



## COLUSA COUNTY OFFICE OF EDUCATION

### CHILDREN'S SERVICES

345 5<sup>th</sup> Street, Colusa, CA 95932

(530) 458-0350 • Fax: (530) 458-0310

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

**Date:** Wednesday, March 27, 2024

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

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

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#### **Agenda**

1.0 Call Meeting to Order - TIME: \_\_\_\_\_

1.1 Pledge of Allegiance

2.0 Roll Call

3.0 Approve the Minutes of January 24, & February 28, 2024 Policy Council Meeting

**Action**

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

4.0 Public Comments & Presentations

Informational

4.1 Childhood Lead Poisoning Prevention Program Introduction -  
Connie Rios, MS, PHN Public Health Division, Colusa County Health and Human  
Services

5.0 Program Planning/Budget

Informational

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

5.2 CCOE FY 22-23 Financial Audit - see link for full report

[07 Jan 10 24 Board Packet Regular Meeting.pdf \(sharpschool.com\)](#)

6.0 Reports

Informational

6.1 Secretary's Report

6.2 Classroom Reports by Policy Council Representatives

6.3 Content Area Training

6.3.1 Social-Emotional - Licia Dering, Special Needs Coordinator, Children's  
Services

- 6.4 Community Member Reports
  - 6.4.1 Colusa County One-Stop, Marisa Apaseo, Employment Service Coordinator
  - 6.4.2 Colusa County Superintendent of Schools, Mike West
- 6.5 Director's Report
  - 6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries, Vicki Markss - Executive Director, Children's Services
- 6.6 Family Engagement Coordinator Report - Family Engagement Coordinator, Lydia Navarro
- 7.0 New Business **Action**
  - 7.1 Approve CCOE-Children's Services 2024-2025 Early Head Start/Head Start Baseline Application for Federal Assistance (SF-424)  
  
action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
  - 7.2 Approve CCOE-Children's Services Five Year Program Goals, 2024-2029  
  
action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 8.0 Correspondence Informational  
None
- 9.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents **Action**  
  
action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 10.0 Announcements
  - 10.1 CCOE-Children's Services Annual Children's Faire - April 13, 2024 10:00am to 2:00pm - Colusa Fair Grounds, Main Exhibit Hall
- 11.0 Advanced Planning
  - 11.1 Next Scheduled Meeting Date: April 24, 2024 at 9:00am  
**(4th Wednesday of the Month)** Education Village - Room E-2
- 12.0 Adjournment - TIME: \_\_\_\_\_



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

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

**Fecha:** miércoles, 27 de marzo del 2024

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

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

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**Agenda**

- 1.0 Dar comienzo a la junta-Hora: \_\_\_\_\_
  - 1.1 Juramento de Lealtad
- 2.0 Tomar lista de los presentes
- 3.0 Aprobar las minutas de la junta del Concilio de Pólizas 24 de enero y 28 de febrero del 2024  

**Acción**

acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
- 4.0 Comentarios del Público y Presentaciones Información
  - 4.1 Introducción al Programa de Prevención del Envenenamiento por Plomo en la Infancia  
Connie Rios, MS, División de Salud Pública de PHN, Salud y Servicios Humanos del Condado de Colusa
- 5.0 Planificación/Presupuesto del Programa Información
  - 5.1 Reporte del Presupuesto, Total de Comidas, Gastos de Tarjeta de Crédito y de carga, Donaciones (*In-Kind*)
  - 5.2 Auditoría financiera de CCOE FY 22-23 - consulte el enlace para ver el informe completo  
[07 Jan 10 24 Board Packet Regular Meeting.pdf \(sharpschool.com\)](https://sharpschool.com/07%20Jan%2010%2024%20Board%20Packet%20Regular%20Meeting.pdf)
- 6.0 Reportes Información
  - 6.1 Reporte de la Secretaria
  - 6.2 Reporte de los Salones por los Representantes del Concilio
  - 6.3 Entrenamiento de Área de Formación de Contenidos
    - 6.3.1 Social - Emocional - Licia Dering, Coordinadora de Necesidades Especiales, Servicios de Niños
  - 6.4 Reportes de Miembros de la Comunidad

- 6.4.1 Colusa County One-Stop - Marisa Apaseo, Coordinadora de Servicios de Empleo
- 6.4.2 Superintendente del Condado de Colusa, Mike West
- 6.5 Reporte del Director/a, Vicki Markss, Directora Ejecutiva, Servicios de Niños
  - 6.5.1 Inscripción, Asistencia de niños, Asistencia de los niños parcialmente financiados por otros programas, Plan de Estudios, Información del Resumen de los Programas, Vicki Markss, Directora Ejecutiva, Servicios de Niños
- 6.6 Reporte de Compromiso Familiar - Coordinadora de Compromiso Familiar, Lydia Navarro, Servicios de Niños
  
- 7.0 Nuevo Negocios **Acción**
  - 7.1 Aprobar la Solicitud de Línea de Base de Asistencia Federal de CCOE-Children's Services 2024-2025 Early Head Start/Head Start (SF-424)
 

acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
  - 7.2 Aprobar las metas del programa de cinco años de CCOE-Servicios de Niños, 2024-2029
 

acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
  
- 8.0 Correspondencia Información  
Ninguna
  
- 9.0 Dar Asiento a los Nuevos Elegidos al Concilio de Pólizas Representantes, Alternativos o Miembros de la Comunidad **Acción**

acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
  
- 10.0 Anuncios Información
  - 10.1 Feria Infantil - 13 de abril de 2024 10:00 a.m. a 2:00 p.m. - Terrenos de Ferria de Colusa
  
- 11.0 Planificación Avanzada
  - 11.1 Próxima fecha programada para la reunión: 24 de abril del 2024 a las 9:00am., **(cuarto miércoles del mes)** Education Village, Salón E-2
  
- 12.0 Terminar la Junta - HORA: \_\_\_\_\_

**Colusa County Office of Education  
Children's Services  
Early Head Start/Head Start & State Programs  
Policy Council Meeting Minutes  
February 28, 2024**

**Policy Council Members Present:** Marisa Apaseo, Astrid Fernandez, Nicol Stephenson and Ana I. Velazquez

**Newly Elected Policy Council Member Present:** Gracie Gutierrez, Alondra Avila, Juan Iris Hernandez, Izakiry Perez Dominguez,

**Other Members Present:** Michael P. West, Superintendent of School, Colusa County Office of Education - Board of One

**Staff Members Present:** Joseph Moye, Division Manager, Family Services  
Rosa Talamantes, Fiscal Specialist  
Ivonne Medina, PSA II, Translation  
Lydia Navarro, Family Engagement Coordinator

**1.0 Call Meeting to Order**

Family Engagement Coordinator, Lydia Navarro, called the meeting to order at 9:12A.M.

**2.0 Roll Call**

Family Engagement Coordinator, Lydia Navarro, took roll call.

**3.0 Approve the Minutes of October 25, 2024 Policy Council Meeting**

Result: No quorum

**4.0 Public Comments & Presentations - None**

**5.0 Program Planning/Budget**

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

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

**6.0 Reports**

**6.1 Secretary's Report - None**

**6.2 Classroom Reports by Policy Council Representatives**

WPLC parent shared the children are doing the clothing study.

### **6.3 Content Area Training**

#### **6.3.1 Enrollment and Eligibility - Joseph Moye, Division Manager, Children's Services Family Services**

Joseph Moye shared a PowerPoint presentation with Policy Council as presented.

### **6.4 Community Member Reports**

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

Marisa Apaseo shared information the different programs offered through Colusa County One Stop such as CNA program and Wildlife academy. Colusa County One Stop is offering free tax help through the VITA (Volunteer Income Tax Assistance) For more information contact the Colusa One Stop office at (530)458-0326 to schedule an appointment.

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

Superintendent, Mike P West shared updates with Policy Council Representatives as presented. Mr. West thanks Marisa and Colusa County One Stop for all the support to CCOE. In the month of March Policy Council Reps will be visiting the Sacramento State Capitol. Mr. West encourages parents to get involved and advocate for your children and programs. Mr. West also advocates for our programs at Washington D.C.

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

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

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

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

Parent's Choice Conference - March 15<sup>th</sup> in Tehama County. Please let Lydia Navarro know if you are interested in attending. Transportation will be provided.

March 12<sup>th</sup> Head Start Advocacy Day at Sacramento State Capitol. Please let Lydia Navarro know if you are interested in attending by February 28<sup>th</sup>. Transportation will be provided.

Family Faire will be held April 13<sup>th</sup> from 10:00am to 2:00pm at Colusa Fairgrounds - Main Exhibit Hall. Need vendors and sponsors for the event. Contact information is all flyers. (Ashlyn Ferreira)

**7.0 New Business**

**8.0 Correspondence**

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

A phone poll will be conducted by Family Engagement Coordinator, Lydia Navarro

**10.0 Announcements**

Family Faire will be held April 13<sup>th</sup> from 10:00am to 2:00pm at Colusa Fairgrounds - Main Exhibit Hall.

**11.0 Advanced Planning**

11.1 Next Scheduled Meeting Date: March 27, 2024 at 9:00am  
(4<sup>th</sup> Wednesday of the Month) Education Village - Room E-2

**13.0 Meeting Adjournment**

Meeting was adjourned at 10:04a.m.

Minutes by: Lydia Navarro, Family Engagement Coordinator

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

February 29, 2024

**Fiscal Year 2023/2024**

<b>OPERATING COSTS</b>	<b>OBJECT CODE</b>			
		Head Start Budget	Head Start What we have spent	Balance
		<b>5210</b>	<b>5210</b>	
<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	530,156	284,718	245,438
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	205,028	133,401	71,627
<b>Benefits</b> = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	<b>3000's</b>	272,918	182,870	90,048
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	42,648	36,870	5,778
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	301,734	155,667	146,067
<b>Equipment</b> = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	<b>6000's</b>	90,000	0	90,000
<b>Training and Technical Assistance</b> = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		22,401	14,640	7,761
<b>Indirect Costs</b> = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.	<b>7000's</b>	99,629	58,592	41,037
<b>TOTAL OPERATING COSTS TO DATE</b>		1,564,514	866,759	697,755
<b>% OF YEAR COMPLETED</b>			66%	
<b>TOTAL BUDGET FOR 23/24</b>		1,564,514	866,759	
<b>% OF BUDGET SPENT TO DATE</b>			55.4%	



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

February 29, 2024

**Fiscal Year 2023-2024**

<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	256,504	168,446	88,058
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	173,377	95,780	77,597
<b>Benefits</b> = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	<b>3000's</b>	187,287	118,796	68,491
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	35,906	33,229	2,677
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	109,801	90,339	19,462
<b>Equipment</b> = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	<b>6000's</b>	0	0	0
<b>Training and Technical Assistance</b> = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		14,702	9,165	5,537
<b>Indirect Costs = 7.25%</b> , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		51,453	37,392	14,061
<b>TOTAL OPERATING COSTS TO DATE</b>		829,030	553,147	275,883
<b>% OF YEAR COMPLETED</b>			66%	
<b>TOTAL BUDGET FOR 23/24</b>		829,030	553,147	
<b>% OF BUDGET SPENT TO DATE</b>			66.7%	

Monthly Meal Counts														
Contract # 06-2105-1J														
	All Center Programs	July	August	September	October	November	December	January	February	March	April	May	June	Total
1	Breakfasts	1685	2044	2481	2930	2284	2096	2341	2994					18855
2	Lunches	1756	2152	2498	2959	2297	2121	2363	3067					19213
3	Snacks	1576	1503	1434	1707	1386	1241	1344	1746					11937
4	<b>Total</b>	<b>5017</b>	<b>5699</b>	<b>6413</b>	<b>7596</b>	<b>5967</b>	<b>5458</b>	<b>6048</b>	<b>7807</b>					<b>50005</b>
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 10,909.31	\$ 13,517.92	\$ 15,644.83	\$ 17,329.99	\$ 14,323.35	13,416.78	\$ 14,623.33	\$ 19,164.84					\$118,930.35
6	Expected Reimbursement	\$ 11,535.91	\$ 13,210.47	\$ 15,746.55	\$ 17,794.46	\$ 14,087.43	\$ 12,505.95	\$ 14,822.38	\$ 18,920.12					\$118,623.27
7	HS/EHS % of all meals served	36%	35%	40%	38%	44%	39%	51%	58%					
8	HS/EHS Meal Count	1,827	1,994	2,547	2,886	2,625	2,153	3,073	4,529					\$ 21,634.00

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

**Rationale by item number**

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

## Credit Card and Charge Account Expenditure Report

As of 2/29/24

COLUSA COUNTY OFFICE OF EDUCATION



Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
9867	US Bank	2/1/2024-2/29/2024	Cal Card	\$ 63.79	Vicki Markss	Amazon	AECEC - Classroom Supplies
				\$ 332.76	Vicki Markss	Home Depot	CELC Classroom Supplies - Refridgerator
				\$ 64.93	Vicki Markss	Walmart	CELC Classroom Materials
				\$ 121.79	Vicki Markss	Amazon	CELC Classroom Materials
				\$ 161.00	Vicki Markss	Amazon	ACC- Site Supplies
				\$ 148.26	Vicki Markss	Amazon	ACC - Toddler Classroom Supplies
				\$ 281.86	Vicki Markss	Amazon	ACC Infant Classroom Supplies
				\$ 204.26	Vicki Markss	Amazon	WCC Site Supplies
				\$ 9.79	Vicki Markss	Amazon	WCC Pre-school Supplies
				\$ 353.93	Vicki Markss	Amazon	All Sites - Supplies
			Messick's	\$ 133.00	Maintenance	Supplies	CELC Site Materials
			Messick's	\$ 50.00	Maintenance	Supplies	CELC- Building Supplies
			Messick's	\$ 143.10	Maintenance	Supplies	ACC- Maintenance Supplies
			Messick's	\$ 57.60	Maintenance	Supplies	CPLC-B Site Supplies

3/20/2024  
9:36 AM

## Colusa County Office of Education

4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2023 - 2/29/2024

Page 1 of 1  
rtalamantes

Volunteer	Service Type	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Total
Policy Council										
Totals for < No Site >										
		\$ .00	\$325.60	\$195.36	\$284.90	\$162.80	\$ .00	\$227.92	\$781.44	\$1,978.02
Arbuckle Children's Center										
Totals for Arbuckle Children's Center										
		\$7,846.26	\$6,870.16	\$9,212.88	\$12,714.68	\$15,009.88	\$7,814.40	\$11,703.78	\$13,412.72	\$84,584.75
Arbuckle Early Care & Ed. Center										
Totals for Arbuckle Early Care & Ed. Center										
	Volunteers: 24	\$ .00	\$6,845.74	\$3,625.72	\$8,457.46	\$6,284.08	\$8,518.35	\$9,727.59	\$7,814.09	\$51,273.03
CHILDREN'S SERVICES										
Totals for CHILDREN'S SERVICES										
	Volunteers: 3	\$ .00	\$ .00	\$925.00	\$2,632.08	\$ .00	\$98,746.00	\$1,475.00	\$ .00	\$103,778.10
Colusa Children's Center										
Totals for Colusa Children's Center										
		\$6,918.56	\$8,807.48	\$13,281.86	\$11,876.26	\$10,150.58	\$6,853.88	\$8,270.24	\$6,064.30	\$72,223.16
Colusa PLC A										
Totals for Colusa PLC A										
		\$ .00	\$7,407.40	\$3,198.50	\$9,113.56	\$7,065.52	\$3,996.74	\$12,348.38	\$ .00	\$43,130.10
Colusa PLC B										
Totals for Colusa PLC B										
		\$ .00	\$ .00	\$1,521.92	\$3,190.88	\$3,768.82	\$4,255.18	\$4,819.70	\$4,569.88	\$22,126.38
Williams Children's Center										
Totals for Williams Children's Center										
	Volunteers: 27	\$3,443.22	\$2,100.12	\$4,585.37	\$5,558.03	\$7,781.84	\$8,270.10	\$9,076.10	\$4,460.72	\$45,275.50
Williams PLC										
Totals for Williams PLC										
		\$204.27	\$3,947.90	\$6,507.28	\$6,121.28	\$6,105.00	\$211.64	\$6,902.72	\$6,756.68	\$36,756.75

Williams PLC B

Totals for Williams PLC B

Volunteers:	9	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00	\$ 2,979.24	\$ 4,623.52	\$ .00	\$ 7,602.76
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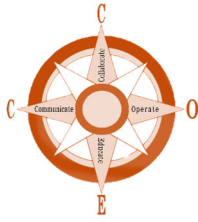
Totals for Colusa County Office of Education

\$ 18,412.31	\$ 36,304.39	\$ 43,053.88	\$ 59,949.12	\$ 56,328.51	\$ 141,645.50	\$ 69,174.94	\$ 43,859.84	\$ 468,730.70
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Report Totals

Volunteers:	155	\$ 18,412.31	\$ 36,304.39	\$ 43,053.88	\$ 59,949.12	\$ 56,328.51	\$ 141,645.50	\$ 69,174.94	\$ 43,859.84	\$ 468,730.70
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Requirement	% YTD	% Earned
\$ 575,899	66%	81%

**COLUSA COUNTY OFFICE OF EDUCATION**

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

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**COLUSA COUNTY BOARD OF EDUCATION  
REGULAR MEETING**

DATE: Wednesday, March 13, 2024

TIME: 4:00 pm Board Business Meeting

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

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

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

*This meeting will be recorded.*

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**A G E N D A****DECISION**

- |     |   |             |
|-----|---|-------------|
| 1.0 | CALL TO ORDER   |             |
| 1.1 | Pledge of Allegiance                                    |             |
| 2.0 | ORDERING OF AGENDA                                      |             |
| 3.0 | STAFF QUESTIONS AND COMMENTS                            |             |
| 4.0 | LETTERS AND COMMUNICATIONS                              |             |
| 4.1 | Awarding of Diploma(s) – Colusa County Adult School     | information |
| 5.0 | PUBLIC INPUT – <i>Items not on the agenda</i>           |             |
| 6.0 | REPORTS FROM SUPERINTENDENT AND STAFF                   |             |
|     | <i>Note: <b>Bold</b> indicates oral report</i>          |             |
| 6.1 | Superintendent's Reports                                | information |
|     | <b>6.1.1 Superintendent's Monthly Report</b>            |             |
|     | <b>6.1.2 Superintendents Council – February Meeting</b> |             |
| 6.2 | Administrative Services – Aaron Heinz                   | information |
| 6.3 | Student Services – Chuck Wayman                         | information |
| 6.4 | Technology Services – Alex Evans                        | information |

**Colusa County Board of Education****March 13, 2024, Agenda****Page 2****DECISION****7.0 BOARD QUESTIONS AND COMMENTS**

7.1 Board President's Report

information

7.2 Board Liaison Reports

information

**8.0 PUBLIC INPUT – *Items on the agenda*****9.0 CONSENT AGENDA**

(All items are approved by one motion unless pulled by a Board member for separate discussion or action.)

9.1 Approve Minutes of the January 10, 2024, Regular Board Meeting

action

9.2 Approve Minutes of the February 14, 2024, Regular Board Meeting

action

**10.0 OLD BUSINESS**

10.1 Community College District Territory (standing item)

information

10.2 Facilities Update (standing item)

information

10.3 LCAP Update (standing item)

information

10.4 Universal Prekindergarten (standing item)

information

**11.0 NEW BUSINESS**11.1 Public Disclosure of the 2023-24 Negotiated Agreement  
Between the Colusa County Superintendent of Schools and the  
Educators of Colusa County Office of Education [GC 3547.5]

information

11.2 Approve 2023-24 Second Interim Report

action

11.3 Statement of Economic Interests Form 700 due April 1, 2023

Information

11.4 2023-24 County Superintendent Salary and HDV Cap

information

**12.0 ADVANCED PLANNING**

12.1 Items to be Considered for the Next Board Meeting

12.2 Next Regular Board Meeting

information

April 10, 2024, 4:00 p.m.

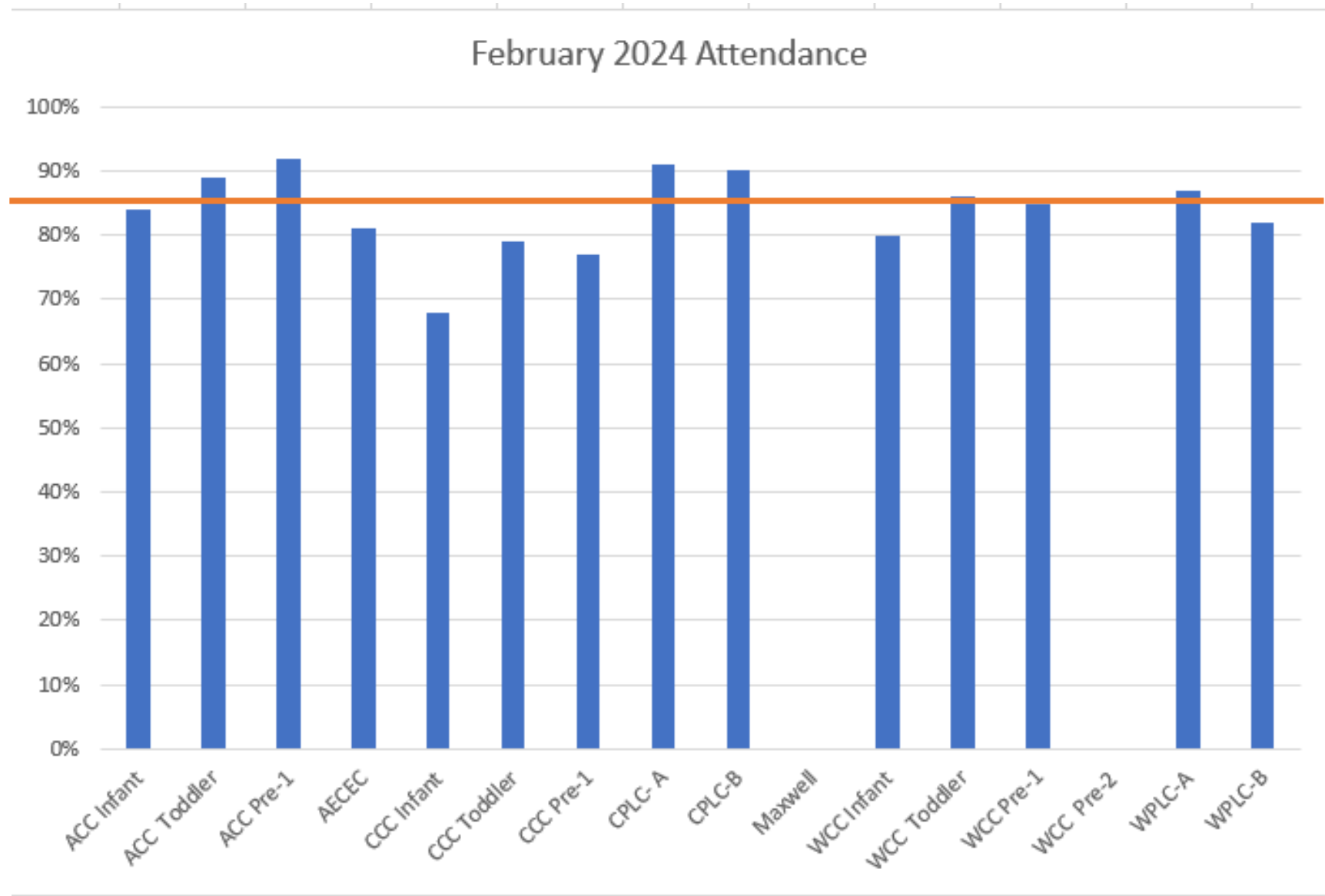
345 5th Street, Colusa, Large Conference Room

**13.0 ADJOURNMENT**

## CCOE--CS Enrollment February 2024

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
2/26/2024																	
<b>Week 4</b>	Last day to enroll for 23/24 March 24th																
Children's Services Sites	Staff	Licensed Capacity	Current Capacity	Enrolled Children	IFSP/IEP	EHS	Pending (IP)	Waitlist	HS	Pending (IP)	Waitlist	CCTR	Waitlist	CSPP Full Year	Waitlist	CSPP Part Year	Waitlist
Arbuckle Children's Center Infants	4	8	6	6	1	5		2					3				
Arbuckle Children's Center Toddlers	2/3	8	8	8	1	6		4					5				
Arbuckle Children's Center Preschool	4/4	24	24	22	5				14	1							
Arbuckle Early Care & Education Center (8am-2pm) 1/8/24	4/4	24	24	24	4				16		1						
Colusa Children's Center Infants	3/4	8	6	6	0	5		1					3				
Colusa Children's Center Toddlers	3/3	8	8	8	4	7		1					8				
Colusa Children's Center Preschool	3/4	24	24	21	2				13								
Colusa Preschool Learning Center A (Part Day)	3/4	24	24	17	6				10								2
Colusa Preschool Learning Center B (full day)	2/4	24	16	16	6				5								
Colusa Early Learning Center Infants	1/4	8	Enroll 1 Infants or 4 toddlers		0		3										
Colusa Early Learning Center Toddlers	1/3	8	Enroll 1 Infants or 4 toddlers		0												
Maxwell Unified School District Pre-K	0/1	3	3	3	2				0								
Williams Children's Center Infants	3/4	8	6	6	1	4		1									
Williams Children's Center Toddlers	2/3	8	8	8	1	6		3					3				
Williams Children's Center Preschool 1	3/4	24	24	24	3				9	2	1				3		
WCC Pre-2 (CMIG)	3/4			0	0												
Williams Preschool Learning Center A (8am-2pm)	4/4	24	24	16	6				15								
Williams Preschool Learning Center B	3/3	24	24	12	4				4								1
EHS-HB #1 Vacant	0/1	14	Enroll 14 children or 14 toddlers	0	0	0											
EHS-HB #2 Vacant	0/1	14	Enroll 14 children or 14 toddlers	5		5											
		287	229	202	46	38	3	12	86	3	2	0	22	0	3	0	3
Needed to meet						-24			-10								
funded enrollment						61.29%	0.66%		89.58%	90.63%							
Over Income						2			6								





## Application for Federal Assistance SF-424

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

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

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

09CH011054

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

09CH011054

### State Use Only:

6. Date Received by State:

7. State Application Identifier:

### 8. APPLICANT INFORMATION:

\* a. Legal Name:

COLUSA COUNTY OFFICE OF EDUCATION

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

946002149

\* c. UEI:

VLFZLNJW281

### d. Address:

\* Street1:

345 5th St

Street2:

Ste B

\* City:

Colusa

County/Parish:

Colusa County

\* State:

CA: California

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

95932-2445

### e. Organizational Unit:

Department Name:

Division Name:

### f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mrs.

\* First Name:

Vicki

Middle Name:

\* Last Name:

Markss

Suffix:

Title:

Director

Organizational Affiliation:

\* Telephone Number:

(530) 458-0350 x10313

Fax Number:

(530) 458-0310

\* Email:

vmarkss@ccoe.net

## Application for Federal Assistance SF-424

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

Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

County Office of Education

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

ACF-Head Start

### 11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

### \* 12. Funding Opportunity Number:

OHS-CH-24-110

\* Title:

NCN Announcement - Region 09 - CH - 2024 - July

### 13. Competition Identification Number:

OHS-CH-24-110-106283

Title:

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

Colusa County

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

Year One Grant Application.

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant b. Program/Project 

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

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="2,303,594"/>
* b. Applicant	<input type="text" value="575,899"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="2,879,493"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

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

☐ \*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative:  \* Date Signed:



## **CCOE – Children’s Services Five Year Program Goals 2024-2029**

Five Years Objective: Colusa County Office of Education – Children’s Services will establish, measure, and work towards program goals, monitor program performance for continuous improvement, and increase overall quality through a collaborative planning process.

### ***Program Goal #1: To Promote Staff Retention, Recruitment and Individual Professional Development***

<b>Objectives</b>	<b>Progress, Outcomes, and Challenges</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year4</b>	<b>Year 5</b>
<b><i>To employ and obtain qualified staff who meet the state and federal educational requirements in a high unemployment area that positively impact school readiness factors for all children.</i></b>					
Recruit and maintain qualified staff. Continue to recruit at target areas, and develop and analyze a tracking system that identifies successful recruitment and retainment methods.					
Develop Succession and Onboarding Plans for all positions.					
Develop and implement a Coaching Plan.					

***Program Goal #1: To Promote Staff Retention, Recruitment and Individual Professional Development***

Objectives	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year4	Year 5
Implement activities for staff wellness, motivation, and trauma informed care practices.					

Activities or Actions Steps to Meet Objective Above:

Year #1:

-

**Program Goal #2: Strengthen our Program Infrastructure**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year4	Year 5
<p><i>To improve the overall system and efficiency of the department due to increasing costs.</i></p> <p>Consolidate departmental organization, as opportunities arise.</p> <p>Budget and implement minimum wage increases.</p> <p>Implement an increase to align with comparable wages in our surrounding areas, as funding is available.</p> <p>Reclassify and consolidate positions as needed due to minimum wage increase.</p> <p>Explore cost-effective contract services.</p> <p>Explore additional funding to replace and obtain needed facilities.</p>					

***Program Goal #2: Strengthen our Program Infrastructure***

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year4	Year 5

Activities or Actions Steps to Meet Objectives Above:

Year #1:

-



**Program Goal #3: Improve the Quality of Early Learning and Promote School Readiness**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year4	Year 5
<p><b><i>To improve the overall quality and increase school readiness for all children and their parents.</i></b></p> <p>All classrooms will provide high quality, culturally responsive learning environments as measured by CLASS and Desired Results Systems for children to succeed.</p> <p>Equity, diversity, and inclusion for all children and family to ensure equal opportunity.</p> <p>Enhance language and literacy development for all children and families including dual language learners.</p> <p>Continue implementation of “And Literacy For All” Initiative. Footsteps2Brilliance (F2B) Bi-Lingual Language and Literacy is embedded in daily preschool curriculum.</p> <p>All enrolled children and their families are prepared for life-long learning and Kindergarten.</p>					

***Program Goal #3: Improve the Quality of Early Learning and Promote School Readiness***

<b>Objective(s)</b>	<b>Progress, Outcomes, and Challenges</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year4</b>	<b>Year 5</b>
<p>Establish effective coaching plan to implement curriculum with fidelity and increase CLASS scores. Maintain CLASS scores of National average and above.</p> <p>Continue to track and monitor children's daily attendance data to improve and increase attendance rates and maintain attendance of 85% and above.</p>					
<p>Activities or Actions Steps to Meet Objectives Above:</p> <p>Year #1:</p> <ul style="list-style-type: none"><li>•</li></ul>					

***Program Goal #4: Build Family Engagement and Community Collaboration***

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year4	Year 5
<p><b><i>Focus on empowering families through participation in their child's education and community engagement.</i></b></p> <p>Children and their families have positive relationships and demonstrate increased social well-being.</p> <p>Restructure Parent Meetings and Parent Play Group Socializations.</p> <p>Improve collaboration with community partners and conduct outreach to form new connections.</p> <p>Improve communication with local health care professionals for families.</p> <p>Provide opportunities for parents to practice parenting skills to promote children's learning and development.</p> <p>Enrolled children and families will have access to additional community resources to generate</p>					

***Program Goal #4: Build Family Engagement and Community Collaboration***

<b>Objective(s)</b>	<b>Progress, Outcomes, and Challenges</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year4</b>	<b>Year 5</b>
positive outcomes for families.					

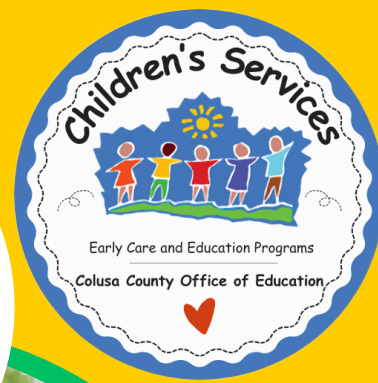
Activities or Actions Steps to Meet Objectives Above:

Year #1

-



**FREE  
EVENT**



**FAMILY**

**FAIR 2024**

**SATURDAY  
APRIL 13TH  
10AM TO 2PM**

**ACTIVITIES:**

- Petting Zoo
- Face Painting
- Arts and Crafts
- And much more!

**Located at Colusa County Fairgrounds  
Main Exhibit Building:**

**1303 10th ST. Colusa, Ca 95932**



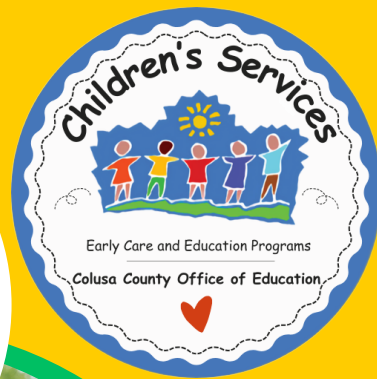
**530-458-0350**

**If interested in joining as a vendor please contact Ashlyn Ferreira:  
[aferreira@ccoe.net](mailto:aferreira@ccoe.net)**





**EVENTO  
GRATUITO**



**FERIA**

**FAMILIAR 2024**

**SÁBADO  
13 DE ABRIL  
10AM TO 2PM**

**ACTIVIDADES:**

- Animales de granja
- Pinta caras
- Proyectos de arte
- ¡Y mucho más!

**En los terrenos de la feria de Colusa  
Edificio Principal de Exposiciones:  
1303 10th ST. Colusa, Ca 95932**



**530-458-0350**

**Si está interesado en unirse como vendedor, comuníquese con  
Ashlyn Ferreira: [aferreira@ccoe.net](mailto:aferreira@ccoe.net)**