



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

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

Date: Wednesday, April 24, 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)

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, & March 27, 2024 Policy Council Meetings

Action

action _____ motion _____ second _____ yes _____ no _____

4.0 Public Comments & Presentations Informational

4.1 Colusa Home Visiting Program - Colusa County Department of Health & Human Services, Heather Wilson-Jensen, Registered Nurse
 CHVP Coordinator, IZ Back-up Coordinator, CLPPP Outreach

5.0 Program Planning/Budget Informational

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

6.0 Reports Informational

- 6.1 Secretary's Report - none
- 6.2 Classroom Reports by Policy Council Representatives
- 6.3 Content Area Training
 - 6.3.1 Health & Nutrition - Irma Roque, Health Specialist, 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
- 11.0 Advanced Planning
 - 11.1 Next Scheduled Meeting Date: May 22, 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
Early Head Start/Head Start & State Programs
Policy Council Meeting Minutes
January 24, 2024**

Policy Council Members Present: Klarissa Espindola, Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

Newly Elected Policy Council Member Present: Ana I. Velazquez

Other Members Present: Chuck Wayman, Deputy Superintendent, Student Services
Serena Morrow, CCOE - School Board Member (Liaison)

Staff Members Present: Joseph Moye, Division Manager, Family Services
Donyale Miller, Division Manager, Education
Lydia Navarro, Family Engagement Coordinator

1.0 Call Meeting to Order

Chairperson, Klarissa Espindola, called the meeting to order at 9:09A.M.

2.0 Roll Call

Chairperson, Klarissa Espindola took roll call.

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

Result: Approved
Motion: Astrid Fernandez
Second: Marisa Apaseo
Ayes: Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

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

Parents shared the children are doing the clothing study.

6.3 Content Area Training

6.3.1 Curriculum - Donyale Miller, Division Manager, Education Children's Services

Donyale Miller 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 about Independent Living Program. 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)

Chuck Wayman, Deputy Superintendent, Student Services shared updates with Policy Council Representatives as presented.

6.5 Director's Report

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

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

Currently recruiting in Arbuckle, Williams, Colusa Sites for new Policy Council Representatives.

Job Fair - February 8th 4:00 to 7:00pm. Flyers were distributed. Also shared on Learning Genie

March 12th Head Start Advocacy Day at Sacramento State Capitol. Please let Lydia Navarro know if you are interested in attending by February 28th.

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

7.0 New Business

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

Result: Approved
Motion: Nicol Stephenson
Second: Marisa Apaseo
Ayes: Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

7.2 Approve the Internal Dispute (Impasse) Resolution Procedure

Result: Approved
Motion: Astrid Fernandez
Second: Nicol Stephenson
Ayes: Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

7.3 Approve the Recruitment and Selection Criteria

Result: Approved
Motion: Nicol Stephenson
Second: Astrid Fernandez
Ayes: Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

8.0 Correspondence

8.1 ACF-PI-OHS-24-01: Federal Reporting of Standard Forms 425 and 428

8.2 Management Bulletin 23-10: Implementation of the Classroom Assessment Scoring System (CLASS) and CLASS Environment and Removal of the Environment Rating Scale for the California State Preschool Program (CSPP)

Information is included in your packets.

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

Result: Approved
Motion: Marisa Apaseo
Second: Astrid Fernandez
Ayes: Laura Avila, Marisa Apaseo, Astrid Fernandez, and Nicol Stephenson

Newly nominated Policy Representative was seated at the Policy Council Meeting. Congratulations to WCC - Alternate, Ana Velazquez!

10.0 Announcements

None

11.0 Advanced Planning

11.1 Next Scheduled Meeting Date: February 28, 2024 at 9:00am
(4th Wednesday of the Month) Education Village - Room E-2

13.0 Meeting Adjournment

Meeting was adjourned at 10:08a.m.

Minutes by: *Lydia Navarro*, Family Engagement Coordinator

**Colusa County Office of Education
Children's Services
Early Head Start/Head Start & State Programs
Policy Council Meeting Minutes
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 15th in Tehema County. Please let Lydia Navarro know if you are interested in attending. Transportation will be provided.

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

Family Faire will be held April 13th 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 13th 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
(4th 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

Colusa County Office of Education
Children's Services
Early Head Start/Head Start & State Programs
Policy Council Meeting Minutes
March 22, 2023

Policy Council Members Present: Klarissa Espindola Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

Newly Elected Policy Council Member Present:

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

Staff Members Present: Vicki Markss, Executive Director, Children's Services
Rosa Talamantes, Fiscal Specialist,
Licia Deiring, Special Needs Coordinator, Children's Services
Lydia Navarro, Family Engagement Coordinator

1.0 Call Meeting to Order

Chairperson, Klarissa Espindola, called the meeting to order at 9:06A.M.

2.0 Roll Call

Chairperson, Klarissa Espindola took roll call.

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

Result: Approved

Motion: Maria L. Medina

Second: Patricia Medina de Salazar

Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

4.0 Public Comments & Presentations - None

5.0 Program Planning/Budget

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

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

6.0 Reports

6.1 Secretary's Report - None

6.2 Classroom Reports by Policy Council Representatives

Astrid Fernandez, WPLC A Representative shared about her child's classroom. The Education Staff attended a Behavior Training. The children will be starting the "Recycle, Reuse Study" next week.

6.3 Content Area Training

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

Licia Dering, Special Needs Coordinator shared a PowerPoint presentation on Social-Emotional with Policy Council Representatives as presented.

6.4 Community Member Reports

6.4.1 Colusa County One-Stop - Marisa Apaseo

Marisa Apaseo was not in attendance

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

Superintendent Mike West shared the following updates:

Truancy is an issue across the state. Some children are not attending school. Mr. West is working with the school districts in our county. It is important for students to be attending school.

Mr. West will be going to Washington D.C. to attend conference to advocate at local issues and concerns regarding our rural community. Parents make a huge difference!

There will be plant sale next month at Education Village. Community garden plots are also available for community members who are interested.

Congratulations to Ana Cristina Cardona's son Damian for earning 1st place in Colusa County Spelling Bee! Next competition will be in Stockton at the California State Spelling Bee in May.

6.5 Director's Report

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

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

Currently working on under enrollment initiative plan to focus on improving hiring events, community outreach, raising salaries, competitive wages, etc.

Community Needs Assessment working with a consultant to collect data on family needs and county dynamics.

CCOE On the Spot Hiring Event April 20th from 4:00pm to 7:00pm at Odd Fellows Building, 601 5th Street in Arbuckle. Information on current job openings can be found on the EDJoin website: <https://www.edjoin.org/ccoe> Or by contacting Human Resources Department at (530)458-0350 or hr@ccoe.net

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

Pictures and information of the conference "Wave of Wellness" - that took place on March 17th 2023 was shared with Policy Council. Irene Cruz and Klarissa Espindola attended the conference.

Head (Start) to the Capitol Advocacy Day - March 23, 2023 in Sacramento. Children's Services Staff and Policy Council Chairperson Klarissa Espindola will be attending.

Parent Café - The Growing Brain, Communication and Language Milestones, April 6, 2023 5:00pm to 7:00pm at the Colusa Children's Center in Colusa. For more information contact: Maria Ayala at (530)458-0350 ext. 10309 or mayala@ccoe.net

Teaching Pyramid For Families Training - The training is a 3 part series that will help parents learn and implement the social/emotional strategies that are used in the classroom at home. Dates: March 30th, April 27th, May 25th time 5:00pm to 7:00pm via Zoom Application.

To register: <https://forms.gle/6bpJXcB4dQtf7r37A>

Zoom Meeting ID: 871 8592 6240

Passcode: 178100

PATH (Department of Behavioral Health) Relationship Awareness, What do we know? How do we grow? 6 week group. Facilitator: Steven Shoup for more information or to sign up: (530)458-0841

Once they get people signed up the dates and times will be announced.

7.0 New Business

7.1 Approve the 2023-24 Application for Federal Assistance (SF-424)

Result: Approved
Motion: Maria L. Medina
Second: Ana Cristina Cardona
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

7.2 Approve Recruitment Plan and Eligibility Priorities

Result: Approved
Motion: Maria L. Medina
Second: Ana Cristina Cardona
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

7.3 Approve the (Annual Self) Assessment Process

Result: Approved
Motion: Maria L. Medina
Second: Patricia Medina de Salazar
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

7.4 Approve the 2019-2024 Community Assessment Report

Result: Approved
Motion: Maria L. Medina
Second: Patricia Medina de Salazar
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

7.5 Approve the Updated 2019-2024 Program Goals

Result: Approved
Motion: Maria L. Medina
Second: Ana Cristina Cardona
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

7.6 Approve the 2022-2023 Annual Head Start Report

Result: Approved
Motion: Maria L. Medina
Second: Patricia Medina de Salazar
Ayes: Astrid Fernandez, Patricia Medina de Salazar, Maria L. Medina & Ana Cristina Cardona

8.0 Correspondence

8.1 ACF-PI-HS-23-02 FY 2023 - Head Start Funding Increase

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

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

None

10.0 Policy Council Executive Officer Elections

10.1 Secretary

Item will be tabled for next PC Meeting

11.0 Announcements

11.1 Colusa County Office of Education- Children's Services, Family Fair - April 15th
10:00am to 2:00pm

12.0 Advanced Planning

12.1 Next Scheduled Meeting Date: April 26, 2023 at 9:00am
(4th Wednesday of the Month) Education Village - Room E-2

13.0 Meeting Adjournment

Meeting was adjourned at 10:26a.m.

Lydia Navarro

Minutes by: Lydia Navarro, Family Engagement Coordinator

Policy Council
Head Start Budget Report
as of

March 31, 2024

Fiscal Year 2023/2024

OPERATING COSTS	OBJECT CODE	Head Start Budget	Head Start What we have spent	Balance
		5210	5210	
Certificated Salaries = Teachers, Administrators	1000's	530,156	331,654	198,502
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	205,028	149,003	56,025
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	272,918	212,045	60,873
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	42,648	44,990	(2,342)
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	301,734	177,662	124,072
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	90,000	0	90,000
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		22,401	21,230	1,171
Indirect Costs = 7.25% , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.	7000's	99,629	67,902	31,727
TOTAL OPERATING COSTS TO DATE		1,564,514	1,004,486	560,028
	% OF YEAR COMPLETED		75%	
	TOTAL BUDGET FOR 23/24	1,564,514	1,004,486	
	% OF BUDGET SPENT TO DATE		64.2%	

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

March 31, 2024

Fiscal Year 2023-2024

Certificated Salaries = Teachers, Administrators	1000's	256,504	187,502	69,002
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	173,377	109,821	63,556
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	187,287	133,867	53,420
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	35,906	36,576	(670)
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	109,801	101,064	8,737
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	0	0	0
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		14,702	13,045	1,657
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		51,453	42,186	9,267
TOTAL OPERATING COSTS TO DATE		829,030	624,061	204,969
% OF YEAR COMPLETED			75%	
TOTAL BUDGET FOR 23/24		829,030	624,061	
% OF BUDGET SPENT TO DATE			75.3%	

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	3205				22060
2	Lunches	1756	2152	2498	2959	2297	2121	2363	3067	3249				22462
3	Snacks	1576	1503	1434	1707	1386	1241	1344	1746	1842				13779
4	Total	5017	5699	6413	7596	5967	5458	6048	7807	8296				58301
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	\$ 20,228.77				\$138,852.04
7	HS/EHS % of all meals served	36%	35%	40%	38%	44%	39%	51%	58%	59%				
8	HS/EHS Meal Count	1,827	1,994	2,547	2,886	2,625	2,153	3,073	4,529	4,895				\$ 26,529.00

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 3/31/24
 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	3/1/24-3/31/24	Cal Card	\$ 1,379.00	Vicki Markss	Amazon	ACC Site Supplies
				\$ 372.57	Vicki Markss	Amazon	Staff Training Materials
				\$ 445.52	Vicki Markss	Walmart	AECEC Site Supplies
				\$ 5,411.00	Vicki Markss	Amazon, Oriental Trading, Walmart, Party City, Walgreens, Sam's club	Family Fair Supplies
				\$ 1,406.22	Vicki Markss	Amazon	All Sites - Supplies
				\$ 421.69	Vicki Markss	Amazon	CCC - Site Supplies
				\$ 281.86	Vicki Markss	Amazon	CELC - Classroom Supplies
				\$ 1,436.00	Vicki Markss	Learning Without Tears	CPLC-A Classroom Supplies
				\$ 92.47	Vicki Markss	Amazon	CPLC-B Classroom Supplies
				\$ 560.00	Vicki Markss	Amazon	WPLC-A Classroom Supplies
				\$ 192.80	Vicki Markss	Amazon	WPLC-B Classroom Supplies
				\$ 746.35	Vicki Markss	Amazon	WCC Site Supplies
			Messick's	\$ 40.41	Maintenance	Supplies	CELC- Building Supplies
			Messick's	\$ 7.25	Maintenance	Supplies	CCC- Infant Supplies
			Close Lumber	\$ 81.40	Maintenance	Supplies	AECEC - Grass Maintenance

4/16/2024
10:46 PM

Colusa County Office of Education

4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2023 - 3/31/2024

Volunteer	Service Type	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total
< No Site >											
Totals for < No Site >											
	Volunteers: 16	\$0.00	\$325.60	\$195.36	\$284.90	\$162.80	\$0.00	\$227.92	\$781.44	\$325.60	\$2,303.62
Arbuckle Children's Center											
Totals for Arbuckle Children's Center											
	Volunteers: 34	\$7,846.26	\$6,870.16	\$9,212.88	\$12,714.68	\$15,009.88	\$7,814.40	\$11,703.78	\$13,412.72	\$12,901.90	\$97,486.63
Arbuckle Early Care & Ed. Center											
Totals for Arbuckle Early Care & Ed. Center											
	Volunteers: 24	\$0.00	\$6,845.74	\$3,625.72	\$8,457.46	\$6,284.08	\$8,518.35	\$9,727.59	\$7,814.09	\$0.00	\$51,273.03
CHILDREN'S SERVICES											
Totals for CHILDREN'S SERVICES											
	Volunteers: 3	\$0.00	\$0.00	\$925.00	\$2,632.08	\$0.00	\$98,746.00	\$1,475.00	\$0.00	\$0.00	\$103,778.10
Colusa Children's Center											
Totals for Colusa Children's Center											
	Volunteers: 41	\$6,918.56	\$8,807.48	\$13,281.86	\$11,876.26	\$10,150.58	\$6,853.88	\$8,270.24	\$6,064.30	\$5,746.84	\$77,969.98
Colusa PLC A											
Totals for Colusa PLC A											
		\$0.00	\$7,407.40	\$3,198.50	\$9,113.56	\$7,065.52	\$3,996.74	\$12,348.38	\$4,517.70	\$0.00	\$47,647.80
Colusa PLC B											
Totals for Colusa PLC B											
		\$0.00	\$0.00	\$1,521.92	\$3,190.88	\$3,768.82	\$4,255.18	\$4,819.70	\$4,569.88	\$162.80	\$22,289.18
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	\$2,971.10	\$48,246.60
Williams PLC A											
Totals for Williams PLC A											
		\$204.27	\$3,947.90	\$6,507.28	\$6,121.28	\$6,105.00	\$211.64	\$6,902.72	\$6,756.68	\$0.00	\$36,756.75

Williams PLC B

Totals for Williams PLC B

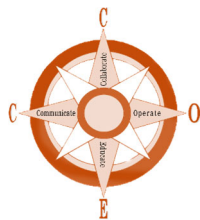
Volunteers:	9	\$.00	\$.00	\$.00	\$.00	\$.00	\$2,979.24	\$4,623.52	\$.00	\$.00	\$7,602.76
-------------	---	--------	--------	--------	--------	--------	------------	------------	--------	--------	------------

Totals for Colusa County Office of Education

Volunteers:	156	\$18,412.31	\$36,304.39	\$43,053.88	\$59,949.12	\$56,328.51	\$141,645.50	\$69,174.94	\$48,377.53	\$22,108.24	\$495,356.60
-------------	-----	-------------	-------------	-------------	-------------	-------------	--------------	-------------	-------------	-------------	--------------

Report Totals

Volunteers:	156	\$18,412.31	\$36,304.39	\$43,053.88	\$59,949.12	\$56,328.51	\$141,645.50	\$69,174.94	\$48,377.53	\$22,108.24	\$495,356.60	Requirement	% YTD	% Earned
												\$626,277	75%	79%



COLUSA COUNTY OFFICE OF EDUCATION

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

COLUSA COUNTY BOARD OF EDUCATION REGULAR MEETING

DATE: Wednesday, April 10, 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.

AGENDA

DECISION

- | | |
|---|--|
| <ul style="list-style-type: none"> 1.0 CALL TO ORDER <ul style="list-style-type: none"> 1.1 Pledge of Allegiance 2.0 ORDERING OF AGENDA 3.0 STAFF QUESTIONS AND COMMENTS 4.0 LETTERS AND COMMUNICATIONS 5.0 PUBLIC INPUT – <i>Items not on the agenda</i> 6.0 REPORTS FROM SUPERINTENDENT AND STAFF <p><i>Note: Bold indicates oral report</i></p> <ul style="list-style-type: none"> 6.1 Superintendent's Reports <ul style="list-style-type: none"> 6.1.1 Superintendent's Monthly Report 6.1.2 Superintendents Council – March Meeting 6.2 Administrative Services – Aaron Heinz 6.3 Student Services – Chuck Wayman 6.4 Technology Services – Alex Evans | <ul style="list-style-type: none"> information information information information |
|---|--|

Colusa County Board of Education

April 10, 2024, Agenda

Page 2

DECISION

- 7.0 BOARD QUESTIONS AND COMMENTS
 - 7.1 Board President’s Report information
 - 7.1.1 CSBA Region 4 March 27, 2024, Update Letter from County Representative David Patterson
 - 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 March 13, 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 First Reading: Board Policy information
 - 11.1.1 BP 5012 Appeals of District Expulsions
 - 11.1.2 BP 9270 Conflict of Interest (State Mandated Even-Year Review/Revision)
 - 11.2 First Reading and Renumbering: Board Procedure information
 - 11.2.1 BOP 5012 Expulsion Appeal Procedural Format – renumber as Exhibit A
 - 11.2.2 BOP 5012 Ex. D Findings, Decision and Order – renumber as Exhibit B
 - 11.3 Transfer the Following Procedures from Board Policy to the CCOE Expulsion Appeal Handbook and Parent Packet action
 - 11.3.1 BOP 5012 Ex. A Expulsion Appeal (receipt of appeal)
 - 11.3.2 BOP 5012 Ex. B Expulsion Appeal Request Form
 - 11.4 Remove the Following Procedure from Board Policy action
 - 11.4.1 BOP 5012 Ex. C Proof of Service by Mail
 - 11.5 Approve Setting the 2023-24 County Superintendent Salary action

Colusa County Board of Education

April 10, 2024, Agenda

Page 3

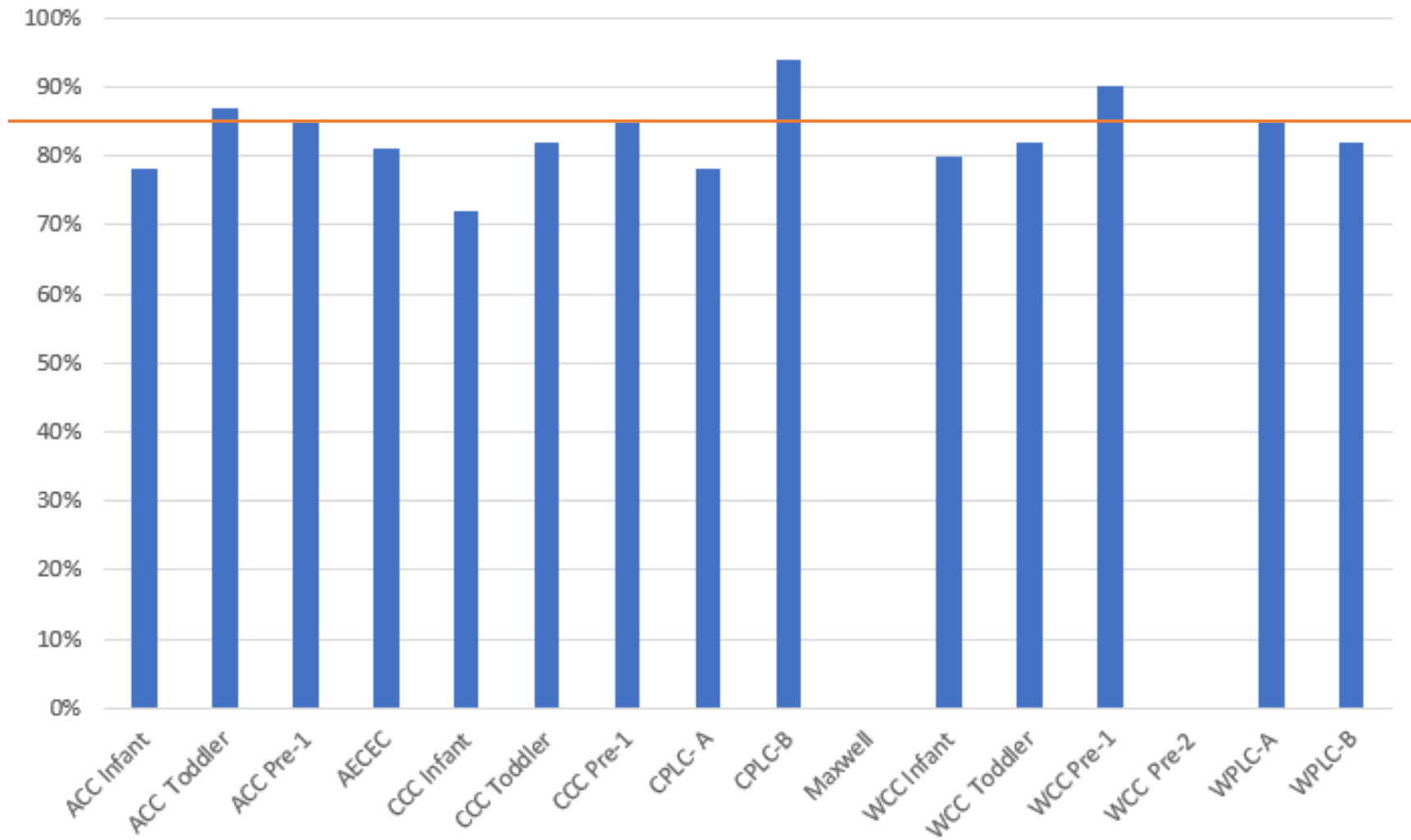
	<u>DECISION</u>
11.6 Approve HDV Employer Contribution Increase Recommendation	
11.6.1 County Superintendent of Schools	action
11.6.2 Board of Education	action
11.7 Approve CCBOE Sending Letter of Concern to CSBA regarding CCBE's dissolution	action
12.0 ADVANCED PLANNING	
12.1 Items to be Considered for the Next Board Meeting	
12.2 Next Regular Board Meeting	information
May 8, 2024, 4:00 p.m.	
345 5th Street, Colusa, Large Conference Room	
13.0 CLOSED SESSION	
13.1 Property Purchase Update and Future Projects	information
14.0 OPEN SESSION	
15.0 ADJOURNMENT	

4/1/2024																		
Week 1																		
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	CMIG
Arbuckle Children's Center Infants	4	8	6	6	1	5	1	2					4					
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									
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	7	4	7		1					8					
Colusa Children's Center Preschool	3/4	24	24	24	2				15		1							
Colusa Preschool Learning Center A (Part Day)	3/4	24	24	17	7				9	1							2	
Colusa Preschool Learning Center B (full day)	2/4	24	16	16	6				5									
Colusa Early Learning Center Infants	1/4	8			0		3											4

Colusa Early Learning Center Toddlers	1/3	8			0			1										
Maxwell Unified School District Pre-K	0/1	3	3	3	2				0								1	
Williams Children's Center Infants	3/4	8	6	6	1	4		2					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	4				9						3			
WCC Pre-2 (CMIG)	3/4	22	16	0	0													
Williams Preschool Learning Center A (8am-2pm)	4/4	24	24	17	5				15									
Williams Preschool Learning Center B	3/3	24	24	13	4				4								1	
EHS-HB #1 Vacant	0/1	14		0	0	0		1										
EHS-HB #2 Vacant	0/1	14		5		5		2										
		309	245	206	47	38	4	17	87	1	2	0	24	0	3	0	8	0
Needed to meet funded enrollment						-24			-9									
Over Income						61.29%	67.74%		90.63%	91.67%								
						2			6									

Yellow indicated enrollment affected by Staffing issues

March 2024 Attendance



Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text" value="09CH011054"/>			
5a. Federal Entity Identifier: <input type="text" value="N/A"/>			5b. Federal Award Identifier: <input type="text" value="09CH011054"/>		
State Use Only:					
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>			
8. APPLICANT INFORMATION:					
* a. Legal Name: <input type="text" value="COLUSA COUNTY OFFICE OF EDUCATION"/>					
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="946002149"/>			* c. UEI: <input type="text" value="VLFZLNLJW281"/>		
d. Address:					
* Street1:	<input type="text" value="345 5th St"/>				
Street2:	<input type="text" value="Ste B"/>				
* City:	<input type="text" value="Colusa"/>				
County/Parish:	<input type="text" value="Colusa County"/>				
* State:	<input type="text" value="CA: California"/>				
Province:	<input type="text"/>				
* Country:	<input type="text" value="USA: UNITED STATES"/>				
* Zip / Postal Code:	<input type="text" value="95932-2445"/>				
e. Organizational Unit:					
Department Name: <input type="text"/>			Division Name: <input type="text"/>		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:	<input type="text" value="Mrs."/>	* First Name:	<input type="text" value="Vicki"/>		
Middle Name:	<input type="text"/>				
* Last Name:	<input type="text" value="Markss"/>				
Suffix:	<input type="text"/>				
Title:	<input type="text" value="Director"/>				
Organizational Affiliation: <input type="text"/>					
* Telephone Number:	<input type="text" value="(530) 458-0350 x10313"/>		Fax Number:	<input type="text" value="(530) 458-0310"/>	
* Email:	<input type="text" value="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

Objectives	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year4	Year 5
<p><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></p> <p>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.</p> <p>Develop Succession and Onboarding Plans for all positions.</p> <p>Develop and implement a Coaching Plan.</p>					

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	Year 4	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	Year 4	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><i>To improve the overall quality and increase school readiness for all children and their parents.</i></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

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

Activities or Actions Steps to Meet Objectives Above:

Year #1:

-

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><i>Focus on empowering families through participation in their child's education and community engagement.</i></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. Enrolled children and families will have access to additional community resources to generate</p>					

Program Goal #4: Build Family Engagement and Community Collaboration

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

Activities or Actions Steps to Meet Objectives Above:

Year #1

-