a variety of community resources, an energy calendar, and nutrition tips on eating healthy.

Verde

- Verde will host end-of-the-year celebrations.
- We have a new Teacher Assistant in Training.
- We received a huge whiteboard for both classrooms and can't wait for them to go up.
- We to a visit to the kindergarten classroom
- Bella and Mr. Mike from Contra Costa County Library visited.
- The book " Let's Talk About Feelings and Emotions" was discussed in class and sent home for parents to read, as well as the handout.

Crescent Park

- Crescent Park celebrated fun activities in May. The children visited the library next door for story time readings by the librarian and enjoyed lots of water play in the sun.
- The site playground was repaved.
- The garden project is still in progress. The site received the dirt needed for planting. Kindergarten transitions took place in classroom #3.
- Parents received information through Friday Flyers.

Los Nogales

- During the week of May 6, we celebrated Teacher Appreciation Week! Thank you to those families who brought treats and goodies for our Los Nogales teaching team; it made them feel appreciated and loved! The teachers had some yummy French croissants gifted by the Site Supervisor, and our agency celebrated them as well at an All-Staff Wellness event in Pleasant Hill on May 8, where the teaching staff were able to choose engaging workshops in mindful yoga, healthy cooking on a budget, and stress relief/motivation! Also, we wish all our future kindergarten-bound students much success!
- Classroom #1-Feelings and Friendships (Second Step Curriculum)
- Main Project: Recycling
- At our recent Family Wellness event on May 24, 2024, we provided a wealth of health resources to our families. These included the Family Fun Day announcement flyer, Oral Health Treatment info flyer, Rethink Your Drink info flyer, My Plate: Healthy Eating flyer, Boost Your Brainpower with Breakfast flyer, SparkPoint flyer, Los Medanos Free College flyer, Empowerment flyer, One Pill Can Kill Fact sheet, Addiction is Never Sweet or Cool flyer and

	<p>Soluna Mental Health Support flyer. We also distributed a Summer Safety Equipment Coloring book for kids, empowering our families with knowledge and resources for a healthy summer.</p> <ul style="list-style-type: none"> • We were overjoyed to have Bella, the librarian from our local community library, join us on Friday, May 24th. She read, sang songs, and played the guitar and ukulele for the children outdoors on our playground, creating a delightful and memorable experience. The children were thrilled, especially since the weather was warm but not hot in the shade. Bella also gifted each child with a new book to take home, adding to their joy and love for reading.
<p>Announcements</p>	<p>Amy Wells, Division Manager, presented the "Parking Lot," a place to note meeting topics not on the agenda: <i>The following concerns were raised by Policy Council members during the 2/21/24 meeting.</i></p> <ul style="list-style-type: none"> • Teacher Benefits: What benefits do we offer teachers and what kind of retirement do they have: Contra Costa County values its employees' health and welfare and is pleased to offer a full range of benefits plans and programs that assist in maintaining health and financial security. This includes health benefits/plans (medical and dental), Retirement, Deferred Compensation (select retirement savings and investment options), and life insurance. Other benefits also include vision care and a catastrophic leave bank which is designed to assist eligible employees who have used all paid accruals due to a serious injury, illness, or condition. These benefits are for permanent, full-time employees. They do not apply to substitutes/temp staff or student interns/teacher trainees. • Teacher Recruitment Event: Report back on the teacher recruitment event; provide flyers and outcomes. In February, we held a series of open houses (4 total) for potential parents/caregivers, family members, and members of the community to learn more about job opportunities within CSB. In total, we had 28 attendees and received multiple applications for our Teacher Assistant Trainee (TAT) positions as a result. Since January 2024, we have onboarded a total of 16 teaching staff of various classifications, including TATs and substitute Associate Teachers. As a reminder, teaching classifications have various requirements. Our Teachers, Associate Teachers, and Master Teachers, all require a certain number of Early Childhood Education (ECE) units, in addition to other education, to meet the minimum requirements. Each classification has a different pay scale based on the education, units, and required permit held by the employee. The Teacher Assistant Trainee position is an entry-level position that requires no ECE units, college education, or permit. We are able to support our TATs by providing the resources and classes to gain ECE units over time. <p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement provided the following announcement.</p> <p>Next Meetings:</p> <ul style="list-style-type: none"> • Policy Council Executive Meeting: August 7, 2024. • Policy Council Business Meeting: August 21, 2024. • August 21, 2024, will be the last meeting for this program year; we'll have a closure meeting to celebrate our representatives and their valuable participation in our program. • We might need to call a meeting in July if we hear about the Grant Application results.

	<ul style="list-style-type: none"> • Have a safe and fun summer! 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Members shared great questions • Great participation and staff support at the satellite locations 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None

DRAFT

Policy Council Report from the Director – August 2024

- Welcome back after your July break! While you've been on a break, staff have been receiving training and preparing for the beginning of our new program year!
- We continue to await notice regarding our grant application and our current grant has been extended through August 2024.
- Our agency is struggling with very low attendance rates so many children are not getting the full benefit of our program. We need your help. Encourage parents at your site to make sure their child attends regularly. We have a new program called Attendance Matters that will provide certificates, banners and classroom enhancements as a reward for excellent attendance.
- We have completed conversion of two classrooms from preschool to toddler programs based on community need at Los Nogales and Lavonia Allen.
- Our Marsh Creek site was successfully accredited by the National Association for the Education of Young Children, and we are very proud of them.

Informe del Director del Consejo de Políticas – Agosto de 2024

- Bienvenidos nuevamente después de las vacaciones de julio. Mientras estuvieron de vacaciones, el personal recibió capacitación y se preparó para el comienzo de nuestro nuevo año de programa.
- Seguimos esperando una notificación sobre nuestra solicitud de Subvención y nuestra Subvención actual se ha extendido hasta agosto de 2024.
- Nuestra agencia está luchando con tasas de asistencia muy bajas, por lo que muchos niños no están obteniendo el beneficio completo de nuestro programa. Necesitamos su ayuda. Anime a los padres en su centro a asegurarse de que sus hijos asistan regularmente. Tenemos un nuevo programa llamado Attendance Matters - La Asistencia Importa, que proporcionará certificados, pancartas y mejoras en el aula como recompensa por una excelente asistencia.
- Hemos completado la conversión de dos aulas de programas preescolares a programas para niños pequeños en edad de caminar en función de las necesidades de la comunidad en Los Nogales y Lavonia Allen.
- Nuestro centro de Marsh Creek fue acreditado con éxito por la Asociación Nacional para la Educación de Niños Pequeños y estamos muy orgullosos de ellos.

Enrollment and Attendance Report to Policy Council June 2024

Enrollment:

- HS – 69.19%
- EHS & EHS-CCP2- 70.3%

Attendance:

- HS – 73.27%
- EHS & EHS-CCP2 – 80.09%

-Low enrollment due to class size restrictions, the staffing shortage and Part Day HS program ending in early June.

-Low attendance due to illness (Cough, Cold, Runny Nose & fever).

Informe de Inscripción y Asistencia al Consejo de Políticas Junio 2024

Inscripción:

- HS – 69.19%
- EHS & EHS-CCP2- 70.3%

Asistencia:

- HS – 73.3%
- EHS & EHS-CCP2 – 71.9%

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal.

- Baja asistencia por enfermedad (Refriados, tos, congestión nasal).

Enrollment and Attendance Report to Policy Council July 2024

Enrollment:

- HS – 53.7%
- EHS & EHS-CCP2- 62.6%

Attendance:

- HS – 71.49%
- EHS & EHS-CCP2 –80.2%

-Low enrollment due to class size restrictions, the staffing shortage and Part Day HS program ending in early June.

-Low attendance due to illness (Cough, Cold, Runny Nose & fever).

Informe de Inscripción y Asistencia al Consejo de Políticas Julio 2024

Inscripción:

- HS – 69.19%
- EHS & EHS-CCP2- 70.3%

Asistencia:

- HS – 73.3%
- EHS & EHS-CCP2 – 71.9%

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal.

- Baja asistencia por enfermedad (Refriados, tos, congestión nasal).

Compliance Rates for Center Monitoring: June and July 2024

Tools	Overall Compliance Rate	Trends in Tools
Weekly Facility Checklist	99.2%	There continues to be 2% decrease in non-compliance around leaves, litter, and unsafe debris the months of June and July.
Daily Health & Safety Classroom Checklist	99.8%	The centers have been consistent with making their classrooms safe for children. We have a 1% decrease in the indicator for Wall Pad/Tablets is in working order and correctly reflects enrolled children in correct classroom. Center staff are making sure that all wall pad/tablets are being charged throughout the day.
Daily Playground Safety Checklist	99.3%	There was a decrease of .03% of non-compliance, indicating some of the outdoor environments are need of minor repairs or upgrades. Work orders have been placed.
Monthly Playground Safety Checklist	99.2%	The compliance rate for the Monthly Playground continues to show compliant. Documentation shows evidence of work orders being submitted for items to get repaired.
CSB Transition & Safety Tool	96.7%	There continues to be a 3% decrease in non-compliance in this tool indicating our transitions are well executed and the classrooms are safe.
On-Site Content Area Tool	99.1%	The top non-compliance has shifted since May. We have seen an increase of incomplete and expired medical plan instructions, and consents. In the Month of May we saw more of outdoor environments with the increase of weeds and rust on the playground structures due to the inclement of weather.

Items to note:

- Monthly data discussions continue with CSB staff and partners.
- Overall, we do see regular immediate responses to non-compliances, even if they are not finalized immediately.

Program Information Report (PIR) Month August 2024

Head Start		
A.12 Cumulative Enrollment	603	
C.7 Number of all children who are up-to-date (through the end of the program year) on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	5	0.83%
C.8a The number who have received or are receiving medical treatment.	77	12.77%
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year.	18	2.99%
C19.a.1 Of these, the number of children who have received or are receiving dental treatment.	2	0.33%
C.1.a Number enrolled in Medicaid and /or CHIP	405	67.16%
C1 Number of all children with health insurance	476	78.94%
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special education and related services	58	9.62%
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	0	0.00%
C.45 Number of families that received at least one program services to promote family outcomes.	165	
Early Head Start		
A.10g Cumulative Enrollment of Children	377	
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	1	0.27%
C.8a The number who have received or are receiving medical treatment.	25	6.63%
C.1.a Number enrolled in Medicaid and /or CHIP	275	72.94%
C1 Number of all children with health insurance	299	79.31%
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services the Individuals with Disabilities Education Act (IDEA)	4	1.06%
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	0	0.00%
C.45 Number of families that received at least one program services to promote family outcomes.	51	

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2023 HEAD START PROGRAM**

BUDGET PERIOD JANUARY 2023 - JUNE 2024

AS OF JUNE 2024 - PERIOD 12

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	Should be 100% %YTD
a. PERSONNEL	\$ 7,357,157	\$ 273,842	\$ 7,083,315	96%
b. FRINGE BENEFITS	3,137,914	(1,146,073)	4,283,987	137%
c. TRAVEL	76,765	5,389	71,376	93%
d. EQUIPMENT	100,000	38,359	61,641	62%
e. SUPPLIES	1,329,433	198,291	1,131,142	85%
f. CONTRACTUAL	4,911,607	579,192	4,332,415	88%
g. CONSTRUCTION	500,000	500,000	-	0%
h. OTHER	5,809,231	3,106,397	2,702,834	47%
I. TOTAL DIRECT CHARGES	\$ 23,223,607	\$ 3,555,397	\$ 19,666,710	85%
j. INDIRECT COSTS	967,376	2,696	964,680	100%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 24,190,983	\$ 3,559,593	\$ 20,631,390	85%
<i>In-Kind (Non-Federal Share)</i>	\$ 4,913,482	\$ (244,365)	\$ 5,157,847	105%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2023 HEAD START PROGRAM
BUDGET PERIOD JANUARY 2023 - JUNE 2024
AS OF JUNE 2024 - PERIOD 12

1	2	3	4	5
	Total Budget	Remaining Budget	Total YTD Actual	Should be 100% % YTD
a. Salaries & Wages (Object Class 6a)				
Permanent 1011	5,297,656	(691,805)	5,989,461	113%
Hiring and Retention Bonus	1,802,580	1,249,463	553,117	31%
Temporary 1013	256,921	(432,589)	689,510	268%
a. PERSONNEL (Object class 6a)	7,357,157	273,842	7,083,315	96%
b. FRINGE BENEFITS (Object Class 6b)				
Fringe Benefits	3,137,914	(1,146,073)	4,283,987	137%
b. FRINGE (Object Class 6b)	3,137,914	(1,146,073)	4,283,987	137%
c. Travel (Object Class 6c)				
HS Staff	76,765	5,389	71,376	93%
c. TRAVEL (Object Class 6c)	76,765	5,389	71,376	93%
d. EQUIPMENT (Object Class 6d)				
1. Office Equipment	60,000	(1,641)	61,641	103%
4. Other Equipment	40,000	40,000	-	0%
d. EQUIPMENT (Object Class 6d)	100,000	38,359	61,641	62%
e. SUPPLIES (Object Class 6e)				
1. Office Supplies	93,433	(155,378)	248,811	266%
2. Child and Family Services Supplies (Includes classroom Supplies)	248,000	97,262	150,738	61%
3. Food Services/Nutrition Supplies	-	-	-	0%
4. Other Supplies	-	-	-	0%
Health and Safety Supplies	1,000	1,000	-	0%
Computer Supplies, Software Upgrades, Computer Replacement	936,500	233,668	702,832	75%
Health/Safety Supplies	5,000	(2,592)	7,592	152%
Mental health/Diasabilities Supplies	1,000	1,000	-	0%
Miscellaneous Supplies	3,000	(4,729)	7,729	258%
Employee Morale	36,500	23,069	13,431	37%
Household Supplies	5,000	4,991	9	0%
TOTAL SUPPLIES (6e)	1,329,433	198,291	1,131,142	85%
f. CONTRACTUAL (Object Class 6f)				
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	103,000	31,178	71,822	70%
2. Health/Disabilities Services	-	-	-	0%
Health Consultant	64,500	(17,539)	82,039	127%
5. Training & Technical Assistance - PA11	-	-	-	0%
One Solution	130,440	(125,624)	256,064	196%
Leadership Trainings/Seminars/Worshops	52,185	13,873	38,312	73%
Demogtaphic/Data Research	37,000	7,730	29,270	79%
Practice Based Coaching/Classroom Observation	45,000	(15,685)	60,685	135%
Family Development Credential/Reflective Practice	25,000	5,392	19,608	78%
Digital Marketing Recruitment Firm/Biometrical/CCC	35,000	24,329	10,671	30%
YMCA Delegate Agency PA22	2,549,116	867,099	1,682,017	66%
YMCA Delegate Agency PA20	8,000	8,000	-	0%
8. Other Contracts	-	-	-	0%
New Partnership	132,387	132,387	-	0%
KinderCare	44,262	(46,973)	91,235	206%
Tiny Toes	92,787	7,820	84,967	92%
YMCA-West	763,265	(221,143)	984,408	129%

YMCA-East	829,665	(91,655)	921,320	111%
f. CONTRACTUAL (Object Class 6f)	4,911,607	579,192	4,332,415	88%
g. CONSTRUCTION (Object Class 6g)	-	-	-	0%
g. CONSTRUCTION (6g)	500,000	500,000	-	0%
h. OTHER (Object Class 6h)				
1. Depreciation/Use Allowance	-	-	-	0%
2. Bldg Occupancy Costs/Rents & Leases	500,000	(211,185)	711,185	142%
(Rents & Leases/Other Income)	-	1,328	(1,328)	0%
4. Utilities, Telephone	141,000	(49,574)	190,574	135%
5. Building and Child Liability Insurance	5,000	377	4,623	92%
6. Bldg. Maintenance/Repair and Other Occupancy	1,637,000	775,795	861,205	53%
7. Incidental Alterations/Renovations	514,752	514,752	-	0%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	25,000	(11,676)	36,676	147%
9. Nutrition Services	-	-	-	0%
Child Nutrition Costs	380,000	52,090	327,910	86%
(CCFP & USDA Reimbursements)	(60,000)	128,550	(188,550)	314%
13. Parent Services	-	-	-	0%
Parent Conference Registration - PA11	1,060	1,060	-	0%
PC Orientation, Trainings, Materials & Translation - PA11	1,000	1,000	-	0%
Policy Council Activities	12,050	10,456	1,594	13%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	2,000	2,000	-	0%
Child Care/Mileage Reimbursement	5,000	3,058	1,942	39%
14. Accounting & Legal Services	-	-	-	0%
Audit	-	-	-	0%
Legal (County Counsel)	-	-	-	0%
Auditor Controllers	3,000	(660)	3,660	122%
Data Processing/Other Services & Supplies	23,000	(75,682)	98,682	429%
15. Publications/Advertising/Printing	-	-	-	0%
Outreach/Printing	2,000	798	1,202	60%
Recruitment Advertising (Newspaper, Brochures)	134,877	86,001	48,876	36%
16. Training or Staff Development	-	-	-	0%
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	19,000	9,616	9,384	49%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	484,846	370,620	114,226	24%
Mental Health, Disabilities, Health and Safety Training	146,525	140,749	5,776	4%
Family, Community and Parent Involvement	32,834	32,834	-	0%
17. Other	-	-	-	0%
Site Security Guards	40,000	(6,182)	46,182	115%
Dental/Medical Services	1,000	1,000	-	0%
Vehicle Operating/Maintenance & Repair	130,000	(6,547)	136,547	105%
Equipment Maintenance Repair & Rental	308,000	226,119	81,881	27%
Dept. of Health and Human Services-data Base (CORD)	10,000	1,595	8,405	84%
Field Trips	-	-	-	0%
Other Operating Expenses (Facs Admin/Other admin)	250,000	47,820	202,180	81%
Other Departmental Expenses	1,060,287	1,060,287	-	0%
h. OTHER (6h)	5,809,231	3,106,397	2,702,834	40%
i. TOTAL DIRECT CHARGES (6a-6h)	23,223,607	3,556,897	19,666,710	85%
j. INDIRECT COSTS	967,376	2,696	964,680	99.7%
k. TOTALS (ALL BUDGET CATEGORIES)	24,190,983	3,559,593	20,631,390	85%
<i>Non-Federal Share (In-kind)</i>	<i>4,913,482</i>	<i>(244,365)</i>	<i>5,157,847</i>	<i>105%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2023 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY 2023 - JUNE 2024

AS OF JUNE 2024 - PERIOD 12

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	Should be 100% % YTD
a. PERSONNEL	4,440,409	2,241,727	2,198,682	50%
b. FRINGE BENEFITS	1,462,739	264,984	1,197,755	82%
c. TRAVEL	22,185	(1,551)	23,736	107%
d. EQUIPMENT	70,000	33,547	36,453	52%
e. SUPPLIES	576,000	409,696	166,304	29%
f. CONTRACTUAL	3,715,363	(849,938)	4,565,301	123%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	4,754,604	4,208,166	546,438	11%
I. TOTAL DIRECT CHARGES	15,041,300	6,306,630	8,734,670	58%
j. INDIRECT COSTS	557,866	293,049	264,817	47%
k. TOTAL-ALL BUDGET CATEGORIES	15,599,166	6,599,679	8,999,487	58%
<i>In-Kind (Non-Federal Share)</i>	3,401,963	1,265,891	2,136,072	63%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

**2023 EARLY HEAD START PROGRAM
BUDGET PERIOD JANUARY 2023 - JUNE 2024**

AS OF JUNE 2024 - PERIOD 12

1	2	3	4	5
	Total Budget	Remaining Budget	Total YTD Actual	Should be 100% % YTD
a. Salaries & Wages (Object Class 6a)				
Permanent 1011	2,864,923	1,006,174	1,858,749	65%
Hiring and Retention Bonus	970,620	598,512	372,108	38%
Temporary 1013	604,866	594,959	9,907	2%
a. PERSONNEL (Object class 6a)	4,440,409	2,241,727	2,198,682	50%
b. FRINGE BENEFITS (Object Class 6b)				
Fringe Benefits	1,462,739	264,984	1,197,755	82%
b. FRINGE (Object Class 6b)	1,462,739	264,984	1,197,755	82%
c. Travel (Object Class 6c)				
HS Staff	22,185	(1,551)	23,736	107%
c. TRAVEL (Object Class 6c)	22,185	(1,551)	23,736	107%
d. EQUIPMENT (Object Class 6d)	70,000	33,547	36,453	52%
e. SUPPLIES (Object Class 6e)				
1. Office Supplies	45,000	(31,287)	76,287	170%
2. Child and Family Services Supplies (Includes classroom Supplies)	144,000	60,354	83,646	58%
4. Other Supplies	-	-	-	0%
Computer Supplies, Software Upgrades, Computer Replacement	363,500	363,500	-	0%
Health/Safety Supplies	5,000	2,233	2,767	55%
Household Supplies	11,000	7,396	3,604	33%
Employee Health and Welfare costs (formerly Employee morale)	7,500	7,500	-	0%
TOTAL SUPPLIES (6e)	576,000	409,696	166,304	29%
f. CONTRACTUAL (Object Class 6f)				
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	62,000	34,079	27,921	45%
2. Health/Disabilities Services	-	-	-	0%
Health Consultant	23,050	(6,630)	29,680	129%
5. Training & Technical Assistance - PA11	-	-	-	0%
One Solution Technology	160,000	(13,136)	173,136	108%
Leadership Trainings/Seminars/Worshops	55,000	34,870	20,130	37%
Demographic/Data Research	50,000	32,933	17,067	34%
Practice Based Coaching/Classroom Observation	40,000	(4,542)	44,542	111%
Family Development Credential/Reflective Practice	40,000	25,797	14,203	36%
Reflective Supervision	75,000	75,000	-	0%
8. Other Contracts	-	-	-	0%
New Partnership	486,803	486,803	-	0%
Aspiranet	1,024,205	(1,030,603)	2,054,808	201%
Crossroads	207,876	9,550	198,326	95%
KinderCare	323,502	(83,062)	406,564	126%
Tiny Toes	53,917	(4,547)	58,464	108%
YMCA (West)	434,291	(163,316)	597,607	138%
YMCA (East)	679,719	(243,132)	922,851	136%
f. CONTRACTUAL (Object Class 6f)	3,715,363	(849,938)	4,565,301	123%
g. CONSTRUCTION (6g)	-	-	-	0%
h. OTHER (Object Class 6h)				
2. Bldg Occupancy Costs/Rents & Leases	40,000	(33,399)	73,399	183%
4. Utilities, Telephone	12,000	(26,143)	38,143	318%
6. Bldg. Maintenance/Repair and Other Occupancy	1,062,000	847,381	214,619	20%
7. Incidental Alterations/Renovations	450,202	450,182	20	0%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	8,000	4,447	3,553	44%
9. Nutrition Services	-	-	-	0%
Child Nutrition Costs	6,500	6,238	262	4%
(CCFP & USDA Reimbursements)	(1,500)	(454)	(1,046)	70%
13. Parent Services	-	-	-	0%
Parent Conference Registration - PA11	3,000	3,000	-	0%
PC Orientation, Trainings, Materials & Translation - PA11	4,000	4,000	-	0%

Policy Council Activities	7,450	5,494	1,956	26%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	8,000	8,000	-	0%
Child Care/Mileage Reimbursement	3,000	2,862	138	5%
14. Accounting & Legal Services	-	-	-	0%
Auditor Controllers	3,500	1,087	2,413	69%
Data Processing/Other Services & Supplies	40,000	(4,474)	44,474	111%
15. Publications/Advertising/Printing	-	-	-	0%
Recruitment Advertising (Newspaper, Brochures)	117,123	89,290	27,833	24%
16. Training or Staff Development	-	-	-	0%
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	18,000	12,928	5,072	28%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	183,407	144,482	38,925	21%
Mental Health, Disabilities, Health and Safety Training	76,475	72,751	3,724	5%
Family, Community and Parent Involvement	27,500	20,968	6,532	24%
17. Other	-	-	-	0%
Site Security Guards	21,000	19,424	1,576	8%
Vehicle Operating/Maintenance & Repair	16,000	(4,154)	20,154	126%
Equipment Maintenance Repair & Rental	17,978	704	17,274	96%
Dept. of Health and Human Services-data Base (CORD)	1,000	998	2	0%
Other Operating Expenses (Facs Admin/Other admin)	80,000	32,582	47,418	59%
Comprehensive Services with State Child Development Program	2,549,969	2,549,969	-	0%
h. OTHER (6h)	4,754,604	4,208,166	546,438	11%
I. TOTAL DIRECT CHARGES (6a-6h)	15,041,300	6,306,630	8,734,670	58%
j. INDIRECT COSTS	557,866	293,049	264,817	47%
k. TOTALS (ALL BUDGET CATEGORIES)	15,599,166	6,599,679	8,999,487	58%
<i>Non-Federal Share (In-kind)</i>	<i>3,401,963</i>	<i>1,265,891</i>	<i>2,136,072</i>	<i>63%</i>

SUMMARY CREDIT CARD EXPENDITURE

Agency: Community Services Bureau
 Month: June 2024

Fund Org	Acct. code	Stat. Date	Amount	Program	Purpose/Description
1462	2303	6/24/2024	\$ 429.96	EHS Basis Grant	Transportation & Travel
1432	2490	6/24/2024	\$ 250.08	HS Basic Grant	Misc Services/Supplies
1434	2490	6/24/2024	\$ 166.72	Head Start T & TA	Misc Services/Supplies
1462	2467	6/24/2024	\$ 3,100.00	EHS Basis Grant	Training & Registration
1462	2467	6/24/2024	\$ 85.25	EHS Basis Grant	Training & Registration
1432	2303	6/24/2024	\$ 191.96	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ (429.96)	HS Basic Grant	Transportation & Travel
1407	2303	6/24/2024	\$ 362.96	Comm. Svc Block Grant	Transportation & Travel
1407	2303	6/24/2024	\$ 362.96	Comm. Svc Block Grant	Transportation & Travel
1407	2303	6/24/2024	\$ 362.96	Comm. Svc Block Grant	Transportation & Travel
1407	2303	6/24/2024	\$ 362.96	Comm. Svc Block Grant	Transportation & Travel
1432	2490	6/24/2024	\$ 21.46	HS Basic Grant	Misc Services/Supplies
1434	2490	6/24/2024	\$ 14.30	Head Start T & TA	Misc Services/Supplies
1432	2490	6/24/2024	\$ 157.22	HS Basic Grant	Misc Services/Supplies
1434	2490	6/24/2024	\$ 103.82	Head Start T & TA	Misc Services/Supplies
			\$5,542.65		
1462	2303	6/24/2024	\$ 219.98	EHS Basis Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 219.98	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 741.12	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 741.12	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 741.12	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 741.12	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 741.12	HS Basic Grant	Transportation & Travel
1432	2102	6/24/2024	\$ 450.00	HS Basic Grant	Books, Periodicals
1462	2102	6/24/2024	\$ 450.00	EHS Basis Grant	Books, Periodicals
1432	2303	6/24/2024	\$ 403.96	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 750.00	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 33.84	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 33.84	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 33.84	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 33.84	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 33.84	HS Basic Grant	Transportation & Travel
1432	2102	6/24/2024	\$ 373.30	HS Basic Grant	Books, Periodicals
1462	2102	6/24/2024	\$ 373.30	EHS Basis Grant	Books, Periodicals
1432	2303	6/24/2024	\$ 728.57	HS Basic Grant	Transportation & Travel
			\$7,843.89		
1534	2479	6/24/2024	\$ 98.53	GM III Site Costs	Other Special Dpmtal Exp
1534	2479	6/24/2024	\$ 103.45	GM III Site Costs	Other Special Dpmtal Exp
1432	2479	6/24/2024	\$ 16.45	HS Basic Grant	Other Special Dpmtal Exp
1534	2479	6/24/2024	\$ 15.35	GM III Site Costs	Other Special Dpmtal Exp
1534	2479	6/24/2024	\$ 44.96	GM III Site Costs	Other Special Dpmtal Exp
1534	2479	6/24/2024	\$ 16.45	GM III Site Costs	Other Special Dpmtal Exp
			\$295.19		
1534	2490	6/24/2024	\$ 91.33	GM III Site Costs	Misc Services/Supplies
1534	2490	6/24/2024	\$ 43.69	GM III Site Costs	Misc Services/Supplies
1534	2490	6/24/2024	\$ 216.66	GM III Site Costs	Misc Services/Supplies
1534	2490	6/24/2024	\$ 81.93	GM III Site Costs	Misc Services/Supplies
			\$433.61		
1432	2303	6/24/2024	\$ 741.12	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 741.12	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 842.64	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 741.12	HS Basic Grant	Transportation & Travel
1432	2490	6/24/2024	\$ 989.72	HS Basic Grant	Misc Services/Supplies
1432	2490	6/24/2024	\$ 197.40	HS Basic Grant	Misc Services/Supplies
1432	2490	6/24/2024	\$ 111.84	HS Basic Grant	Misc Services/Supplies
1432	2490	6/24/2024	\$ 78.96	HS Basic Grant	Misc Services/Supplies
1432	2490	6/24/2024	\$ 2,818.24	HS Basic Grant	Misc Services/Supplies
1432	2490	6/24/2024	\$ 207.04	HS Basic Grant	Misc Services/Supplies
1432	2102	6/24/2024	\$ 200.40	HS Basic Grant	Books, Periodicals
1432	2303	6/24/2024	\$ 33.84	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 33.84	HS Basic Grant	Transportation & Travel
1432	2303	6/24/2024	\$ 33.84	HS Basic Grant	Transportation & Travel

1432	2303	6/24/2024	\$ 33.84	HS Basic Grant	Transportation & Travel
1432	2490	6/24/2024	\$ 135.70	HS Basic Grant	Misc Services/Supplies
1432	2467	6/24/2024	\$ 75.00	HS Basic Grant	Training & Registration
1432	2490	6/24/2024	\$ 811.92	HS Basic Grant	Misc Services/Supplies
1432	2490	6/24/2024	\$ 310.45	HS Basic Grant	Misc Services/Supplies
			\$ 9,138.03		
1434	2467	6/24/2024	\$ (139.44)	Head Start T & TA	Training & Registration
1463	2467	6/24/2024	\$ (139.44)	EHS T & TA	Training & Registration
1802	2251	6/24/2024	\$ 970.00	CSPP Full-Day Operations	Food
1434	2467	6/24/2024	\$ 121.98	Head Start T & TA	Training & Registration
1463	2467	6/24/2024	\$ 121.98	EHS T & TA	Training & Registration
1448	2467	6/24/2024	\$ 695.00	CSD Liheap PGE Assistance	Training & Registration
1448	2251	6/24/2024	\$ 8,244.00	CSD Liheap PGE Assistance	Food
1448	2251	6/24/2024	\$ 9,068.00	CSD Liheap PGE Assistance	Food
1434	2467	6/24/2024	\$ 132.53	Head Start T & TA	Training & Registration
1463	2467	6/24/2024	\$ 132.53	EHS T & TA	Training & Registration
			\$ 19,207.14		
1462	2490	6/24/2024	\$ 340.31	EHS Basis Grant	Misc Services/Supplies
1462	2490	6/24/2024	\$ 48.36	EHS Basis Grant	Misc Services/Supplies
1462	2490	6/24/2024	\$ 85.10	EHS Basis Grant	Misc Services/Supplies
1462	2490	6/24/2024	\$ 2,982.94	EHS Basis Grant	Misc Services/Supplies
1462	2490	6/24/2024	\$ 1,487.53	EHS Basis Grant	Misc Services/Supplies
1462	2490	6/24/2024	\$ 23.00	EHS Basis Grant	Misc Services/Supplies
1462	2490	6/24/2024	\$ 160.40	EHS Basis Grant	Misc Services/Supplies
1462	2490	6/24/2024	\$ 37.29	EHS Basis Grant	Misc Services/Supplies
1462	2490	6/24/2024	\$ 212.15	EHS Basis Grant	Misc Services/Supplies
1462	2490	6/24/2024	\$ 1,354.60	EHS Basis Grant	Misc Services/Supplies
1432	2490	6/24/2024	\$ 238.40	HS Basic Grant	Misc Services/Supplies
1432	2490	6/24/2024	\$ 56.96	HS Basic Grant	Misc Services/Supplies
1432	2490	6/24/2024	\$ 261.31	HS Basic Grant	Misc Services/Supplies
1432	2490	6/24/2024	\$ 805.52	HS Basic Grant	Misc Services/Supplies
			\$ 8,093.87		

Total 50,554.38

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2023-24

June 2024

12 Approved Sites



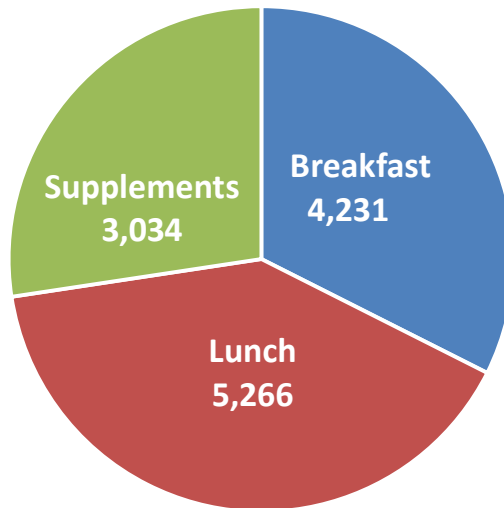
19 Days Meals Served



278 Daily Participation



12,513 Meals Served



Claim Reimbursement

Total: \$ 39,160

Program Goals and Objectives Updates

Year 5 Goals & Objectives		Progress Updates
<p>Revised Goal 1: Ensure a culture that includes standardized practices for safe environments, safe transitions, Children’s Personal Rights, standards of conduct, child supervision, and classroom monitoring.</p>	<p>Objective 1. All Head Start staff, including but not limited to key administrative staff, site supervisors, teaching staff, and support staff, and including both grantee operated and delegate/partner operated sites, will receive annual reinforcement health and safety training and refresher trainings as needed if policy non-compliance is identified.</p>	<p>Teaching staff, site staff, and management staff received multiple trainings on safe environments and supporting Children’s Personal Rights. Two Knowledge Assessments were conducted: one in September 2022 and one in January 2023. As a result of Knowledge Assessment data analysis, follow-up and a refresher training was provided in November 2022 wherein teaching teams and Site Supervisors met in small groups to review the Community Care Licensing videos on Active Supervision and Children’s Personal Rights.</p> <p>8/2024 - At the In-service training on August 9 2023, teaching staff received a training on safe environments including active supervision, zoning and child safety. Teaching staff and site supervisors received training on Temperaments during our early closure training on January 24 2024 to promote healthy communication and relationships among teaching staff; and also between staff and children to ensure safety in the classrooms. Training evaluations are conducted at every traing to ensure staff understanding of the topics and how they would implement the knowlede gained in their classrooms.</p>

Program Goals and Objectives Updates

<p>Objective 2. Continue to implement and monitor the effectiveness of the multi-layered ongoing monitoring approach launched during the 2022 Quality Improvement Plan (QIP) to ensure continued compliance across all service areas.</p>	<p>On February 9, 2023, deficiencies in the area of Monitoring and Implementing Quality Health Services (1302.47(b)(5)(iii) and 1302.90(c)) were corrected. The full implementation of the QIP was completed on July 14, 2023. CSB continues to follow its robust, multi-layered Ongoing Monitoring Plan. Monitoring data is shared monthly with Policy Council and the Board of Supervisors.</p> <p>8/2024 - Daily Classroom Health & Safety, Daily Playground Safety, Weekly Facility Safety, and Monthly Playground Safety checklists are conducted, and non-compliances are treated by a two-person authentication process on CLOUDS and corrective action is implemented timely. Additionally, Child Transition Safety & Monitoring and Onsite Monitoring is performed two times a year by Management.</p> <ul style="list-style-type: none"> •The continuous multi-layered monitoring has allowed us to see the trends that are occurring during monitoring. •The monitoring tools in place keep our children, families and staff safe as we see a low trend in areas of concern. •Quality Management Unit (QMU) is fully staffed.
<p>Objective 3. Enhance CLOUDS and other technology systems for staff and client communication and monitoring. This will include but not be limited to utilizing CLOUDS to support communication between kitchens in both grantee operated and delegate/partner operated sites, and each child development center, by a) documenting all child allergies or other food restriction, and b) kitchen posting of bi-weekly menus that are approved by each site for each child.</p>	<p>Due to vacancies in the Food Operation Supervisor and Comprehensive Services Manager-Nutrition, timelines for this objective have been extended to 2024. The current acting Nutritionist attended the National Child Adult Care Food Program conference in April 2023 to develop an understanding of current models used by various agencies.</p> <p>2/2024 - Hired a Food Operation Supervisor and Nutrition Manager. They are learning and assessing current practices to determine the best ways to implement CLOUDS enhancements.</p> <p>8/2024 - The Nutrition Manager and Food Operations Supervisor have been attending trainings to have a full understanding of the CACFP regulations. These individuals are using their knowledge to support staff and conduct monitoring to ensure compliance on CLOUDS and in the classroom.</p>

Program Goals and Objectives Updates

<p>Revised Goal 2: Adapt to the shift in community need for infant and toddler services and in light of the California implementation of Transitional Kindergarten.</p>	<p>Objective 1. Beginning in January, 2023, implement a plan developed in October – December 2022 to shift resources from Head Start to Early Head Start as articulated in the revised slots allocation included with this grant application.</p>	<p>The Year 5 Continuation grant award approved a phases slot conversion. Phase 1 conversion became effective January 1, 2023 and has been completed through creation of transition rooms at YMCA's Fairgrounds and Kid's Castle centers. Phase 2 conversion, with EHS slot increase effective July 1, 2023, is in-progress as CSB is converting a classroom at Los Nogales and Lavonia Allen from preschool to toddler services. Impacted staff have been notified and provided transfer opportunities. Minor renovation supported by previously approved carryover funding are in-progress to make physical space appropriate for toddlers.</p> <p>8/2024 - As of June 2024, all renovations, including indoor and outdoor play spaces, have been completed at Los Nogales and Lavonia Allen. Additionally, the classrooms have been set-up to reflect appropriate interest areas and materials for toddlers. The required paperwork for Community Care Licesning to create a Toddler Option license is in progress as is the required fire clearance. Once obtained, we will be able to enroll children for the 2024-2025 program year.</p>
<p>Revised Goal 3: Implement innovative approaches to hiring, developing, and retaining a robust teaching, support and management staff for grantee operated and delegate/partner operated sites.</p>	<p>Objective 1. Conduct a class and compensation study for early childhood educator classifications. Upon Board of Supervisors approval and if financially feasible, implement salary increases.</p>	<p>CSB has completed a survey of Head Start recipients with service areas within the 6 CA Counties recognized as comparable to Contra Costa County for salary studies. Data analysis and planning is currently in-progress, including Board engagement. As a more immediate strategy, CSB gained approval to utilize 2022 carryover funding for recruitment and retention stipends.</p> <p>8/2024 - Stipends and hiring bonuses were approved by the Board of Supervisor utilizing carryover funding. Teaching staff and Site Supervisors received the first of two retention incentive payments in November 2023. The second incentive will be recieved in August 2024.</p>

Program Goals and Objectives Updates

<p>Objective 2. For existing staff, continue to support the completion of the Early Childhood Education (ECE) Work Study program and transitions to higher level classifications.</p>	<p>CSB's contract with Diablo Valley College (DVC) has been renewed to continue work study program's provision of core requirements for enrolled Teacher Assistant Trainees to acquire permit and transition into an Associate Teacher position. The DVC campus improves accessibility of classes for those who live in central and eastern portions of the County as the existing partner, Contra Costa College is located in west county.</p> <p>8/2024 - At the end of Spring 2024 semester in May, five teachers completed an infant/toddler-focused course, expanding our pool of teachers with infant/toddler units. Two TATs who completed the work study program were hired as permanent ATs: one completed the program in May 2023 and was hired March 2024, and the other completed the program in December 2023 and was hired July 2024.</p> <p>ECE Work Study program slots are at full capacity (17 slots) – 17 TATs are enrolled for Fall 2024 classes, two of whom anticipate completing the program at the end of this year and will be ready to promote as an AT sub and eligible for the AT permit.</p>
<p>Objective 3. Teaching staff and all program staff will participate in hands-on training about mindfulness and how to incorporate it in daily self-care and daily classroom activities.</p>	<p>CSB held a training for teachers and site supervisors on mindfulness practices for children and adults on May 10, 2023, facilitated by Lisa Lewis-Cogswell. This event also included staff appreciation activities.</p> <p>8/2024 - On May 8, 2024, CSB held an All Staff Wellness Summit called Seasons of change. Staff were provided workshops on stress reduction, mindfulness/meditation/yoga, healthy cooking/eating, and self-regulation. Each month staff received monthly wellness kits containing things like coloring books and colored pencils, personal fans and water bottles, and Burt's Bees health and wellness kits. Staff also participated in a 6 week walking challenge and were provided with pedometer watches and cooling towels.</p>

Program Goals and Objectives Updates

	<p>Objective 4. Managers and supervisors will receive the Psychological First Aid training to enhance skills in supporting the psychological safety of staff as part of our trauma-responsive initiatives.</p>	<p>Psychological First Aid was drafted and assessed by key focus groups, the Trauma Informed Care (TIC) Team and Trauma Support Team (TST). Incorporation of recommended revisions is in-progress. The finalized PFA will become an extensive hard-copy resource for staff, and from this, a streamlined training module is being developed. Final training to be completed by Fall 2023 and will begin with presentations with managers and supervisors.</p> <p>2/2024 - Psychological First Aid disseminated to Management staff at All Cluster October of 2023. Mental Health Content Area Manager currently looking at enhancements for front line staff to include Mental Health First Aid components.</p> <p>8/2024 - All Trauma Support Team members received a supply of weighted blankets and fact sheets about the efficacy of their use in support staff with trauma. Additional supports are being identified and will be incorporated into 2024-25 program year planning.</p>
<p>New Goal 4: Continue to execute, and then monitor the effectiveness of, the integration of administrative functions into the Employment & Human Services Department which was started with fiscal functions as part of the 2022 Quality Improvement Plan.</p>	<p>Objective 1. Finalize the full integration of facility management, purchasing, and information technology.</p>	<p>Full integration of the fiscal unit and purchasing is complete.</p> <p>8/2024 - Integeration of facility management and information technology is complete with staff overseen by supervisors in the Administration Bureau.</p>

Program Goals and Objectives Updates

<p>New Goal 5: Increase enrollment and attendance levels for grantee operated and delegate/partner operated centers as we continue to emerge from the impacts of the pandemic.</p>	<p>Objective 1. Coordinate with the Workforce Services Bureau of EHSD to share information with all relevant CalFresh family applicants and recipients about Head Start eligibility and enrollment opportunities including a) during application determination, b) continuing eligibility determination, c) semi-annual income reporting, d) outreach events.</p>	<p>CSB is collaborating with Workforce Services Bureau and in the process of putting in place a system for referrals. In the meantime, Head Start recruitment materials have been mailed to all families receiving CalFresh through EHSD</p> <p>8/2024 - CSB was able to achieve in June 2024 the highest enrollment rate of the program year, at 70%, with steady increases nearly every month. Each quarter we sent program information to all eligible TANF and SNAP families with children under the age of 5. We refined our mailing list to include the family language so we could provide brochures in the home language to English and Spanish speaking families. Wait list data showed an increase of calls related to our Workforce mailers.</p>
	<p>Objective 2. Expand families partnerships to enhance family connection to centers and thus improve attendance by utilizing the Parent Family Community Engagement Framework.</p>	<p>CSB's Family Engagement Focus Group designed a new hybrid-model for family development opportunities in the 2023-2024 program year. The Family Newsletter distributed to all families in February included an article to reinforce the importance of regular child attendance, "Attendance Matters."</p> <p>2/2024 - Weekly Friday Flyers have included tips for family to better understand when to bring kids to school and when it is appropriate to keep them home. Comprehensive Services team, has also hosted quarter wellness days at each center to directly speak to parents on topics such as improving attendance.</p> <p>8/2024 - Comprehensive Services continued their quarterly wellness days to engage with families and discuss the importance of regular attendance. In August and September 2023 attendance reached a two-year high of 85%, meeting the Head Start standard. Since then, monthly attendance rates fell to between 70-82%. In June 2024, one of CSB's Senior Managers attended the UCLA Head Start Management Fellows Program and developed a Management Improvement Plan to improve family engagement, which will be integrated into the 2024-2025 program goals.</p>