



**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, January 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)

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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 October 25, 2023 Policy Council Meeting **Action**  
action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 4.0 Public Comments & Presentations **Informational**
- 5.0 Program Planning/Budget **Informational**
  - 5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report
- 6.0 Reports **Informational**
  - 6.1 Secretary's Report
  - 6.2 Classroom Reports by Policy Council Representatives
  - 6.3 Content Area Training
    - 6.3.1 Curriculum - Donyale Miller, Children's Services, Division Manager, Education
  - 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 the Ongoing Management System (Self-Assessment Process)

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

- 7.2 Approve the Internal Dispute (Impasse) Resolution Procedure

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

- 7.3 Approve the Recruitment Plan and Selection Criteria

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

8.0 Correspondence Informational

- 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)

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

12.0 Adjournment - TIME: \_\_\_\_\_



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**CHILDREN'S SERVICES**  
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(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, 24 de enero 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 25 de octubre del 2023

**Acción**

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

4.0 Comentarios del Público y Presentaciones Información

5.0 Planificación/Presupuesto del Programa Información

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

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 Plan de Estudios - Donyale Miller, Servicios de Niños, Gerente de División  
Educación

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 el Sistema de Gestión Permanente (Proceso de Autoevaluación)
- acción \_\_\_\_\_ moción \_\_\_\_\_ segunda \_\_\_\_\_ sí \_\_\_\_\_ no \_\_\_\_\_
- 7.2 Aprobar el Procedimiento de Resolución de Disputas Internas (Impasse)
- acción \_\_\_\_\_ moción \_\_\_\_\_ segunda \_\_\_\_\_ sí \_\_\_\_\_ no \_\_\_\_\_
- 7.3 Aprobar el plan de contratación y las prioridades de elegibilidad
- acción \_\_\_\_\_ moción \_\_\_\_\_ segunda \_\_\_\_\_ sí \_\_\_\_\_ no \_\_\_\_\_
- 8.0 Correspondencia Información
- 8.1 ACF-PI-OHS-24-01: Reporte Federal de los Formularios Estándar 425 y 428
- 8.2 Boletín de Administración 23-10: Implementación del Sistema de Puntuación de Evaluación en el Salón de Clases (CLASS) y el Entorno CLASS y Eliminación de la Escala de Calificación del Medio Ambiente para el Programa Preescolar del Estado de California (CSPP)
- 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
- 11.0 Planificación Avanzada
- 11.1 Próxima fecha programada para la reunión: 28 de febrero 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  
October 25, 2023**

**Policy Council Members Present:** Klarissa Espindola, Patricia Medina de Salazar,  
Maria L. Medina, Marisa Apaseo, and Astrid Fernandez

**Newly Elected Policy Council  
Member Present:** Laura Avila

**Other Members Present:** Michael P. West, Superintendent of School, Colusa County  
Office of Education - Board of One  
Serena Morrow, Board Member (Liaison)

**Staff Members Present:** Vicki Markss, Executive Director, Children's Services  
Rosa Talamantes, Fiscal Specialist  
Julie Rivera, Program Support Technician  
Lydia Navarro, Family Engagement Coordinator

**1.0 Call Meeting to Order**

Chairperson, Klarissa Espindola, called the meeting to order at 9:07A.M.

**2.0 Roll Call**

Chairperson, Klarissa Espindola took roll call.

**3.0 Approve the Minutes of August 23, and September 27, 2023 Policy Council Meetings**

Result: Approved  
Motion: Maria L. Medina  
Second: Patricia Medina de Salazar  
Ayes: Patricia Medina de Salazar, Maria L. Medina, Marisa Apaseo, and Astrid  
Fernandez

**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 classroom representative shared information about children learning about the building study. Astrid shared photos of the children's project creations.

## **6.3 Content Area Training**

### **6.3.1 Human Resources – Julie Rivera, Program Support Technician, Children's Services**

Julie Rivera 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. Currently has 30 students. The students are from Colusa High School. For more information contact Maria Apaseo at (530)458-0326 ext. 109. One Stop agency received a grant for dislocated workers. For more information contact the Colusa One Stop office.

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

- Landscaping at Education Village has been enhanced.
- Currently there is construction work to expand adult programs - five portable buildings will be installed. In addition, the IT department and Literacy for All will be moving into to the portables.
- Williams Alumni & Master Gardeners have different projects of planting in between Education Village and Woodland Community College.
- Fire Academy - Full fire fighter certification program will be starting classes in January 2024.
- Enrollment for citizenship, Adult Education and CNA classes are also taking place.
- Video interview Policy Council Representatives - Alissa Maas, Public Relations Coordinator, will be contacting Policy Council Representatives to see if they would like to share their experience in participating on the Policy Council.

## **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.

- Strive to be at 85% or above in attendance. A hiring event was held last month and nine people were recommended. Waiting on paperwork, fingerprints, etc.
- Health Specialist, has been conducting vision and hearing screenings for preschool children.
- Dental screenings for preschool children are also taking place.
- Career Night at Pierce High School, CCOE will be attending.
- Employment Recruitment - CCOE recruitment is also taking place at college campuses.
- 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](mailto:hr@ccoe.net)
- Safety improvements are taking place at all sites. Doors will be locked for children's and staff's safety. Doors will be unlocked at drop off/pick up times. Other times you will need to ring a doorbell.

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

Family Activity Nights were held for the all the programs. "Engaging Families in Mathematics" was the theme.

Currently recruiting in all the sites for new Policy Council Representatives. In the upcoming months before the holidays the will be flyers distributed for the Parent Café's and Teaching Pyramid (Social Emotional Strategies for Parents).

#### **7.0 New Business**

##### **7.1 Approve the SF-424: Carry Over Budget Application**

Result: Approved  
Motion: Maria L. Medina  
Second: Patricia Medina de Salazar  
Ayes: Patricia Medina de Salazar, Maria L. Medina, Marisa Apaseo, and Astrid Fernandez

#### **8.0 Correspondence**

None

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

Result: Approved  
Motion: Maria L. Medina

Second: Patricia Medina de Salazar  
Ayes: Patricia Medina de Salazar, Maria L. Medina, Marisa Apaseo, and Astrid Fernandez

CPLC A Representative - Laura Avila  
CPLC A Alternate - Nicol Stephenson  
CCC - Representative - Irene Cruz  
WPLC A - Representative - Astrid Fernandez  
WCC - Representative - Klarissa Espindola  
Community Representative - Marisa Apaseo, Colusa County One Stop

#### **10.0 Announcements**

None

#### **11.0 Advanced Planning**

11.1 Next Scheduled Meeting Date: November 15, 2023 at 9:00am  
(3<sup>rd</sup> Wednesday of the Month) Education Village - Room E-2

#### **13.0 Meeting Adjournment**

Meeting was adjourned at 10:09a.m.

Certificates of appreciation were distributed to all Policy Council Representatives in attendance at today's Policy Council Meeting.

Minutes by: Lydia Navarro, Family Engagement Coordinator



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

December 31, 2023

**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	198,694	331,462
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	205,028	96,618	108,410
<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	128,741	144,177
<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	27,161	15,487
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	301,734	91,405	210,329
<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	7,136	15,265
<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	39,857	59,772
<b>TOTAL OPERATING COSTS TO DATE</b>		1,564,514	589,612	974,902
<b>% OF YEAR COMPLETED</b>			50%	
<b>TOTAL BUDGET FOR 23/24</b>		1,564,514	589,612	
<b>% OF BUDGET SPENT TO DATE</b>			37.7%	

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

December 31, 2023

**Fiscal Year 2023-2024**

<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	256,504	119,995	136,509
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	173,377	75,560	97,817
<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	88,436	98,851
<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	27,590	8,316
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	109,801	51,880	57,921
<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	4,102	10,600
<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.		51,453	26,648	24,805
<b>TOTAL OPERATING COSTS TO DATE</b>		829,030	394,210	434,820
<b>% OF YEAR COMPLETED</b>			50%	
<b>TOTAL BUDGET FOR 23/24</b>		829,030	394,210	
<b>% OF BUDGET SPENT TO DATE</b>			47.6%	

	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							
2	Lunches	1756	2152	2498	2959	2297	2121							
3	Snacks	1576	1503	1434	1707	1386	1241							
4	Total	5017	5699	6413	7596	5967	5458	0	0	0	0	0	0	36150
	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							
6	Expected Reimbursement	\$ 11,535.91	\$ 13,210.47	\$ 15,746.55	\$ 17,794.46	\$ 14,087.43	\$ 12,505.95							
7	HS/EHS % of all meals served	36%	35%	40%	38%	44%	39%							
8	HS/EHS Meal Count	1,827	1,994	2,547	2,886	2,625	2,153							

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 12/31/2023

COLUSA COUNTY OFFICE OF EDUCATION



Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
9867	US Bank	12/01/23-12/31/23	Cal Card	\$ 71.71	Vicki Markss	Amazon	ACC T - Classroom Replacements
				\$ 13.03	Vicki Markss	Amazon	CCC P - Classroom Supplies
				\$ 15.65	Vicki Markss	Amazon	ACC - Site Staff Room Supplies
				\$ 15.65	Vicki Markss	Amazon	CPLC A - Carpet for Sensory Table
				\$ 11.30	Vicki Markss	Amazon	WCC P - Classroom Supplies
				\$ 36.76	Vicki Markss	Amazon	ACC - Site Office Supplies
				\$ 106.55	Vicki Markss	Amazon	WPLC A - Classroom Replacements
				\$ 351.14	Vicki Markss	Amazon	CELC - Toddler Classroom Supplies
				\$ 5.38	Vicki Markss	Amazon	ACC T - Classroom Replacements
				\$ 21.64	Vicki Markss	Amazon	WPLC B - Classroom Supplies
				\$ 80.30	Vicki Markss	Amazon	WPLC B - Classroom Consumables
				\$ 189.22	Vicki Markss	Amazon	CELC - Toddler Classroom Supplies
				\$ 225.12	Vicki Markss	Yellow Door	CELC - Infant Classroom Supplies
				\$ 225.12	Vicki Markss	Yellow Door	CELC - Toddler Classroom Supplies
				\$ 108.40	Vicki Markss	Walmart	CELC - Toddler Classroom Supplies
			Wayman's 76	\$ 236.36	Food Service Staff	Fuel	Food Transportation
			AlSCO Geyer	\$ 215.02	Maintenance	Supplies	ACC - Site Maintenance, Landscaping Sprinklers, and Cleaned Gutters
			AlSCO Geyer	\$ 19.55	Maintenance	Supplies	ACC - Batteries for Alarm System
			AlSCO Geyer	\$ 64.62	Maintenance	Supplies	ACC - Infant Classroom Yard Tree Treatment
			AlSCO Geyer	\$ 40.92	Maintenance	Supplies	WCC - Landscaping Supplies
			AlSCO Geyer	\$ 355.61	Maintenance	Supplies	CCC - Shampoo for Carpet and Mulch for Flower Beds
			AlSCO Geyer	\$ 259.57	Maintenance	Supplies	AECEC - Supplies for Water Dispensers, Site Maintenance
			AlSCO Geyer	\$ 23.91	Maintenance	Supplies	WCC - Carpet Shampoo
			AlSCO Geyer	\$ 13.99	Maintenance	Supplies	ACC - Preschool Shelves installation
			Messick's	\$ 23.89	Maintenance	Supplies	CCC - Preschool Toilet
			Messick's	\$ 18.48	Maintenance	Supplies	CCC - Batteries for Alarm
			Messick's	\$ 30.43	EPS	Supplies	CCC - I/T Broom with Dustpan

1/16/2024  
9:26 PM

## Colusa County Office of Education

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ChildPlus

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### 4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2023 - 12/31/2023

#### Colusa County Office of Education

< No Site >

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
Total		\$325.60	\$195.36	\$284.90	\$162.80		\$968.66

#### Arbuckle Children's Center

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
Total	\$7846.26	\$6870.16	\$9212.88	\$12210.00	\$12502.76	\$675.62	\$49317.68

#### Arbuckle Early Care & Ed. Center

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
Total		\$6845.74	\$3625.72	\$8457.46	\$781.44		\$19710.36

#### CHILDREN'S SERVICES

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
Total			\$925.00	\$2632.08			\$3557.08

#### Colusa Children's Center

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
Total	\$6918.56	\$8807.48	\$13281.86	\$11876.26	\$5632.88	\$3410.66	\$49927.70

#### Colusa PLC A

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
Total		\$7407.40	\$3247.34	\$3513.24	\$2621.08	\$3247.86	\$20036.92

#### Colusa PLC B

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
Total			\$1521.92	\$341.88	\$48.84		\$1912.64

#### Williams Children's Center

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
Total	\$3443.22	\$2100.12	\$4585.37	\$4491.69	\$5681.72	\$4541.98	\$24844.10

#### Williams PLC

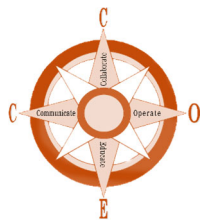
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
Total	\$204.27	\$3947.90	\$6507.28	\$6121.28	\$6056.16	\$211.64	\$23048.53

#### Williams PLC B

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
Total						\$276.76	\$276.76

#### Report Totals

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total	Requirement	% YTD	% Earned
Total	\$18,412.31	\$36,304.40	\$43,102.73	\$49,928.79	\$33,487.68	\$12,364.52	\$193,600.43	\$575,899	50%	34%



## 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, January 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

#### 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

#### 5.0 PUBLIC INPUT – *Items not on the agenda*

#### 6.0 REPORTS FROM SUPERINTENDENT AND STAFF

*Note: **Bold** indicates oral report*

##### 6.1 Superintendent's Reports

information

##### **6.1.1 Superintendent's Monthly Report**

##### **6.1.2 Superintendents Council – No December Meeting**

*No January Department Reports*

#### 7.0 BOARD QUESTIONS AND COMMENTS

##### 7.1 Board President's Report

information

##### 7.2 Board Liaison Reports

information

**DECISION**

**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 December 13, 2023, Annual Organizational Meeting and Regular Board Meeting action

9.2 Approve Minutes of the December 14, 2023, Contingency 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

10.5 Set 2024-25 Liaison Assignments action

**11.0 NEW BUSINESS**

11.1 Accept 2022-23 Financial Audit Report, Presented by James Marta & Co. – Jesse Deol, CPA, ARM action

11.2 Approve Board Resolution 23/24-04 Authorizing Application for State of California Department of Social Services Continued Funding Application action

11.3 CCBE Transition to CSBA Region 14 information

11.4 AI in Education Presentation information

**12.0 ADVANCED PLANNING**

12.1 Items to be Considered for the Next Board Meeting

12.2 Next Regular Board Meeting February 14, 2024, 4:00 p.m. 345 5th Street, Colusa, Large Conference Room information

**13.0 CLOSED SESSION**

13.1 Consideration of Property Purchase

**14.0 OPEN SESSION**

**15.0 ADJOURNMENT**

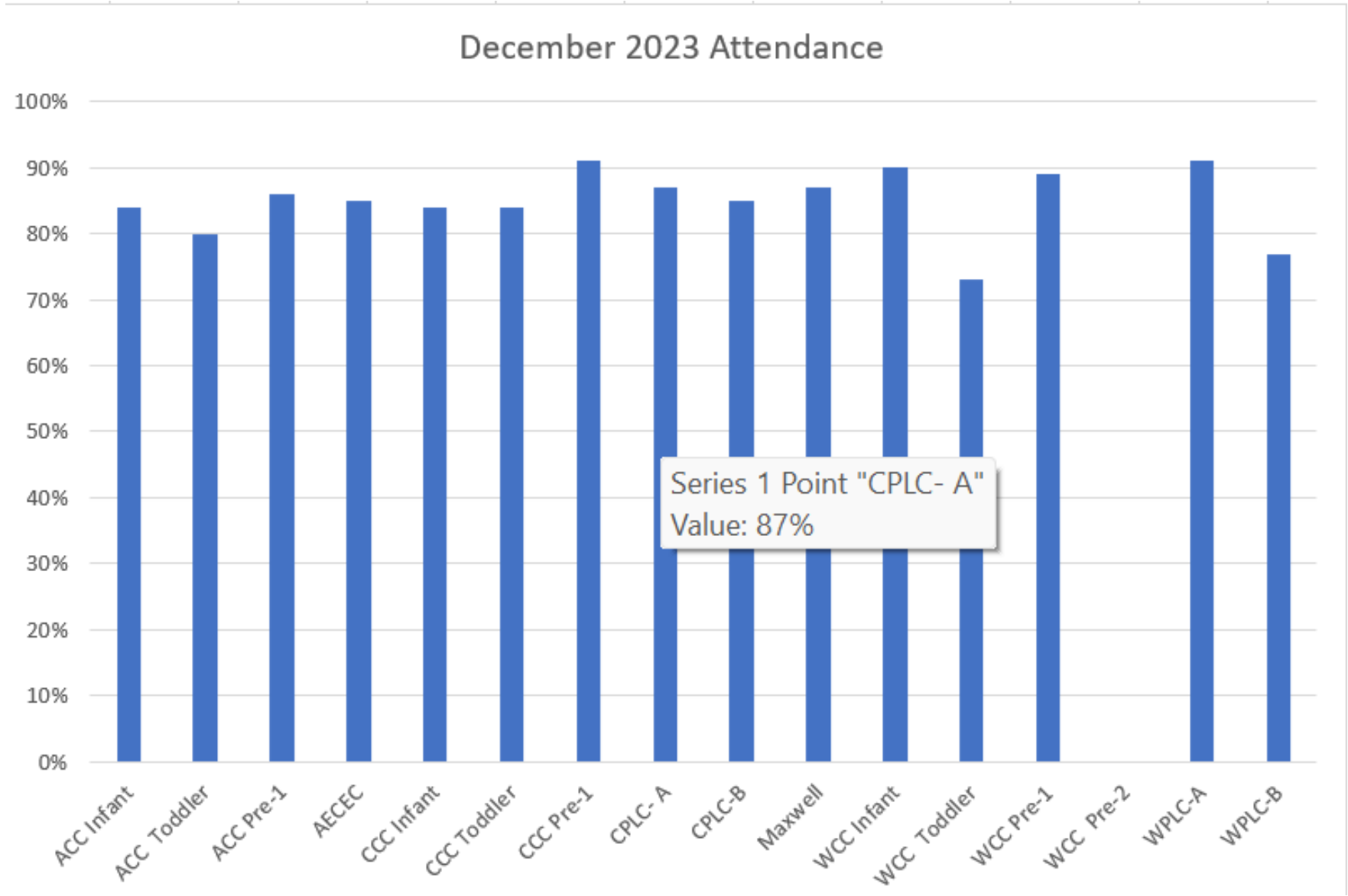
Children's Services Sites	Staff	Licensed Capacity	Current Capacity	Enrolled Children
Arbuckle Children's Center Infants	3	8	6	5
Arbuckle Children's Center Toddlers	3	8	8	9
Arbuckle Children's Center Preschool	4	24	24	18
Arbuckle Early Care & Education Center (8am-2pm) 1/8/24	4	24	24	20
Colusa Children's Center Infants	3	8	6	7
Colusa Children's Center Toddlers	3	8	8	8
Colusa Children's Center Preschool	4	24	24	16
Colusa Preschool Learning Center A (Part Day)	2	24	16	15
Colusa Preschool Learning Center B (full day)	2	24	16	15
Maxwell Unified School District Pre-K	0	3	3	3
Williams Children's Center Infants	2	8	6	6
Williams Children's Center Toddlers	2	8	8	8
Williams Children's Center 1 Preschool	4	24	24	19
WCC Pre-2 (CMIG)				0
Williams Preschool Learning Center A (8am-2pm)	4	24	24	13
Williams Preschool Learning Center B	3	24	24	9
EHS-HB #1 Vacant	0	14	0	0
EHS-HB #2 Vacant	0	14	5	5

287

230

176







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

### **Ongoing Management System**

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

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

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

### **Procedure for Achieving Program Goals:**

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

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

### **Monitoring Program Performance**

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

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

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

- Child assessment aggregated data
- Professional development data



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

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

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

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

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

### **Management System:**

#### **❑ Communication**

- ✓ Weekly Executive Team meetings
- ✓ Monthly Leadership meetings
- ✓ Professional Development In-Service All Staff Days scheduled two times per year
- ✓ Pre-Service-Content Area trainings
- ✓ Monthly Professional Development / Division meetings
- ✓ Annual Timeline
- ✓ Monthly case management
- ✓ Annual Self-assessment
- ✓ Monthly with CCOE Administrative Services

#### **❑ Fiscal Management**

- ✓ Monthly updates to the Executive Team (budget, expenditures, encumbrances, state earning projections)
- ✓ Monthly financial reports submitted to Policy Council/BO1
- ✓ Fiscal accountability for continued funding
- ✓ Monthly Non-Federal Share-In-Kind contribution reports
- ✓ Annual financial audit by outside agency with written report

#### **❑ Human Resources Management**

- ✓ Monthly personnel reports including staff vacancies, community outreach, and volunteers
- ✓ Employee Orientations and Surveys
- ✓ Annual Employee Performance Evaluations
- ✓ Review of CPR & First Aid, college course units/transcripts and required qualifications
- ✓ Standards of Conduct



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

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



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

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



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

### ❑ **Facilities**

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

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

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

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

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

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

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

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



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

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

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

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

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



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

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





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

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

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

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

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

An impasse occurs when:

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

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

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

The notice shall include:

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

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



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- (d) Failure to Designate Panel Member: If the County Office or the Policy Council fails to designate an impasse panel member within seven (7) days of receipt of Notice of Impasse, that party shall be in default, and such failure shall be construed to be approval of the County Office or Policy Council's proposed action.
  - (e) Preliminary Matters:
    - (1) The impasse panel shall schedule the hearing within twenty (20) days after the chairperson has been selected.
    - (2) The hearing shall be held on neutral grounds, and be a place convenient to both parties.
    - (3) The County Office and the Policy Council shall designate one and only one of its members to represent them at the proceedings.
    - (4) A copy of the Federal Register dated Monday, September 8, 1980, Part III Department of Health and Human Services, Office of Human Development Services, Head Start Policy Manual Amendment will be given to each panel member.
3. POST HEARING PROCEDURES AND DECISIONS
- (a) The impasse panel shall issue its findings within fifteen (15) days after the panel meeting. Copies shall be sent promptly to the County Office, the Policy Council and the regional office.
  - (b) The findings shall be implemented as a resolution of impasse, upon condition that the findings do not conflict with any Education Code, regulations or laws; both parties to the impasse will agree to the decision. Failure to abide by the final decision is grounds for suspension and funding of the Head Start program.
4. APPROVAL OF IMPASSE POLICY
- This Impasse Policy has been approved by the Colusa County Superintendent of Schools and the Colusa County Office of Education Head Start Policy Council.

**Timeline:** Reviewed annually

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



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

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

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

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

#### **1. DEFINICIÓN DE PUNTO MUERTO**

Se ocurre un punto muerto cuando:

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

#### **2. PROCEDIMIENTO DE PUNTO MUERTO**

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

La notificación deberá incluir:

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

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

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

- (d) Incumplimiento de no designar miembro del Panel: Si la Oficina del Condado o el Concilio de Pólizas falla en no designará un miembro de panel de punto muerto dentro de siete (7) días del recibo del aviso de Punto Muerto, será una falla, y esto se interpretará como aprobación de la Oficina del Condado o del Concilio de Pólizas de la acción propuesta.
- (e) Cuestiones preliminares:
  - (1) El panel de punto muerto deberá programar la audiencia dentro de los veinte (20) días después de que el Presidente ha sido seleccionado.
  - (2) La audiencia será realizada en un lugar neutral y en un lugar conveniente para ambas partes.
  - (3) La Oficina del Condado y el Concilio de Pólizas designará uno y sólo uno de sus miembros para que los represente en el procedimiento.
  - (4) Una copia del Registro Federal con la fecha de lunes, 08 de septiembre de 1980, parte III Departamento de Salud y Servicios Humanos, Oficina de Servicios de Desarrollo Humano, Enmienda de Manual de Pólizas de Head Start se dará a cada miembro del panel.

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

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

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

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

**Plazo:** Revisado anualmente

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

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Superintendente de Escuelas del Condado de Colusa de

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Fecha

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

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Fecha



## CCOE – Children's Services

### HEAD START/EARLY HEAD START ERSEA RECRUITMENT PLAN

CCOE-Children's Services views recruitment as a direct correlation to program enrollment. Recruitment takes place every day, however, mass recruitment and recruitment events, and resources will be determined prior to each program year. This plan oversees the Eligibility, Recruitment, Selection, Enrollment, and Attendance plans for all children in our programs.

#### **Staff Responsible:**

The Family Services Division Manager will oversee the areas of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA), and the Recruitment Coordinator has the direct responsibility for organizing and implementation of all recruitment efforts and ensuring a successful recruitment plan is in place for the program. The Recruitment Coordinator holds the direct responsibility for recruitment activities, with the Family Services Supervisor and the Program Services Assistants supporting in the recruitment for and promotion of CCOE Children's Services child care programs. In addition, other CCOE-Children's Services employees will take active roles in organizing and participating in recruitment activities that may occur outside of the mass recruitment period.

#### **Organization of Recruitment Efforts:**

The Family Services Supervisor will support the Recruitment Coordinator in developing and maintaining a Recruitment Event Calendar and a Recruitment Tracker to document efforts and to schedule recruitment activities. The Recruitment Coordinator and the Program Services Assistants will maintain monthly the Recruitment Tracker and list each business/organization that were visited and the type of recruitment provided. The Recruitment Tracker will be included in reporting during monthly Leadership Team meetings and Division meetings.

#### **ERSEA Committees:**

On an annual basis, in February, the recruitment process will be reviewed, evaluated and revised as needed by the ERSEA "Advisory" Committee which is led by the Family Services Division Manager and the Recruitment Coordinator and is made up of the Family Services Supervisor, Education Supervisors and Program Services Assistants. This committee will provide updates on regulations and standards, provide comprehensive input for a more efficient process. Recommendations and any changes will be presented to the Leadership Team for review and submitted to the Policy Council for approval in February/March. The following data will be reviewed:

- The Recruitment Plan/Annual Timeline
- The Application and Head Start and Early Head Start Selection Criteria Worksheet
- The Recruitment Tracker from the previous year
- Monthly Enrollment/Application submissions from the previous year

An ERSEA “Recruitment” Committee will support recruitment efforts throughout the entire service area and identify specific areas for focused recruitment as needed. The Recruitment Coordinator will lead monthly meetings that are made up of members from the ERSEA Advisory Committee and may also contain (based on availability) Content Area Specialists and Coordinators, Foster Youth Coordinator, Teachers, Data Clerk, Education Program Supervisors and community representatives. The Recruitment Coordinator will provide updated flyers, posters, and materials to the recruitment committee and ensure packets are created prior to meetings. All recruitment materials must receive prior approval from the Executive Team and will be disseminated from the main office to be used for ERSEA purposes.

### **Recruitment Efforts**

During the February meeting, the ERSEA Recruitment Committee will submit lists of local community service agencies/businesses/service providers located throughout the county that provide services to families that may meet eligibility criteria requirements. Committee members will be placed in teams. The teams will identify a team leader and plan a calendar. Each team will make personal visits to community partner agencies that provide services and provide recruitment materials, including but not limited to flyers, posters, brochures, etc.

Inquiries will be tracked using Child Plus Report 2035 (Pre-Application Grid) and compared with the Recruitment Tracker to inform the committee of the success of each recruitment event.

#### **Recruitment at Local Community Service Agencies:**

The Recruitment Coordinator will support the Program Services Assistants in continuing to update distributed recruitment materials including, but not limited to. banners, flyers, posters and floor standing signs, brochures, handouts, Public Service Announcements and public displays. The Recruitment Coordinator will support the Program Services Assistants in maintaining adequate recruitment materials and resupplying community partner agencies and businesses with recruitment materials when needed. All recruitment activities will be documented on the Recruitment Tracker.

#### **Recruitment Within Current Programs and Policy Council Involvement:**

The Family Services Supervisor and/or Program Services Assistants will ensure applications are available at all CCOE-Children’s Services sites. Application packets should be accessible to all potential applicants. A QR code directing families to the CCOE website and the on-line inquiry link will be added to recruitment materials. The Program Services Assistants will be prepared to provide immediate information and/or possible application interviews (time permitting) to persons who walk in. Staff are asked to avoid asking potential participants to go elsewhere for assistance or information. Families are able to inquire about our programs by telephone at all times and should be able to leave a message if calling after work hours. Inquirers are encouraged to leave a telephone message on a designated extension and telephone calls are returned by the appropriate staff. Parental involvement is another way to refer eligible families. Brochures and recruitment materials will be handed out to parents and distributed during Policy Council meetings, Parent meetings and Provider trainings.

A-frame posters and banner displays will be displayed at all centers and rotated on a monthly basis to other locations in the community. QR codes on the recruitment material will direct scans to the CCOE-CS website and the on-line portal for completing an inquiry.

**Recruitment of Children with Special Needs:**

The Special Needs Coordinator and Recruitment Coordinator will work together to distribute a recruitment folder and recruitment materials, posters, brochures, etc. to all agencies that provide services to children with disabilities within the service area, as well as for services outside of the area. The Special Needs Coordinator and Family Services Supervisor will ensure all inquiries/referrals of children with disabilities are maintained to determine eligibility for programs.

**Recruitment and Participation at Community Events:**

CCOE-Children's Services will participate in community events throughout the program year that are focused on children and families. Community event participation will include the annual Family Fair, Community Baby Shower, Ampla Health Fair, Kindergarten Registration events, The Colusa County Fair and other community events. The ERSEA Recruitment committee will identify community events to participate in and assist with organization of each event.

CCOE-Children's Services vehicles will be used as mobile advertisement. CCOE-Children's Services name will be prominently displayed on all vehicles and meal delivery vehicles. All vehicles will be supplied with agency brochures and recruitment materials to promote all efforts.

**Web-Based Recruitment:**

The CCOE-Children's Services website includes access to online applications. The Recruitment Coordinator will submit flyers and posters to the CCOE Communications and Public Relations Coordinator regularly to promote recruitment and enrollment efforts on the website and social media.

**Recruitment Materials:**

Posters, brochures, flyers, and recruitment materials, etc. will be utilized at community events and for distribution. A presentation table with tablecloths and floor standing posters and program posters will be used at events to exhibit a positive and professional image. The posters will be placed in churches, agencies, schools, businesses, etc. when not being used as part of community events to increase awareness about our programs as determined by the Family Services Supervisor /Recruitment Coordinator/Program Services Assistants. Employees will wear CCOE Identification badges and when possible, will wear CCOE-Children's Services shirts with logo.

**Recruitment & Outreach:**

The mass recruitment and outreach efforts will begin in February/March and include:

- Radio and Public Service Announcements both in English and Spanish
- Newspaper and Press Releases
- Talk to current parents about enrolling eligible siblings.
- Visit agencies and provide flyers, posters, recruitment materials, brochures
- Outreach tables at selected sites in recruitment areas



- Contact Elementary School offices to provide recruitment materials/activities for upcoming year. Attend Kindergarten Registration in each district.
- Attend School open houses and Parent nights at the local schools
- Recruitment Flyers distributed to selected public primary and elementary schools (K-6 grade)
- Informational inserts may be mailed through Social Services with monthly checks
- Posters will be distributed and displayed throughout the county and include apartment complexes.
- Flyers will be distributed to current Head Start parents to inform them of recruitment efforts
- CCOE Website and social media sites
- Contact will be made with community agencies and collaborative partners (see *Places to Recruit* document)
- Special Needs Coordinator will contact agencies such as, but not limited to, SELPA and Alta Regional
- Families will be contacted to reapply for Head Start using the Centralized Eligibility Lists (CEL) that are generated for these two situations: children who did not get into the program for the current school year but are still age eligible to apply for the next year, and the eligible siblings list
- Door to door recruitment if need is determined by the Community Assessment

### **Staff Training:**

Program Service Assistants, Data Support Assistant, Education Program Supervisors and key education staff will receive training from the Family Services Supervisor in the following specific topics:

- A. Application and Enrollment Training when hired and in February/March
  - How to complete the Application and Selection Criteria worksheet
  - The data entry systems
  - Review process for returning children for next program year
  - How to complete the enrollment packet and new forms and file formats
  - System for completion of health requirements
  - Numbers of completed applications needed per community/location
  - Process of closing files and maintaining confidentiality
- B. The Family Services Supervisor will provide training prior to mass recruitment and mass enrollment activities.
- C. File Breakdown Training in September
  - Review of file system: Child/Family Binders and distributing paperwork U:\OHS and State Directives\Underenrollment Initiative\P and P documents\CCOE-CS Recruitment Plan 2023-2024.docx appropriately
  - Files closed and to storage in October.

The Family Services Division Manager and Family Services Supervisor will provide training on ERSEA systems and related procedures during Pre-Service and In-Services trainings as identified.

### **HEAD START AND EARLY HEAD START SELECTION CRITERIA SYSTEM**

The formal process used for the selection of children will be referred to as the Head Start and Early Head Start Selection Criteria System. Selection criteria will be established in the following categories:

1. Age
2. Income
3. Parental Status
4. Special Selection Criteria  
(Subcategories reflective of Head Start Act)
5. Special Needs Criteria

As a part of the application process, children will be assigned priority points at the time of the application using the Head Start and Early Head Start Selection Criteria worksheet. The number of points assigned by staff is determined and is entered into the data system (Centralized Eligibility List). The Centralized Eligibility List will produce a wait list in order of each child's priority ranking.

#### **Selection:**

The selection will take place in the month of April (this date changes annually 120 days prior to beginning day of the following year). Eligible children will be selected for each center according to their priority ranking on the data system report and the number of allotted slots for each center (contingent upon the number of returning children). The children selected will be contacted for enrollment. All other Applications will remain on the Centralized Eligibility List (CEL). Over income, slots will be filled based on priority points and after the eligible list of children has been exhausted. Selection is ongoing as vacancies occur in year-round programs. Children with documented disabilities will be placed in the least restrictive environment. Classroom composition and individual child needs will be considered to ensure appropriate placement.

#### **Enrollment Applications:**

The Program Services Assistants complete all application packets for all program options. Once completed, applications are provided to the Family Services Supervisor for review. All completed applications are maintained utilizing Child Plus and the Centralized Eligibility List database and monitored by the Family Services Division Manager and the Family Services Supervisor. Applications are completed and accepted throughout the year for the most current program year (parents need to keep application up to date). The Program Services Assistants are available to assist parents with the application process. The application is accompanied with the Head Start and Early Head Start Selection Criteria Worksheet and a list of documents that are needed for completion.

Applications are accepted on an ongoing basis throughout the school year due to year-round programs. Applications received after the selected date in April will be considered *Applications on File* and those children will be placed on a Wait List or enrolled as space becomes available.

Program Services Assistants will provide a list of all currently enrolled children, cover sheets and labels for each child to each part-day classroom teacher on the first day of preservice. For full-day programs, this will occur at least three days prior to the child's first date of attendance.

**Enrollment Process:**

On the selected April date, the enrollment process begins after selection has taken place. Data system reports will be generated to assist selected staff to contact selected families to schedule an enrollment appointment. At the enrollment appointment, the parent will be assisted by a trained staff member to fill out the forms included in the enrollment packet. After the enrollment appointment, staff will work closely with the families to ensure that all health requirements and necessary documents are completed before the first date of attendance. As information and documentation are received, it is entered into the data entry system; reports are frequently printed for selected staff in order to know the complete/incomplete status of children. The PSA will provide the Teacher with the education file enrollment documents and child file cover sheets prior to the enrolled child attending class.

Intakes/enrollments are ongoing as vacancies occur in year-round programs.

**Placement:**

By the end of July, children who were accepted into the program and have completed all the necessary requirements and documentation will be assigned to class sessions and home-based options. Accepted children who have not completed the necessary requirements and documentation by the day prior to the first date of attendance may be moved to the Wait List.

Vacancies in the class sessions will be filled from the Wait List with children who have completed all the necessary documentation within 30 days. Selection criteria will decide which child is next when all the children on the Wait List have completed all necessary requirements. The oldest child will be the next criterion in the event of a tie of priority points followed by the child with the lowest income when choosing which child is placed first. If two or more children are tied in criterion regarding both age and income, the next criterion will be Dual language learners, then Special Needs followed by the date applied (oldest application first).

Placement is ongoing as vacancies occur in year-round programs.

**Orientation:**

In August, all families who have an enrolled child will be invited to attend a small group orientation at the centers with the appropriate staff. This orientation will occur before class begins or as needed throughout the year with individual orientations being held with newly enrolled children.

**Evaluation:**

In November, there will be an evaluation of the recruitment/enrollment process which just took place. There will be a review of what worked, what didn't work, and an opportunity for staff to brainstorm ideas/suggestions for improvement for both the EHS and HS programs. The following February, meeting minutes from the November Evaluation Meeting, as well as the current Recruitment Plan and Head Start and Early Head Start Selection Criteria Worksheet, will be reviewed as the new recruitment year begins. If any changes to the Recruitment Plan or the Head Start and Early Head Start Selection Criteria Worksheet are requested or necessary, the amended

Recruitment Plan and the amended Head Start and Early Head Start Selection Criteria Worksheet will be brought before the Policy Council in February/March for approval.



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

### SELECTION CRITERIA

#### EARLY HEAD, HEAD START and PREGNANT MOMS

Points may be awarded based on family/child circumstances. Check all that apply.

CHILD'S NAME: _____	TODAY'S DATE: _____		
DOB: _____	STAFF'S INITIALS: _____		
Circumstances	Points	Points Awarded	Comments
<b>Age Selection Criteria</b>			
4 Years of age by September 1st	150		
3 Years of age by September 1st	50		
2 Years of age by September 1st.	43		
Pregnant Mom	37		
<b>Income Selection Criteria</b>			
Income Eligible at 100%	97		
Income Eligible at 130%	77		
Over Income	0		
*Government Based Programs (SNAP, Medical, TANF)	97		
*SSI Income Eligible	97		
*SSI Over Income	57		
<b>Parental Status</b>			
*Referral (Adoption in Progress, Bridge Program, CPS)	97		
Single Parent	75		
Parent under 18 yrs old	102		
*Grandparent/Legal Guardian	55		
*Parent Incarcerated/Domestic Violence/Substance Abuse	77		
Current CCOE-Children's Services Employee	37		
<b>Special Selection Criteria</b>			
Mckinney Vento Act (Migrant Housing)	97		
Identification of Dual Language Learner	57		
Parent has less than High School Education	37		
*Sibling or Parent Diagnosed with Special Needs (57 points for first family member, 20 points to additional members)	57-97		
Family previously enrolled in EHS/HS (1 yr ago)	37		
*Referral from MDT, Behavioral Health/Qualified Licensed Professional or Special Education/Alta Regional	77		
<b>Special Needs Criteria</b>			
This section to be filled by Special Needs Coordinator or Family Services Supervisor	√ if yes		
Parent Suspects Child Disabilities	37		
*IFSP/IEP 1 Service	97		
*IFSP/IEP 2 Services	122		
*IFSP/IEP 3 Services	172		
*IFSP/IEP 4 Services	222		
<b>Grand Total</b>			

\*Documents must be provided

\*updated on 1/10/24

# Federal Reporting of Standard Forms 425 and 428

## ACF-PI-OHS-24-01

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-PI-OHS-24-01	2. Issuance Date: 01/09/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Federal Reporting Changes; Financial Reports; SF-425; Expenditures; Tangible Personal Property Reports; SF-428	

## PROGRAM INSTRUCTION

**TO:** All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

**SUBJECT:** Federal Reporting of Standard Forms 425 and 428

### INSTRUCTION:

This Program Instruction (PI) notifies recipients of the submission requirements for Federal Financial Report Standard Form (SF)-425 for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS) and SF-428 for tangible personal property. HHS has adopted 2 CFR §200.344 <<https://www.ecfr.gov/current/title-2/subtitle-a/chapter-ii/part-200/subpart-d/subject-group-ecfr682eb6fbfabcd2/section-200.344>> for the closeout of federal awards. As such, the liquidation period for closeout is now no later than 120 calendar days after the end of the period of performance (i.e., project period). This only applies to the closeout of the project, not budget periods within the project. The frequency of report submission is updated with details identified below.

This PI supersedes ACF-PI-HS-17-04.

### Submission of Federal Financial Report SF-425

All Head Start recipients are required to submit financial reports detailing the expenditures incurred for their awards. Filing requirements for most recipients are satisfied using the Federal Financial Report SF-425. Recipients currently submit three SF-425 reports for a 12-month budget period.

Federal awards that have budget periods starting on or after October 1, 2023, will only be required to submit a semi-annual and an annual report for a budget period. Generally, awards are for a 12-month budget period. Semi-annual and annual reports are cumulative, covering either 6 or 12 months of

expenditures, respectively.

Note the following important conditions:

- SF-425 reports are due as required in the award terms and conditions.
  - Reports will be due on one of the standard dates or at the end of a calendar quarter as determined by ACF. *See Table 1.*
- Unless otherwise instructed, such as through the terms and conditions or a special condition on the Notice of Award, all recipients are expected to submit two reports for each budget period.
  - Annual reports are due 90 days after the end of the applicable budget period.
  - Final reports for the project are due no later than 120 calendar days after the end of the project period.
- Box 12 of annual and final reports must include the following:
  - Total Amount of U.S. Department of Agriculture (USDA)/Child and Adult Care Food Program (CACFP) Reimbursement: \$\_\_\_\_
  - Total Development and Administrative Expenditures: \$\_\_\_\_
  - If an unobligated balance of federal funds is being reported on line 'h', the recipient must provide a breakdown of total federal expenditures for each 'FY-ACCOUNT NO' as per box 34, Accounting Classification Codes, on the Notice of Award for the budget period.
  - If program income is being reported on line 'l', the recipient must provide the source of program income

To understand reporting due dates, see the table below.

**Table 1. Find the month in which your Head Start budget period begins in Column 1 and then read across that line.**

<b>Budget Period Begins</b>	<b>Report Cumulative Costs Through</b>	<b>Semi-Annual SF-425 Due</b>	<b>Report Cumulative Costs Through</b>	<b>Annual SF-425 Due</b>	<b>Final SF-425 Due</b>
<b>January 1</b>	June 30	July 30	December 31	March 31	April 30
<b>February 1</b>	July 31	August 30	January 31	May 1	May 31
<b>March 1</b>	August 31	September 30	February 28/29	May 30	June 28
<b>April 1</b>	September 30	October 30	March 31	June 30	July 29
<b>May 1</b>	October 31	November 30	April 30	July 30	August 28
<b>June 1</b>	November 30	December 30	May 31	August 30	September 28

<b>Budget Period Begins</b>	<b>Report Cumulative Costs Through</b>	<b>Semi-Annual SF-425 Due</b>	<b>Report Cumulative Costs Through</b>	<b>Annual SF- 425 Due</b>	<b>Final SF-425 Due</b>
<b>July 1</b>	December 31	January 30	June 30	September 30	October 28
<b>August 1</b>	January 31	March 1/2	July 31	October 30	November 28
<b>September 1</b>	February 28/29	March 30	August 31	November 30	December 29
<b>October 1</b>	March 31	April 30	September 30	December 30	January 28
<b>November 1</b>	April 30	May 30	October 31	January 30	February 28
<b>December 1</b>	May 31	June 30	November 30	March 1/2	March 30

## **Submission of Tangible Personal Property Report SF-428**

Recipients are required to provide Tangible Personal Property Report SF-428 and SF-428B, and SF-428S if needed, not later than 120 days after the close of the project period. Recipients are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions. The SF-428 forms and instructions <<https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>> can be found at Grants.gov.

Direct questions related to fiscal reporting and other administrative requirements to the assigned grants management specialist identified in the Head Start Enterprise System. Please contact your PMS (Payment Management System) representative should your program require assistance with PMS (Payment Management System) accounts.

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 Program Instruction:**

Federal Reporting of Standard Forms 425 and 428  <</sites/default/files/pi/downloads/acf-pi-ohs-24-01.pdf>> (66.31 KB)







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## Management Bulletin 23-10

Guidance on implementation of the Classroom Assessment Scoring System (CLASS) and CLASS Environment in the California State Preschool Program.

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### Early Education Division

**Subject:** 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)

**Number:** 23-10

**Date:** December 2023

**Expires:** Until rescinded or regulations are promulgated

**Authority:** Section 106 of Senate Bill (SB) 114 (Chapter 48, Statutes of 2023) and Assembly Bill (AB) 102 (Chapter 38, Statutes of 2023)

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

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### Purpose

This Management Bulletin (MB) notifies and provides guidance to California State Preschool Program (CSPP) contractors of the requirements to phase in implementation of the Classroom Assessment Scoring System (CLASS®) and the CLASS® Environment Tool and removes current requirements for contractors to complete the Environment Rating Scale (ERS). In order to strengthen teacher-child interactions and support quality improvement, this MB also preserves certain environmental requirements for CSPP, that were formerly included in the ERS and not included in either CLASS, CLASS Environment, or licensing/license-exempt regulations.

### Policy

This MB makes changes to the requirements in *California Code of Regulations*, Title 5 (5 CCR) Section 17711 in order to implement Section 106 of Senate Bill (SB) 114 (Chapter 48, Statutes of 2023). As of July 1, 2024, contractors will no longer be required to complete an ERS annually, as part of the Program Self Evaluation (PSE) and as part of a contract monitoring review.

Instead, beginning July 1, 2024, all CSPP contractors will be required to implement CLASS Second Edition Pre-K-3rd, the CLASS Environment, and additional requirements as specified below in this MB in the section entitled “Additional Requirements for CSPP.” CLASS® Pre-K-3rd and CLASS Environment will be implemented through a graduated phase-in approach beginning in 2024–25, with full implementation in program year 2028–29.

At this time, the CLASS tools, including data generated by the implementation of the CLASS tools, will not be used by CDE to determine a finding during contract monitoring. Instead, CLASS will be used to help identify where additional support is needed for continuous quality improvement in CSPP. However, as described below in the “Scores” section, the CDE will be considering adding a minimum score threshold for CLASS in the future through subsequent regulations.

CLASS data should be used by CSPP programs to inform professional development, coaching, and other continuous quality improvement efforts. **Contractors shall not use CLASS scores to evaluate staff competency. If violations of state or federal law are observed during a CLASS and/or CLASS Environment Observation, the person observing shall continue to follow all applicable laws.**

The Implementation sections of this MB below further detail current directives. This MB shall apply until regulations are promulgated or the MB is superseded by another MB, whichever occurs first.

## Definitions

For the purposes of this MB, the following definitions apply:

“Teachstone” means Teachstone, Inc, a Virginia Corporation, and affiliates, if any.

“CLASS” means the Classroom Assessment Scoring System®, Second Edition Pre-K-3rd, developed by Teachstone, which measures the quality of teacher-child interactions.

“CLASS Environment” means the observation tool developed by Teachstone and used alongside CLASS to describe and measure specific features of learning settings that can support effective interactions and enhance children’s development and learning.

“Certified CLASS Observer,” or “Observer,” means someone who has completed the training to become a CLASS observer, passed the CLASS certification test, and has an active CLASS certification from Teachstone. Note: A Certified CLASS Observer conducting a CLASS Observation in a CSPP classroom to meet the requirements of this MB must also meet additional requirements as specified below in “Requirements for CSPP CLASS Observers” Section.

“CLASS Observation” means at least three cycles of observation by a certified CLASS observer.

“Cycle” means a 20-minute observation period and a 10-minute scoring period conducted as part of a CLASS Observation.

“CLASS Environment Observation” means conducting the CLASS Environment tool as defined above. The CLASS Environment Observation is done in addition to the CLASS Observation’s three cycles as defined above.

“CSPP Classroom” means a group of children and teaching team. See chart below for examples:

Scenario	Number of Classrooms	Rationale
Full-day preschool in center or family childcare setting; one group of children and one teaching team	1	This is one CSPP classroom, the children and the teaching team are the same for the whole day
Full-day preschool in center or family childcare setting; one group of children with the same lead teacher, but different teaching team	1	This is one CSPP classroom, the children and the lead teacher are the same, though the teaching team changes
AM preschool + PM preschool in center or family childcare setting; different children and same teaching team	2	This is two CSPP classrooms; even though the teaching team is the same, the children are different
AM preschool + PM preschool in center or family childcare setting; different children and same lead teacher but different supporting staff	2	This is two CSPP classrooms; even though the lead teacher is the same, the children and support staff are different
AM preschool + PM preschool in center or family childcare setting; using the same physical classroom at different times, different children and different teaching teams in AM and PM	2	This is two CSPP classrooms; different children and different teaching teams

“License exempt classroom” means a classroom that is exempt from licensure pursuant to *Health and Safety Code (H&SC) Section 1596.792(o)*.

## CLASS: Implementation

### CLASS Tool

Beginning on July 1, 2024, for the 2024–25 program year, all CSPP contractors are required to use the CLASS tool as defined above to observe CSPP classrooms, except as described below in the section titled “Allowances for Head Start Grantees and Contractors Participating in QRIS.”

## **CLASS Observations**

CLASS will be implemented with a graduated phase-in approach beginning in 2024–25, that will allow time for the state and contractors to increase CLASS Observation capacity until full implementation in program year 2028–29. Beginning July 1, 2028, all contractors are required to obtain at least one CLASS Observation on each CSPP classroom per program year.

All CSPP contractors shall begin to implement CLASS and, at minimum, meet the following phase-in schedule starting in 2024–25:

<b>Year Number</b>	<b>Program Year</b>	<b>Percentage of CSPP classrooms within the agency’s contract that must have an annual CLASS Observation completed</b>
1	2023–24	No requirement; however, contractors should use 2023–24 to begin developing an agency plan for CLASS implementation
2	2024–25	15 percent
3	2025–26	30 percent
4	2026–27	60 percent
5	2027–28	90 percent
6	2028–29 and beyond	100 percent

The CDE recommends contractors with additional capacity phase-in implementation of CLASS at percentages higher than the minimum and reach 100 percent sooner than required, as CLASS will support continuous quality improvement.

**Note: The CDE and any entity(ies) which the CDE funds to support CLASS implementation will be closely following implementation of CLASS during this phase-in period and will assess whether changes in percentage targets are necessary in the future based on implementation and to support continuous improvement.**

If the number of classrooms in the contract is not exactly equal to the required percentages each year, contractors must round up the number of classrooms that will be observed until it meets or exceeds the required percentage. For example, if a program only has one classroom, they will need

to complete implementation of CLASS in 2024–25 to meet the requirements of this MB. If a program has seven (7) classrooms, they will need to obtain observations of two (2) classrooms in 2024–25 to meet the requirements.

Each CLASS Observation must consist of at least three (3) cycles. A cycle consists of a 20-minute observation period and a 10-minute scoring period.

It is CDE’s intention that CSPP programs use CLASS data to inform professional development, coaching, and other continuous quality improvement efforts. To support this goal, after the completion of the CLASS Observation, the results from the Observation shall be provided to the site administrator and classroom teaching staff within 30 calendar days.

## **Requirements for CLASS Observers**

In order to conduct CLASS Observations for CSPP to fulfill the requirements of this MB, Certified CLASS Observers are required to complete additional training beyond CLASS Certification.

Specifically, except as specified in the “Allowances for Head Start Grantees and Contractors Participating in QRIS” section, any Certified CLASS Observer who is conducting an observation in a CSPP classroom to meet the requirements of this MB must also have completed the CLASS Observer Support Series, including:

- Settings with Dual Language Learners,
- Settings with Children with Disabilities, and
- Reducing Bias.

The purpose of this additional training requirement is to ensure California is centering diversity, equity, inclusion, and belonging in CLASS implementation.

The Observer can be an employee of the CSPP program; however, staff who are assigned to teach in CSPP classrooms on a daily basis cannot conduct a CLASS Observation at the site to which they are assigned to teach.

## **Commingling**

Each classroom that includes one or more children enrolled in CSPP is subject to the requirements of this MB and must conduct CLASS observations with respect to all children in the classroom, regardless of funding source. In other words, CLASS must be applied to all classrooms or settings where children are commingled (by age or funding source), at least one of which is enrolled in CSPP. For example:

- When conducting a CLASS Observation in a mixed-age setting or classroom, including in family childcare homes operating as part of a family childcare home education network (FCCHEN), contractors must observe using the CLASS Second Edition Pre-K-3rd.
- When contractors commingle CSPP children (certified children) with children being served through different funding sources (non-certified children), contractors must observe using the

## CLASS Second Edition Pre-K-3rd.

In all commingling situations, the Observers must observe teacher-child interactions with all children in the classroom, not just children enrolled in CSPP.

**Note: The requirements in this MB also apply to CSPP children enrolled in a combination CSPP/TK classroom as *Education Code (EC)* Section 48000(h) provides that a school district or charter school serving both groups of children must meet all of the requirements of the respective programs.**

### **Allowances for Head Start Grantees and Contractors Participating in Quality Rating Improvement System (QRIS)**

While the CDE encourages contractors to implement CLASS 2nd Edition for their classrooms as soon as possible, for program years 2024–25 and 2025–26, contractors that are also Head Start grantees serving preschool-age children or that are participating in their local CSPP quality rating improvement system (QRIS) may utilize observations made using the CLASS 2008 version (instead of CLASS Second Edition, Pre-K-3rd), if the following requirements are met:

1. The observations were conducted during the corresponding program year and,
2. Any data and information from such observations required pursuant to the Data Collection Requirements section must be reported using the processes described below in the Data Collection Requirements section.

At this time, CLASS observations conducted on CSPP classrooms during federal Head Start grantee monitoring may be utilized to meet the requirements of this MB (even if those observations only include two cycles) so long as the CSPP contractor has received, **at minimum**, site-level data with CLASS scores from the observation. However, if a Head Start grantee is conducting the CLASS through their annual self-assessment (for example, to prepare for federal monitoring or to support continuous quality improvement), that CLASS observation must be a minimum of three cycles in order to meet the requirements of this MB.

Nothing in this section shall be construed to exempt contractors that are Head Start grantees or contractors participating in their local CSPP QRIS who are serving preschool-aged children from being required to have observations conducted on a certain percentage of their CSPP classrooms each year, as described above in the “CLASS: Implementation, CLASS Observations” section.

If the percentage of classrooms observed using CLASS 2008 is insufficient to meet the required percentage threshold for the applicable year, then the contractor must obtain observations on additional classrooms using the CLASS 2nd Edition to meet or exceed the required percentage.

Beginning in program year 2026–27, **all** CSPP classroom observations conducted to meet the requirements of this MB must be conducted using the CLASS (Second Edition, Pre-K-3rd) and include a minimum of three cycles of observation.

**Note:** Allowances for Head Start Grantees and Contractors Participating in QRIS, as described in this section, only applies to the requirement for CLASS Observations. CLASS Environment Observations, as described below, are still required.

## CLASS Environment: Implementation

### Changes Related to the Environment Rating Scale (ERS)

Beginning in the 2024–25 program year, contractors will not be required to complete an ERS annually as required in 5 CCR Section 17711. Accordingly, ERS will not be used in the annual PSE as currently referenced in 5 CCR 17709. The directives in this section will supersede 5 CCR Section 17711 pursuant to the authority from SB 114, Section 106.

**Note:** While contractors are no longer required to use ERS, contractors may certainly choose to continue to use ERS if they find it helpful in their program, so long as they are also meeting the requirements of this MB.

### CLASS Environment Tool

CLASS Environment will be implemented with a graduated phase-in approach beginning July 1, 2024, for the 2024–25 program year, similar to the implementation of CLASS Observation above, which will allow time for contractors and the State to increase CLASS Environment capacity until full implementation in the program year 2028–29. Beginning July 1, 2028, all contractors are required to obtain at least one CLASS Environment Observation on each CSPP classroom per program year.

All CSPP contractors shall begin to implement CLASS Environment and, at minimum, meet the following phase-in schedule starting in 2024–25:

Year Number	Program Year	Percentage of CSPP classrooms within the contract that must have an annual CLASS Environment Observation completed
1	2023–24	No requirement for CLASS Environment; however, contractors should use 2023–24 to begin developing an agency plan for CLASS Environment implementation. (Note: This is the final year of ERS is in effect.)
2	2024–25	15 percent
3	2025–26	30 percent
4	2026–27	60 percent
5	2027–28	90 percent



6	2028–29 and beyond	100 percent
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The CDE recommends contractors with additional capacity phase-in implementation of CLASS Environment at percentages higher than the minimum and reach 100 percent sooner than required, as CLASS Environment will support continuous quality improvement.

**Note: The CDE and any entity(ies) which the CDE funds to support CLASS Environment implementation will be closely following implementation of CLASS Environment during this phase-in period and the CDE will assess whether changes in percentage targets are necessary in the future based on implementation and to support continuous improvement.**

If the number of classrooms in the contract is not exactly equal to the required percentages each year, contractors must round up the number of classrooms that will be observed until it meets or exceeds the required percentage. For example, if a program only has one classroom, they will need to complete implementation of CLASS Environment in 2024–25 to meet the requirements of this MB. If a program has seven classrooms, they will need to obtain observations of two classrooms in 2024–25 to meet the requirements.

The CDE recommends, but does not require, that CLASS Environment Observations be completed consecutively with the CLASS Observations. Specifically, it is best practice to conduct the CLASS Environment Observation immediately before or immediately after the CLASS Observation. However, the CLASS Environment Observation may be conducted with a separation in time, to the extent needed, provided that it is conducted within the same program year and with sufficient time before the PSE to allow data reporting in the PSE pursuant to the “Data Collection” section below.

In order to support the Policy set forth in the second section of this MB to use CLASS Environment Observation data to inform professional development, coaching, and other continuous quality improvement efforts, after the completion of the CLASS Environment Observation, the results from the observation shall be provided to the site administrator and classroom teaching staff within 30 calendar days.

## **Requirements for Individuals Conducting CLASS Environment in CSPP**

CLASS Environment Observations must be completed by a Certified CLASS Observer as defined in this MB who has also completed training on CLASS Environment.

Additionally, any Certified CLASS Observer who is conducting a CLASS Environment Observation in a CSPP classroom to meet the requirements of this MB must also have completed the CLASS Observer Support Series, including:

- Settings with Dual Language Learners,
- Settings with Children with Disabilities, and
- Reducing Bias.

The purpose of this additional training requirement is to ensure California is centering diversity, equity, inclusion, and belonging in CLASS Environment implementation.

The observer can be an employee of the CSPP program; however, staff who are assigned to teach in CSPP classrooms on a daily basis cannot conduct a CLASS Environment Observation at the site to which they are assigned to teach.

## **Commingling**

Each classroom that includes one or more children enrolled in CSPP is subject to the requirements of this MB and must conduct CLASS Environment with respect to all children in the classroom, regardless of funding source. In other words, CLASS Environment must be applied to all classrooms or settings where children are commingled (by age or funding source), at least one of which is enrolled in CSPP. For example:

- When conducting a CLASS Environment Observation in a mixed-age setting or classroom, including in family childcare homes operating as part of a family childcare home education network (FCCHEN), contractors must observe using CLASS Environment.
- When contractors commingle CSPP children (certified children) with children being served through different funding sources (non-certified children), contractors must observe using CLASS Environment.

In all commingling situations, the observers must make environmental observations for all children in the classroom, not just children enrolled in CSPP.

**Note: The requirements in this MB also apply to CSPP children enrolled in a combination CSPP/TK classroom as EC Section 48000(h) provides that a school district or charter school serving both groups of children must meet all of the requirements of the respective programs. As a result, effective July 1, 2024, the ERS is no longer required for CSPP/TK blended classrooms.**

## **Requirements Specific to LEAs with License Exempt Classrooms**

Prior to full implementation of the CLASS Environment in 2028–29, CSPP contractors must prioritize all CSPP License-Exempt Classrooms for CLASS Environment Observations. Specifically, contractors must ensure CLASS Environment Observations are completed for all license-exempt classrooms before CLASS Environment Observations for licensed classrooms are started.

As a reminder, contractors with license exempt CSPP classrooms must follow 5 CCR sections 17775–17781. The CDE previously monitored these regulations in connection with ERS. However, with implementation of this MB, the CDE will be updating the CSPP Program Monitoring Instrument, and the PSE referenced in 5 CCR 17709 to capture these items differently.

# **CLASS and CLASS Environment Implementation Support, Timelines, Scores, Training, and Data Requirements**

## **Support for Implementation**

The CDE plans to release a Request for Applications (RFA) for the CSPP Achieving Success in Positive Interactions, Relationships, and Environments (ASPIRE) program in early 2024. This funding is intended to support one Statewide CLASS Lead at a county office of education who may also serve as a Regional Lead, and three additional Regional Leads, for a total of four Regional Leads, to continue to support and build CLASS Observer capacity at the local level.

The Statewide CLASS Lead will be responsible for:

- Coordinating efforts across Regional Leads in collaboration with the CDE and Teachstone, and
- Supporting statewide access to resources, including training, and an infrastructure for CLASS 2nd Edition Implementation and CLASS Environment data reporting.

The Regional CLASS Leads will be responsible for:

- Conducting a regional needs assessment, utilizing local data, including data from local and regional data sources, including QRIS data, Teachstone data, and Inclusive Early Education Expansion Program (IEEEP) data (as applicable) at a minimum, that identifies existing capacity for:
  - ✦ CLASS Observer capacity, including number of observers currently certified in CLASS 2008, CLASS 2nd Edition, and/or CLASS Environment,
  - ✦ Location and demographics of existing Observers, including language(s) spoken,
  - ✦ CLASS and CLASS Environment Observer training capacity, including number of affiliate trainers,
  - ✦ CLASS coaching and other quality improvement capacity,
  - ✦ Number and location of CSPP programs and classrooms, and
  - ✦ As applicable, date of last CSPP CLASS and CLASS Environment Observation for each program/classroom to inform program familiarity with the CLASS and CLASS Environment tools and regional implementation plan.
- Developing a regional coordination plan and utilizing the regional needs assessment to ensure an infrastructure for regional CLASS and CLASS Environment capacity across CSPP QRIS Block grantees and all CSPPs.

Contact information for the CSPP Regional and Statewide CLASS Leads funded through ASPIRE will be posted on the CLASS resources webpage at:

<https://www.cde.ca.gov/sp/cd/ci/classmassessmtresource.asp>.

## **Timeline for Implementation**

### **2023–24 Program Year**

During the 2023–24 program year, contractors are encouraged to begin preparing to implement CLASS and CLASS Environment in their programs. This may include, but is not limited to:

- Having, or participating in, an introductory training on CLASS and CLASS Environment for all program staff.
- Determining how they will obtain CLASS and CLASS Environment observations and, if conducting them internally, determining who will conduct CLASS and CLASS Environment Observations and having those identified participate in the CLASS Observer training and certification process.
- Attending webinars or office hours hosted by the CDE
- Viewing the CDE's CLASS Resource web page at <https://www.cde.ca.gov/sp/cd/ci/classrmassestmentresource.asp> to learn more about additional resources and information available to CSPPs. Information on how to contact CSPP Regional CLASS Leads for the CSPP ASPIRE program will be posted once it becomes available.
- Connecting with your local CSPP QRIS Block Grantee and your Regional CLASS Lead funded with ASPIRE grant funds, once they are identified, to identify what trainings and resources are available to use for CLASS and CLASS Environment implementation.

By May 15, 2024, all contractors must provide the data in the Requirements for CSPP Contractors to Share Information with Regional CLASS Leads section (within the Data Collection Requirements section below) to their CSPP Regional CLASS Lead.

### **2024–25 Program Year and Beyond**

By October 1, 2024, all contractors must develop an agency plan for implementing CLASS and CLASS Environment to meet the requirements of this MB and begin sharing with staff how the plan will roll-out; including when observations will take place, how classrooms will be phased-in, who will conduct Observations, what training or coaching is available to teachers/staff, and how feedback will be provided back to the teaching staff in observed classrooms as part of the program's continuous improvement. Contractors must provide a copy of their agency plan for implementing CLASS and CLASS Environment to their CSPP Regional CLASS Lead(s) immediately upon completion and no later than October 1, 2024.

Using their agency plan, contractors must begin implementing this MB and obtaining CLASS Observations and CLASS Environment Observations for CSPP classrooms in the 2024–25 program year based on the required phase-in schedule above in the "CLASS Observations" and "CLASS Environment Observations" section of this MB.

Beginning with the 2024–25 annual PSE, contractors will be required to report data on CLASS Observations and CLASS Environment Observations completed for their programs.

CLASS Observations and CLASS Environment Observations may be conducted at any point in the 2024–25 program year, as long as the Observations are completed in time to report the data in the annual PSE.

## **Obtaining Observations and Training**

### **Training Opportunities Through the Statewide and Regional CLASS Leads**

The Statewide CLASS Lead, with funding through the ASPIRE program, will hold Leader and Educator Launch Events available to all CSPP contractors across the state to increase knowledge of the importance of teacher-child interactions and classroom settings/environments and how CLASS can inform continuous quality improvement.

The Regional CLASS Leads, in partnership with the Statewide CLASS Lead, will hold in-person regional events to share information with leaders, program administrators and educators and facilitate regional and local communication about CLASS in the field. Contractors can reach out to the Regional CLASS Lead in their region to find out when training is available to their staff.

The CDE strongly encourages contractors to ensure that all program leaders and educators attend these events as appropriate and have access to foundational CLASS resources that provide an overview of the CLASS tool and system prior to an Observation. These events and resources will provide an overview of CLASS to help classroom staff understand what is being observed through a CLASS Observation and how Observations are scored. While attendance at these events and review of these resources are not required, it is strongly encouraged to ensure understanding of what CLASS is measuring in their classrooms and to alleviate some of the anxiety that can accompany any classroom Observation.

### **Obtaining CLASS and CLASS Environment Observations by Certified CLASS Observers**

Contractors have the following options for obtaining CLASS and CLASS Environment Observations:

1. If the Regional CLASS lead offers and the contractor prefers, the contractor may obtain a CLASS and/or CLASS Environment observation from the Regional CLASS lead.
  - Note: CSPP Regional CLASS leads funded with ASPIRE funding are required to conduct Observations for CSPP contractors without the internal capacity to conduct Observations themselves. If contractors are unable to perform their own or obtain a CLASS and/or CLASS Environment Observation through their CSPP Regional CLASS Lead, contractors must notify CDE immediately.
2. Contractors can send program staff to certified CLASS Observer training provided through the CSPP Regional CLASS Leads funded with CSPP ASPIRE funding. Contractors must contact their Regional Lead for CSPP ASPIRE to access Certified CLASS Observer trainings and recertification for program staff to complete CLASS and CLASS Environment Observations
3. Contractors can use a CLASS and/or CLASS Environment Observation by a Certified Observer under another auspice (e.g., Head Start as described above in the section “Allowances for Head Start Grantees and Contractors Participating in QRIS”, trading

Observers with other CSPPs in your area, paying for a Certified Observer to come observe, etc.)

Contractors may use CSPP contract funds to pay for additional program staff to become certified CLASS or CLASS Environment Observers or to provide additional training on CLASS or CLASS Environment to program staff. While CSPP continues to be reimbursed on the lesser of program costs and the maximum reimbursable amount (through June 30, 2025), the CDE strongly encourages programs to use available contract funds to build capacity for CLASS and CLASS Environment within their own program.

### **CLASS and CLASS Environment Observer Annual Recertifications**

Certified CLASS and CLASS Environment Observers must be recertified annually through Teachstone to maintain a current CLASS or CLASS Environment Observer Certification. Certifications expire exactly one year from the date Observers were last certified or recertified.

Contractors have the following options to fund annual recertifications for staff that are certified CLASS observers:

1. Contractors can obtain access to free recertifications by reaching out to their CSPP Regional CLASS Lead for staff to complete their annual recertification.
2. Contractors can use contract funds (as available), to pay for staff to complete their annual CLASS Observer recertification.

### **Training Opportunities Through CDE**

The CDE, in partnership with the Statewide CLASS Lead and Regional CLASS Leads, will be conducting regular webinars and office hours beginning in Spring 2024 to help contractors plan for CLASS implementation and provide a space for contractors to ask questions and get live answers. More information about webinars and office hours will be sent out via the EED Email Distribution List and will be posted to the CDE's CLASS Resources web page, which can be found at this link: <https://www.cde.ca.gov/sp/cd/ci/classrmassestresmtresource.asp>. Contractors that are not signed up for the email distribution list can do so at this link: <https://www.cde.ca.gov/sp/cd/ci/emailindex.asp>.

### **Scores**

At this time, the CDE is not setting a required minimum threshold score per domain for the CLASS or the CLASS Environment. While there is not a minimum score that contractors need to meet at this time, the CLASS and CLASS Environment scores will still be reported to CDE as part of the annual PSE.

The CLASS tools, including data generated by the implementation of the CLASS tools, will not be used by CDE to determine a finding during contract monitoring. Instead, CLASS will be used to help identify where additional support is needed for continuous quality improvement in CSPP.

CLASS data should be used by CSPP programs to inform professional development, coaching, and other continuous quality improvement efforts. **Contractors shall not use CLASS scores to evaluate staff competency. If violations of state or federal law are observed during a CLASS Observation, the person observing shall continue to follow all applicable laws.**

Beginning in program year 2024–25, the CDE will review CLASS and CLASS Environment scores as part of the annual PSE and connect with contractors whose scores indicate a need for more intensive training, support, and technical assistance and/or coaching for program staff.

The CDE will be closely reviewing data collected on CLASS and CLASS Environment implementation to determine minimum threshold scores that will be implemented through the regulations process.

## Documentation

Contractors are required to keep the following documentation at the contractor level to be made available to the CDE as requested:

- Current CLASS Observer certifications for all staff employed by the contractor that have completed the CLASS and CLASS Environment Observation Training and passed the certification or recertification test.
- All CLASS and CLASS Environment Observation scoresheets for each CSPP classroom, or CSPP classroom scores on an Observation/scoring summary document provided by the Observer that provides some context about the observation.
- All coaching and/or training documentation associated with CLASS and CLASS Environment Observations.
- Name and agency association (for example, CSPP Regional CLASS Lead, Head Start, CDE) for all CLASS Observers that complete CLASS and CLASS Environment observations that are not employed by the CSPP contractor. (Note that this information can be captured informally such as, on the scoresheet or scoring summary provided at the end of the observation.)

In accordance with 5 CCR Section 17820, contractors are required to maintain the above records for CLASS and CLASS Environment for a minimum of five years.

## Additional Requirements for CSPP

Due to the importance of certain requirements that were included in ERS that are not included either in CLASS, CLASS Environment, or in current license or license-exempt regulations and yet remain necessary to support quality improvement in CSPP, this MB also requires contractors meet the following requirements, which are preserved from ERS.

- Provide children enrolled in Full-Day CSPP for over 4 hours with regularly scheduled time to nap or rest. Furthermore, with regards to napping:
  - ✦ Cots or mats must be at least 18" apart.



- ❖ Napping and rest activities must be provided in a clean and sanitary manner.
- ❖ Space must be conducive to resting.
- Ensure their schedules provide a balance of structure and flexibility. The schedule must include the following each day:
  - ❖ A variety of play activities
  - ❖ Both gross motor and less active play
  - ❖ At least one indoor and one outdoor play period (weather permitting)
- Post written handwashing procedures in a place that is visible to children and adults. Handwashing procedures must be followed by children and adults.
- Provide storage spaces with security provisions where staff can store their personal belongings.
- Have space and/or policies in place to support staff for work-related tasks such as conferences and meetings and to support staff for personal breaks.

The CDE plans to add these requirements to 5 CCR in the future, and this MB shall apply until regulations are promulgated or the MB is superseded by another MB, whichever occurs first.

## Data Collection Requirements

### Requirements for CSPP Contractors to Share Information With Regional CLASS Leads

CSPP contractors must provide data and information requested by the Regional and Statewide CLASS Leads funded through ASPIRE. **Note:** Regional and Statewide CLASS Leads will not be able to make this request of CSPP contractors without first receiving CDE approval. The Regional and Statewide CLASS Leads will be instructed to request data and information from contractors no more than 2-3 times per year and provide information to the Regional and Statewide CLASS Leads with information from CDE's existing data systems before approving any data request from contractors.

In addition, contractors must provide the following to their CSPP Regional CLASS Leads by May 15, 2024:

- Data on number and location of the contractor's CSPP classrooms
- Information on the date of last CLASS Observation for each CSPP program classroom
- Information on the date of last CLASS Environment Observation for each CSPP program classroom

For contractors operating in multiple counties, contractors must provide information at the county-level to the appropriate Regional Lead(s).

For contractors operating an approved CSPP family childcare home education network, the contractor will need to collect and share with their CSPP Regional CLASS Leads data relating to their individual providers operating in their FCCHEN, including the number of providers, the location



of those providers, and information on the date of last CLASS and CLASS Environment Observation for each provider.

## **Additional Data Reporting Requirements for CSPP Contractors**

In addition to providing information on CLASS and CLASS Environment scores in the annual PSE and the information required to be provided to Regional and Statewide CLASS Leads described above, CSPP contractors will also be required to report more specific data on CLASS and CLASS Environment scores. The CDE is still in the process of finalizing the CLASS and CLASS Environment Data Reporting Instructions, which can be found on the CLASS Resources page at <https://www.cde.ca.gov/sp/cd/ci/classmassessmtresource.asp> when finalized and posted.

The instructions themselves are not located in this MB because the CDE and any entity(ies) the CDE may fund to support CLASS and CLASS Environment implementation may need to modify the instructions throughout implementation. The CDE will send a message on the EED email distribution lists when the instructions are posted and if changes are made to CLASS and CLASS Environment Data Reporting Instructions after they are initially released.

## **Contractor Requirements for Reviewing Data**

CSPP contractors will be required to review all data and information related to CLASS and CLASS environment scores, along with reporting any coaching or training provided as a result of those scores as part of their submission for the annual PSE.

The annual PSE will include a section where contractors will be asked to reflect on their scores and identify a plan for how they will use the information from their scores to improve their practice as they work on continuous quality improvement.

## **Background and Authority**

Provision 102 of Item 6100-001-0001, Provision 6 of Item 6100-194-0001 and Provision 6 of Item 6100-196-0001 of the Budget Act of 2023 (AB 102 [Chapter 38, Statutes of 2023]) appropriate funding for the CDE to support implementation of CLASS.

Additionally, section 106 of SB 114 (Chapter 48, Statutes of 2023) requires that CDE issue guidance through management bulletins or similar letters of instruction on how the tool for strengthening teacher-child interactions and supporting quality improvement (i.e., CLASS), funded through the above-referenced sections of the Budget Act shall be implemented at the local level for the California State Preschool Program and included in monitoring processes. It further provides that the guidance also includes changes, if any, to Section 17711 of Title 5 of the *California Code of Regulations*. This MB is being issued to meet the requirements of SB 114.

Further, this bill requires that CDE initiate a rulemaking package for this purpose no later than December 31, 2024.

The guidance provided in this MB supersedes current Title 5 regulations, as directed above, as well as supersedes *EC* Section 48000(h)(1) to the extent that subsection (h)(1) requires implementation of the ERS.

## Resources

The CDE has developed a CLASS Resources web page for CSPP contractors, which will include contact information for CSPP Regional and Statewide CLASS Leads once identified, along with other resources. The web page can be found here:

<https://www.cde.ca.gov/sp/cd/ci/classrmassessmtresource.asp>.

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

**Pursuant to authority provided in SB 114 (Chapter 48, Statutes of 2023) this Management Bulletin constitutes official guidance to implement Section 106 of that bill and thus the directives in this Management Bulletin with respect to implementing these sections are mandatory.**

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

Last Reviewed: Friday, December 29, 2023

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