



**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, April 26, 2023

**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 March 22, 2023 Policy Council Meetings **Action**  
action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 4.0 Public Comments & Presentations **Informational**
- 5.0 Program Planning/Budget **Informational**
  - 5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report
- 6.0 Reports **Informational**
  - 6.1 Secretary's Report
  - 6.2 Classroom Reports by Policy Council Representatives
  - 6.3 Content Area Training
    - 6.3.1 Health/Nutrition - Irma Roque, Health Specialist, Children's Services
  - 6.4 Community Member Reports
    - 6.4.1 Colusa County One-Stop, Marisa Apaseo, Employment Service Coordinator
    - 6.4.2 Colusa County Superintendent of Schools, Mike West
  - 6.5 Director's Report
    - 6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries, Vicki Markss - Executive Director, Children's Services
  - 6.6 Family Engagement Coordinator Report - Family Engagement Coordinator, Lydia Navarro

- 7.0 New Business **Action**
- 7.1 Application for Federal Assistance SF-424: Head Start COLA and Quality Improvement Funding
- action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 8.0 Correspondence Informational
- 8.1 ACF-IM-HS-23-01: The Role of Head Start Programs in Addressing Lead in Water
- 8.2 MB 23-04: Fiscal Year 2022-23 Program Self-Evaluation for California State Preschool Program Contractors
- 8.2 MB 23-05: Part-day California State Preschool Program as an Extended Learning and Care Option
- 9.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents **Action**
- action \_\_\_\_\_ motion \_\_\_\_\_ second \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
- 10.0 Announcements
- 11.0 Advanced Planning
- 11.1 Next Scheduled Meeting Date: May 24, 2023 at 9:00am (*Last Pre-Scheduled Meeting of the School Year*)  
**(4th Wednesday of the Month)** Education Village - Room E-2
- 12.0 Adjournment - TIME: \_\_\_\_\_



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

**Fecha:** miércoles, 26 de abril del 2023

**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 de 22 de marzo 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 Salud/Nutrición - Irma Roque, Especialista de Salud, Servicios de Niños

6.4 Reportes de Miembros de la Comunidad

6.4.1 Colusa County One-Stop - Marisa Apaseo, Coordinadora de Servicios  
de Empleo

6.4.2 Superintendente del Condado de Colusa, Mike West

6.5 Reporte del Director

6.5.1 Inscripción, Asistencia de niños, Asistencia de los niños parcialmente  
financiados por otros programas, Plan de Estudios, Información del Resumen  
de los Programas, Vicki Markss, Directora Ejecutiva, Servicios de Niños

- 6.6 Reporte de Compromiso Familiar - Coordinadora de Compromiso Familiar, Lydia Navarro, Servicios de Niños
- 7.0 Nuevo Negocios **Acción**
- 7.1 Aprobar la Solicitud SF-424 de Head Start COLA y Financiación de la mejora de la calidad del programa
- acción \_\_\_\_\_ moción \_\_\_\_\_ segundo \_\_\_\_\_ si \_\_\_\_\_ no \_\_\_\_\_
- 8.0 Correspondencia **Información**
- 8.1 ACF-IM-HS-23-01: El papel de los programas Head Start para abordar el plomo en el agua
- 8.2 MB 23-04: Autoevaluación del programa para el año fiscal 2022-23 para contratistas del programa preescolar del estado de California
- 8.2 MB 23-05: Programa preescolar de medio día del estado de California como una opción de aprendizaje y cuidado extendido
- 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: 24 de mayo del 2023 a las 9:00am., (última reunión preprogramada del año escolar) **(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  
March 22, 2023**

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

**Newly Elected Policy Council  
Member Present:**

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

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

**1.0 Call Meeting to Order**

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

**2.0 Roll Call**

Chairperson, Klarissa Espindola took roll call.

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

Result: Approved

Motion: Maria L. Medina

Second: Patricia Medina de Salazar

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

**4.0 Public Comments & Presentations - None**

**5.0 Program Planning/Budget**

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

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

**6.0 Reports**

**6.1 Secretary's Report - None**

## **6.2 Classroom Reports by Policy Council Representatives**

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

## **6.3 Content Area Training**

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

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

## **6.4 Community Member Reports**

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

Marisa Apaseo was not in attendance

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

Superintendent Mike West shared the following updates:

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

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

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

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

## **6.5 Director's Report**

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

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

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

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

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

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

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

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

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

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

To register: <https://forms.gle/6bpJXcB4dQt7r37A>

Zoom Meeting ID: 871 8592 6240

Passcode: 178100

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

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

#### **7.0 New Business**

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

Result: Approved

Motion: Maria L. Medina

Second: Ana Cristina Cardona

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

7.2 Approve Recruitment Plan and Eligibility Priorities

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

7.3 Approve the (Annual Self) Assessment Process

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

7.4 Approve the 2019-2024 Community Assessment Report

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

7.5 Approve the Updated 2019-2024 Program Goals

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

7.6 Approve the 2022-2023 Annual Head Start Report

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

8.0 Correspondence

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

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



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

None

**10.0 Policy Council Executive Officer Elections**

**10.1 Secretary**

Item will be tabled for next PC Meeting

**11.0 Announcements**

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

**12.0 Advanced Planning**

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

**13.0 Meeting Adjournment**

Meeting was adjourned at 10:26a.m.

*Lydia Navarro*

Minutes by: Lydia Navarro, Family Engagement Coordinator

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

March 31, 2023

**Fiscal Year 2022/2023**

<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>	446,733	262,259	184,474
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	197,272	145,700	51,572
<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>	274,444	174,966	99,478
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	57,778	45,784	11,994
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	278,045	121,405	156,640
<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>	211,489	106,473	105,016
<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	19,735	2,666
<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>	92,559	63,533	29,026
<b>TOTAL OPERATING COSTS TO DATE</b>		1,580,721	939,855	640,866
<b>% OF YEAR COMPLETED</b>			75%	
<b>TOTAL BUDGET FOR 22/23</b>		1,580,721	939,855	
<b>% OF BUDGET SPENT TO DATE</b>			59.5%	

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

March 31, 2023

**Fiscal Year 2022-2023**

<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	217,818	176,722	41,096
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	147,316	116,557	30,759
<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>	168,344	123,376	44,968
<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	26,882	9,024
<b>Operating Costs</b> = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	<b>5000's</b>	125,607	54,433	71,174
<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>	82,591	80,702	1,889
<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	11,435	3,267
<b>Indirect Costs = 7.25%</b> , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		51,453	36,932	14,521
<b>TOTAL OPERATING COSTS TO DATE</b>		843,737	627,039	216,698
<b>% OF YEAR COMPLETED</b>			75%	
<b>TOTAL BUDGET FOR 22/23</b>		843,737	627,039	
<b>% OF BUDGET SPENT TO DATE</b>			74.3%	

**Policy Council**  
**AmRescuePI Budget Report**  
**as of**

March 31, 2023

**Fiscal Year 2022-2023**

<b>Certificated Salaries</b> = Teachers, Administrators	<b>1000's</b>	13,552	13,557	(5)
<b>Classified Salaries</b> = Aides, Clerical staff and PSAs.	<b>2000's</b>	0	0	0
<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>	8,949	7,393	1,556
<b>Materials &amp; Supplies</b> = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	<b>4000's</b>	200	189	11
<b>Consulting Services</b> = Contractor costs.	<b>5000's</b>	0	0	0
<b>Equipment</b> = Equipment and items with a cost of over \$5,000.	<b>6000's</b>	10,845	13,262	(2,417)
<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.		2,393	1,538	855
<b>TOTAL COSTS TO DATE</b>		35,939	35,939	0
<b>% OF YEAR COMPLETED</b>			75%	
<b>TOTAL BUDGET FOR 22/22</b>		35,939	35,939	
<b>% OF BUDGET SPENT TO DATE</b>			100.0%	

Monthly Meal Counts														
Contract # 06-2105-1J														
	All Center Programs	July	August	September	October	November	December	January	February	March	April	May	June	Total
1	Breakfasts	1670	2111	2411	2598	1910	1652	1771	2344	2792				
2	Lunches	1755	2154	2434	2624	1941	1650	1781	2344	2803				
3	Snacks	1516	1607	1572	1737	1228	982	950	1269	1515				
4	<b>Total</b>	<b>4941</b>	<b>5872</b>	<b>6417</b>	<b>6959</b>	<b>5079</b>	<b>4284</b>	<b>4502</b>	<b>5957</b>	<b>7110</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51121</b>
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 10,384.98	\$ 12,682.60	\$ 14,495.37	\$ 16,521.59	\$ 11,742.97	10,003.15	\$ 10,778.90	\$ 14,208.17					
6	Expected Reimbursement	\$ 9,913.90	\$ 12,641.71	\$ 14,528.97	\$ 15,634.78	\$ 11,232.27	\$ 9,728.65	\$ 10,264.64	\$ 13,524.84	\$ 16,240.55				
7	HS/EHS % of all meals served	31%	27%	38%	36%	38%	39%	39%	39%	41%				
8	HS/EHS Meal Count	1,573	1,585	2,252	2,416	1,827	1,670	1,756	2,251	2,915				

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

**Rationale by item number**

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

## Credit Card and Charge Account Expenditure Report

As of 3/31/2023

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	3/01/23-3/31/23	Cal Card	\$ 45.77	Vicki Markss	Amazon	WCC - Preschool 1 Classroom Supplies
				\$ 180.94	Vicki Markss	Amazon	PSA's & Recruitment Coordinator- Work Phone Supplies
				\$ 135.64	Vicki Markss	Amazon	Office Supplies for Data Support Assistant
				\$ 957.36	Vicki Markss	Amazon	All Preschool Classroom Supplies
				\$ 14.00	Vicki Markss	Amazon	WCC - Preschool 1 Classroom Supplies
				\$ 37.53	Vicki Markss	Amazon	CPLC-B - Classroom Materials
				\$ 270.43	Vicki Markss	Amazon	WPLC B - Classroom Materials
				\$ 63.20	Vicki Markss	Amazon	All Preschool Classroom Supplies
				\$ 27.90	Vicki Markss	Amazon	WCC I - Classroom Laptop Charger
				\$ 30.16	Vicki Markss	Amazon	WPLC B - Classroom Materials
				\$ 129.83	Vicki Markss	Amazon	CPLC-B - Classroom Materials
				\$ 238.05	Vicki Markss	Amazon	Recruitment Supplies
				\$ 271.67	Vicki Markss	Amazon	All Preschool Social/Emotional Supplies
				\$ 597.46	Vicki Markss	Amazon	All Preschool Sensory in the Classroom Supplies
				\$ 10.18	Vicki Markss	Amazon	ACC T - Classroom Supplies
				\$ 60.00	Vicki Markss	Colusa Floor Covering	Supplies for Recruitment Van
				\$ 129.83	Vicki Markss	Walmart	CPLC-B - Classroom Materials
				\$ 563.06	Vicki Markss	Walmart	All Preschool Classroom Supplies
				\$ 20.74	Vicki Markss	Walmart	ACC T - Classroom Supplies
			Wayman's 76	\$ 436.69	Food Service Staff	Fuel	Food Transportation
			Messick's	\$ 72.90	Maintenance	Supplies	Recruitment Supplies Van
			Messick's	\$ 53.53	Maintenance	Supplies	Recruitment Supplies Van
			Messick's	\$ 7.94	Maintenance	Supplies	CPLC A & B -Ticket 2292
			Messick's	\$ 7.50	Maintenance	Supplies	WPLC - Shade Structure
			Messick's	\$ 12.86	Maintenance	Supplies	CS Office Ticket# 2250
			Messick's	\$ 5.35	Maintenance	Supplies	CS Office Ticket# 2280
			Alsco Geyer	\$ 7.07	Maintenance	Supplies	AECEC- AHS Classroom Supplies
			Close Lumber	\$ 70.81	Maintenance	Supplies	WPLC - Shade Structure
			Close Lumber	\$ 42.53	Maintenance	Supplies	WPLC - Shade Structure
			Close Lumber	\$ 101.75	Maintenance	Supplies	WPLC - Shade Structure & WCC Supplies

4/14/2023  
9:40 AM

## Colusa County Office of Education

Item #5.1 Page 1  
ChildPlus

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### 4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2022 - 3/31/2023

#### Colusa County Office of Education Policy Council

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total		\$196.70	\$361.91	\$377.64	\$818.26	\$220.28	\$188.84	\$330.42	\$503.52	\$2997.57

#### Arbuckle Children's Center

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total	\$11573.92	\$10054.67	\$8898.14	\$11709.84	\$10448.05	\$11234.80	\$14204.15	\$10326.72	\$4968.30	\$93418.59

#### Arbuckle Early Care & Ed. Center

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total		\$4490.54	\$1492.33	\$5176.99	\$2431.07	\$1707.24	\$1581.37	\$5554.47	\$23.60	\$22457.61

#### CHILDREN'S SERVICES

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total		\$31.47	\$1231.47	\$1595.00		\$111419.25	\$400.00			\$114677.19

#### Colusa Children's Center

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total	\$3949.30	\$5527.46	\$6317.06	\$7985.60	\$7897.48	\$5696.09	\$6745.27	\$2580.58	\$1770.19	\$48469.03

#### Colusa PLC A

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total		\$125.88	\$3976.04	\$8228.89	\$4125.49	\$2429.90	\$2320.91	\$3697.73	\$7403.33	\$32308.17

#### Colusa PLC B

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total	\$1062.11	\$275.36	\$135.74	\$535.01			\$660.87		\$31.48	\$2700.57

#### Home Based

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total	\$1628.72	\$3679.43	\$3626.91	\$3760.67	\$3422.37	\$2517.62	\$6333.34	\$2541.21		\$27510.27

#### Williams Children's Center

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total	\$534.99	\$4940.79	\$5802.41	\$5263.36	\$6050.38	\$6377.38	\$6990.41	\$5485.70	\$519.27	\$41964.69

#### Williams PLC

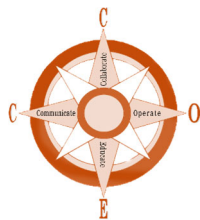
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total		\$1982.61	\$5703.99	\$6555.82	\$4563.17	\$6026.56	\$5947.88	\$7458.41	\$8803.79	\$47042.23

#### Williams PLC B

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total
Total				\$123.03						\$123.03

#### Report Totals

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total	Requirement	% YTD	% Earned
Total	\$18,749.04	\$31,304.91	\$37,546.00	\$51,311.85	\$39,756.27	\$147,629.12	\$45,373.04	\$37,975.24	\$24,023.48	\$433,668.95	\$585,107	75%	74%



## 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 – **REVISED AGENDA**

DATE: Wednesday, April 12, 2023

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

- |   |  |
|---|--|
| <p>1.0 CALL TO ORDER</p> <p>1.1 Pledge of Allegiance</p> <p>2.0 ORDERING OF AGENDA</p> <p>3.0 STAFF QUESTIONS AND COMMENTS</p> <p>4.0 LETTERS AND COMMUNICATIONS</p> <p>4.1 Awarding of Diploma(s) – Colusa County Adult School</p> <p>5.0 PUBLIC INPUT – <i>Items not on the agenda</i></p> <p>6.0 REPORTS FROM SUPERINTENDENT AND STAFF</p> <p><i>Note: <b>Bold</b> indicates oral report</i></p> <p>6.1 Superintendent's Reports</p> <p>6.1.1 <b>Superintendent's Monthly Report</b></p> <p>6.1.2 <b>Superintendents Council – No March Meeting</b></p> <p>6.2 Administrative Services – Aaron Heinz</p> <p>6.2.1 CCOE Employee Awards Dinner</p> <p>6.3 Student Services – Chuck Wayman</p> <p>6.4 Technology Services – Alex Evans</p> | <p>information</p> <p>information</p> <p>information</p> <p>information</p> <p>information</p> |
|---|--|



**Colusa County Board of Education**

**April 12, 2023, Agenda**

**Page 2**

**DECISION**

**7.0 BOARD QUESTIONS AND COMMENTS**

7.1 Board President's Report

information

7.2 Report on CCBE Governance Workshop by S. Morrow

information

**8.0 PUBLIC INPUT – *Items on the agenda***

**9.0 CONSENT AGENDA**

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

9.1 Approve Minutes of the March 8, 2023, Regular Board Meeting

action

9.2 Approve Minutes of the March 22, 2023, Special Board Meeting

action

**10.0 OLD BUSINESS**

10.1 Community College District Territory (standing item)

information

10.2 Facilities Update (standing item)

information

10.3 LCAP Update (standing item)

information

10.4 Universal Prekindergarten (standing item)

information

**11.0 NEW BUSINESS**

**11.1 Fund 73 Discussion - Foundation for Private Purpose**

**information**

**12.0 ADVANCED PLANNING**

12.1 Items to be Considered for the Next Board Meeting

action

12.2 Next Regular Board Meeting

information

May 10, 2023, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room

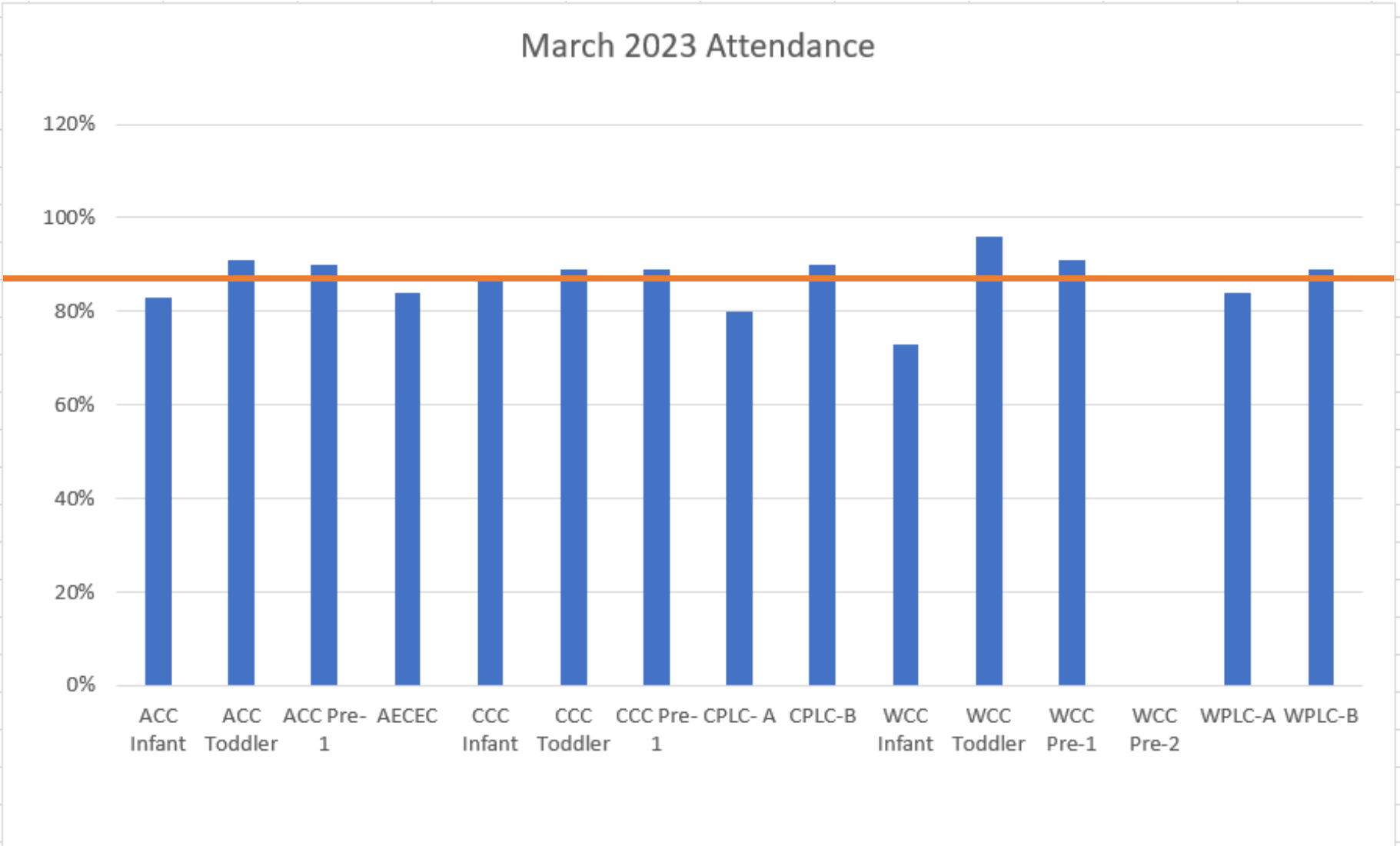
**13.0 ADJOURNMENT**

Mar-23

[illegible]

Actual Enrollment for Head Start and CSPP																			
Site and Classroom Name	Capacity																		
		3/7/2023		3/14/2023		3/21/2023		3/28/2023											
Arbuckle Children's Center - Preschool	20	16 (80%)	7 HS (1EHS)/ 8 State	15 (75%)	8 HS (1EHS)/ 7 State	16 (80%)	9 HS / 7 State	16 (80%)	9 HS / 7 State										
Arbuckle Children's Center - Preschool CMIG																			
Arbuckle Early Care and Education Center	20	16 (80%)	7 HS/ 9 State	16 (80%)	7 HS/ 9 State	16 (80%)	7 HS/ 9 State	16 (80%)	7 HS/ 9 State										
Colusa Children's Center - Preschool	20	15 (75%)	7 HS/ 8 State	15 (75%)	7 HS/ 8 State	15 (75%)	7 HS/ 8 State	15 (75%)	7 HS/ 8 State										
Colusa Children's Center - Preschool (CMIG)																			
Colusa Preschool Learning Center A	20	15 (75%)	10 HS/ 5 State	15 (75%)	10 HS/ 5 State	15 (75%)	10 HS/ 5 State	15 (75%)	10 HS/ 5 State										
Colusa Preschool Learning Center B	20	15 (75%)	2 HS/ 13 State	15 (75%)	2 HS/ 13 State	16 (80%)	2 HS/ 14 State	16 (80%)	2 HS/ 14 State										
Williams Children's Center- Preschool 1	20	20 (100%)	6 HS/ 14 State	20 (100%)	6 HS/ 14 State	20 (100%)	6 HS/ 14 State	20 (100%)	6 HS/ 14 State										
Williams Children's Center- Preschool 2 (CMIG)	20								2 CMIG										
Williams Preschool Learning Center A	20	20 (100%)	14 HS/ 6 State	20 (100%)	14 HS/ 6 State	20 (100%)	14 HS/ 6 State	20 (100%)	14 HS/ 6 State										
Williams Preschool Learning Center B	20	18 (90%)	18 State	18 (90%)	18 State	19 (95%)	19 State	18 (90%)	19 State										
Maxwell TK Collaboration		9 (100%)	5 HS/ 4 State	9 (100%)	5 HS/ 4 State	9 (100%)	5 HS/ 4 State	9 (100%)	5 HS/ 4 State										

[illegible][illegible]



Application for Federal Assistance SF-424			
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	
		<b>* If Revision, select appropriate letter(s):</b> Increase Award <b>* Other (Specify):</b>	
<b>* 3. Date Received:</b>		<b>4. Applicant Identifier:</b>	
		09CH011054	
<b>5a. Federal Entity Identifier:</b>		<b>5b. Federal Award Identifier:</b>	
N/A		09CH011054	
<b>State Use Only:</b>			
<b>6. Date Received by State:</b>		<b>7. State Application Identifier:</b>	
<b>8. APPLICANT INFORMATION:</b>			
<b>* a. Legal Name:</b> COLUSA COUNTY OFFICE OF EDUCATION			
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b>		<b>* c. UEI:</b>	
946002149		VLFZLNLJW281	
<b>d. Address:</b>			
<b>* Street1:</b>		345 5th St	
<b>Street2:</b>		Ste B	
<b>* City:</b>		Colusa	
<b>County/Parish:</b>		Colusa County	
<b>* State:</b>		CA: California	
<b>Province:</b>			
<b>* Country:</b>		USA: UNITED STATES	
<b>* Zip / Postal Code:</b>		95932-2445	
<b>e. Organizational Unit:</b>			
<b>Department Name:</b>		<b>Division Name:</b>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
<b>Prefix:</b>		<b>* First Name:</b> Vicki	
<b>Middle Name:</b>			
<b>* Last Name:</b> Markss			
<b>Suffix:</b>			
<b>Title:</b> Director			
<b>Organizational Affiliation:</b>			
<b>* Telephone Number:</b> (530) 458-0350 x10313		<b>Fax Number:</b> (530) 458-0310	
<b>* Email:</b> vmarkss@ccoe.net			

## Application for Federal Assistance SF-424

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

Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

County Office of Education

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

ACF-Head Start

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

93.600

CFDA Title:

Head Start

### \* 12. Funding Opportunity Number:

eGrants-N/A

\* Title:

N/A

### 13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Colusa County

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

COLA and Quality Improvement Funding

Attach supporting documents as specified in agency instructions.

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

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

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

* a. Federal	<input type="text" value="173,216"/>
* b. Applicant	<input type="text" value="43,304"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="216,520"/>

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

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

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

If "Yes", provide explanation and attach

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

☐ \*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

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

Find a Head Start job near you or anywhere in the U.S. </job-center>

# The Role of Head Start Programs in Addressing Lead in Water

## ACF-IM-HS-23-01

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-IM-HS- 23-01	2. Issuance Date: 03/28/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Lead Poisoning Prevention; Drinking Water; Testing and Screening for Lead; Effects of Lead Exposure; Funding Support	

### INFORMATION MEMORANDUM

**TO:** All Head Start and Early Head Start Grant Recipients

**SUBJECT:** The Role of Head Start Programs in Addressing Lead in Water

**INFORMATION:**

Lead is a toxic metal and there is no safe blood lead level for children.<sup>[i]</sup> Because their bodies are still developing, children under the age of 6 are at greatest risk for significant and potentially lifelong health problems as a result of exposure. They are more likely to come into contact with lead through paint or dust since young children often put their hands or objects in their mouths. However, lead in drinking water can also be a significant contributor to overall exposure to lead. This is particularly true for infants whose diet consists of food and liquids made with water, such as baby food or formula. The adverse health effects of lead exposure can be both physical and behavioral. Even low levels of lead in children can lead to anemia, behavior and learning problems, and other concerns.

Head Start programs have a critical role to play in preventing lead poisoning in children </physical-health/article/lead-poisoning-prevention>. Programs are required to maintain a facility that is free from pollutants, hazards, and toxins that are accessible to children and could endanger their safety — and that includes lead in water and paint. As part of Head Start monitoring, programs can expect to be asked about their processes to identify lead hazards and mitigate them. This Information Memorandum highlights available resources for programs to address lead in water specifically.

## Testing for and Addressing Lead in Water

The U.S. Environmental Protection Agency (EPA) <<https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water>> has developed a number of resources to guide programs to test and remediate for lead in water.

There are no specific funds designated for the purpose of lead assessments in Head Start programs. However, grant recipients may budget program funds to address lead in water, including necessary minor renovations to facilities. Allowable uses of program funds may include:

- Testing for lead in water
- Remediation actions such as purchasing, installing, and maintaining point-of-use devices for lead removal, such as water filters
- Replacing water fixtures and plumbing, including lead service lines<sup>[ii]</sup>

As programs consider their needs related to addressing lead in water in Head Start facilities, the Administration for Children and Families encourages grant recipients to submit one-time funding applications for facility needs not supported by operations funding. Note these one-time requests are addressed by priority and subject to availability of funds.

## Other Federal Funding Sources

Head Start programs may be able to leverage EPA funding <<https://www.epa.gov/dwcapacity/funding-sources-schools-and-child-care-facilities>> to eliminate lead in their facilities. The Bipartisan Infrastructure Law, 2022, authorized increased funding of \$700 million over 5-years across two grant programs:

- Voluntary School and Child Care Lead Testing and Reduction Grant Program <<https://www.epa.gov/dwcapacity/wiin-grant-voluntary-school-and-child-care-lead-testing-and-reduction-grant-program>>
- Reducing Lead in Drinking Water Grant Program <<https://www.epa.gov/dwcapacity/wiin-grant-reducing-lead-drinking-water>>

These programs aim to address lead in water through testing, remediation, and infrastructure improvements, including in child care and school settings. Grant recipients should reach out to their respective state agency <<https://www.epa.gov/dwcapacity/voluntary-school-and-child-care-lead-testing-and-reduction-state-grant-program-contacts>> to learn more about the EPA programs and other available resources.

## Partnering with Families to Promote Children's Healthy Development

Head Start programs are already working closely with families and health care providers to make sure children are screened </publication/lead-screening-well-child-health-care-fact-sheet> for lead poisoning (45 CFR §1302.46 </policy/45-cfr-chap-xiii/1302-46-family-support-services-health-nutrition-mental-health>). These screenings align with the Centers for Medicare and Medicaid Services' (CMS) universal blood lead screening requirement for all Medicaid-eligible children, under their states' Early and Periodic Screening, Diagnostic and Testing <<https://www.medicaid.gov/medicaid/benefits/epsdt/lead->



screening/index.html> schedule.<sup>[iii]</sup> The Office of Head Start (OHS) applauds programs' ongoing efforts to partner with parents and caregivers </publication/how-protect-your-children-lead-poisoning> to make sure all enrolled children receive required blood screening.

OHS (Office of Head Start) continues to encourage programs to leverage available resources </browse/keyword/lead-poisoning> in discussing with families how to prevent and address lead exposure in the home, such as through:

- Testing for lead in paint hazards and in water
- Minimizing children and pregnant persons' exposure to paint hazards, especially in homes built before 1978
- Creating barriers between living or play areas and possible lead hazards
- Cleaning and hygiene practices, such as regularly mopping and washing hands and toys

To learn more about the role Head Start programs play in keeping children safe and supporting families to prevent lead poisoning, visit the Early Childhood Learning and Knowledge Center </> and Office of Early Childhood Development <https://www.acf.hhs.gov/ecd> websites.

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

Sincerely,


/ Khari M. Garvin /

Khari M. Garvin

Director

Office of Head Start

**See PDF Version of Information Memorandum:**

The Role of Head Start Programs in Addressing Lead in Water  </sites/default/files/im/downloads/acf-im-hs-23-01.pdf> [PDF, 0.0KB]

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<sup>i</sup> The Centers for Disease Control and Prevention has established a blood lead "reference value" that serves as a screening tool to identify children with higher levels of lead in their blood compared with most children. However, no safe blood lead level in children has been identified: <https://www.cdc.gov/nceh/features/leadpoisoning/index.html>  
<<https://www.cdc.gov/nceh/features/leadpoisoning/index.html>>

<sup>ii</sup> As long as total costs for any proposed plumbing improvements, such as replacing water fixtures and lead service lines, are less than \$250,000, they would be considered minor renovations and allowable expenditures with program funds. If costs are anticipated to exceed \$250,000, programs should contact their regional office to determine appropriate next steps.

<sup>iii</sup> Arizona is currently the only state approved by CMS to implement a targeted lead screening program.



Home / Specialized Programs / Early Education / Contractor Information

## Management Bulletin 23-04

This Management Bulletin notifies and provides guidance to California State Preschool Program Contractors about requirements for the fiscal year 2022–23 Program Self Evaluation.

### Early Education Division

**Subject:** Fiscal Year 2022–23 Program Self-Evaluation for California State Preschool Program Contractors

**Number:** 23-04

**Date:** April 4, 2023

**Expires:** Until rescinded or superseded by regulations

**Authority:** *California Code of Regulations*, Title 5 (5CCR) sections 17700, 17709, 17710, 17711, 17794

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

### Purpose

This Management Bulletin (MB) notifies and provides guidance to California State Preschool Program (CSPP) contractors of the requirements and instructions for submitting the Program Self-Evaluation (PSE), due to the California Department of Education (CDE), Early Education Division (EED) on or before June 1, 2023. This MB rescinds and replaces MB 22-03.

### Policy

Each contractor shall develop and implement an annual plan for its program self-evaluation process. Each CSPP contractor shall use the PSE to submit a summary of the findings of the PSE to the CDE by June 1, of each year.

### Implementation

Each CSPP contractor shall conduct the fiscal year (FY) 2022–23 PSE using the FY 2022–23 Program Instrument (PI), items one (1) through 20, to determine areas in which the contractor did and did not meet the standards of the CSPP contract requirements. The FY 2022–23 PI document can be accessed at <https://www.cde.ca.gov/sp/cd/ci/eed2223.docx>. CSPP contractors shall submit the FY 2022-23 PSE to the CDE by completing the survey at <https://surveys3.cde.ca.gov/go/pse2022-23.asp>.

Each CSPP contractor must include program staff and board members, as applicable, in the self-evaluation process, and maintain written documentation of their participation.

The CSPP contractor must analyze the findings from the self-evaluation of items 1–20 of the PI, including the Desired Results Developmental Profile (DRDP), the Environment Rating Scale (ERS), and the Desired Results parent survey, and complete the survey to summarize all the following:

- An assessment, in narrative format, of the staff and board members' (as applicable) participation in the PSE process, *and*
- Program areas that did not meet standards, and a list of tasks to improve in those areas in a timely and effective manner, *and*
- Program areas that did meet standards and procedures for ongoing monitoring to ensure those areas continue to meet standards.

The FY 2022-23 PSE Survey, a copy of the survey questions CSPP contractors will be required to respond to, and frequently asked questions can be accessed on the CDE, PSE web page at <https://www.cde.ca.gov/sp/cd/ci/pseforms.asp>.

### Desired Results Parent Survey

Gathering information from parents participating in the program provides valuable feedback on the quality of the services provided. The requirement for the Parent Survey is described in 5CCRSection 17710.

Contractors may deliver and collect surveys in a format that is easily accessible and convenient to families. This may include digital surveys, electronic submissions, and/or mailed hardcopies. To the greatest extent possible, surveys should be provided in the family's preferred language. Contractors should give parents ample time to complete surveys and the opportunity to ask contractors and providers questions and at a minimum, provided in languages sufficient to comply with language access laws. Surveys must be made accessible to individuals with disabilities. This includes providing reasonable modifications upon request.

### Environment Rating Scale

Environment Rating Scales (ERS) described in 5CCRSection 17711 requires that direct service contractors complete an ERS on all classrooms or homes as a part of the self-evaluation process. The ERS on classrooms/homes may be completed by program staff/providers or an outside assessor.

## Submission Requirements for the PSE

CSPP contractors are required to submit the FY 2022-23 PSE survey to the CDE, EED on or before **Thursday, June 1, 2023, by 5:00 p.m.**

## Record Retention Requirements for the PSE

All supporting documentation for the FY 2022–23 PSE must be retained on-site by the CSPP contractor, and be made available to the CDE, EED upon request. Supporting documentation to be retained includes:

- Completed Environment Rating Scales
- Environment Rating Scale Classroom/Agency Summary of Findings
- Desired Results Parent Survey results and Summary of Findings
- DRDP Classroom/Site/Agency Summary of Findings
- An assessment of the program by staff and board members as evidenced by written documentation
- Documentation from the self-evaluation process used to develop a written list of tasks needed to modify the program in order to address all areas that need improvement

In accordance with 5CCRSection 17820, all records shall be retained for a minimum period of five (5) years.

## Background and Authority

The PSE requirements are described in 5CCRsections 17700, 17709, 17710, 17711, 17794.

Pursuant to 5CCRSection 17709, the annual PSE shall include the following:

- A self-evaluation of the program based on the use of the Program Instrument.
- An assessment of the program by parents using the Desired Results Parent Survey.
- An assessment of the program by staff and board members, as evidenced by written documentation.
- An analysis of the Program Instrument review findings, including the DRDP, the ERS, and the Desired results parent survey, together with all other self-evaluation findings.
- A written list of tasks needed to modify the program in order to address all areas that need improvement, as indicated in the analysis of the findings, *and*
- Procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards, and areas requiring modification are addressed in a timely and effective manner.

CSPP contractors shall modify their programs to address any areas identified during the self-evaluation as needing improvement.

## Resources

If you have questions regarding submission requirements for the FY 2022–23 PSE, please email [fy2223pse@cde.ca.gov](mailto:fy2223pse@cde.ca.gov).

If you have programmatic questions related to completing the FY 2022–23 PSE, 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>.

This MB is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this MB that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to EC 33308.5.

Stephen Propheter, Director  
Early Education Division

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

Last Reviewed: Thursday, April 6, 2023

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[Home](#) / [Specialized Programs](#) / [Early Education](#) / [Contractor Information](#)

## Management Bulletin 23-05

Early Education Division Management Bulletin Guidance on Part-day California State Preschool Program as an Extended Learning and Care Option.

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### Early Education Division

**Subject:** Part-day California State Preschool Program as an Extended Learning and Care Option

**Number:** 23-05

**Date:** April 2023

**Expires:** Until rescinded

**Authority:** Assembly Bill (AB) 130 (Chapter 44, Statutes of 2021), as amended by AB 167 (Chapter 252, Statutes of 2021); AB 210 (Chapter 62, Statutes of 2022), AB 185 (Chapter 571, Statutes of 2022); California *Education Code (EC)* Section 48000(l)

**Attention:** Executive Directors and Program Directors for Part-day California State Preschool Programs

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### Purpose

The purpose of this Management Bulletin (MB) is to notify and provide guidance to part-day California State Preschool Program (CSPP) contractors regarding the option to offer extended learning and care services (referred to as wraparound care in statute) for children enrolled in a Transitional Kindergarten (TK) or kindergarten program.

The directives in this MB are mandatory immediately pursuant to the authority set forth in *Education Code (EC)* section 48000(l)(3).

### Policy

As of July 1, 2022, children enrolled in a TK or kindergarten program may be enrolled in part-day CSPP for extended learning and care services during the hours they are not receiving educational services in a TK or kindergarten program if they are eligible for part-day CSPP services pursuant to *EC* Section 8208(a). This new policy expands the age-eligibility for part-day CSPP; however, this policy does not remove the requirements for families to be eligible for part-day CSPP.

Contractors are required to follow all current laws for eligibility, priority, and certification when enrolling children in CSPP for extended learning and care services.

Part-day CSPPs operating on a local educational agency (LEA) campus may be flexible in the operational hours and enrollment periods to better align with the enrollment for the new school year as specified in the directives section below.

## **Directives for Implementation**

Beginning in the 2022–23 program year, part-day CSPP contractors may enroll children or retain children already enrolled in part-day CSPP, for extended learning and care services if the child is currently enrolled in TK or kindergarten and the family meets the applicable eligibility requirements of part-day CSPP, as stated in *EC* Section 8208. Being enrolled in TK or kindergarten is not a category of eligibility for part-day CSPP extended learning and care; therefore, families are still required to meet an eligibility criterion to enroll.

## **Applicability of Current Requirements for CSPP Extended Learning and Care**

With the exception for operational and enrollment flexibility for contractors operating on an LEA campus (detailed further below), CSPP contractors are required to follow all current laws in place for part-day CSPP, including eligibility, priority, and certification, that may impact enrolling children in CSPP extended learning and care, including, but not limited to, the following:

1. Part-day CSPP must operate for a minimum of 3 hours and no more than 3 hours and 59 minutes per day.
2. Contractors are required to certify families for part-day CSPP services for less than four hours per day. CSPP families cannot be certified for part-day CSPP services during the same time in which that family's child is receiving educational services from their TK or kindergarten program. Thus, CSPP part-day hours cannot overlap with the hours of TK or kindergarten.
3. While parents may choose to enroll four-year-old children in full-day or part-day CSPP in lieu of TK, CSPP is not a replacement for kindergarten, and kindergarten-age children may not be enrolled in CSPP in lieu of kindergarten. In order for kindergarten-age children to be eligible for part-day CSPP extended learning and care services, they must be enrolled in a kindergarten program.
4. Contractors are required to follow the current priority order for enrolling children into the CSPP. Priorities for part-day CSPP can be found in *EC* Section 8210 and MB 23-01.
5. Children enrolled in a TK or kindergarten program that are enrolled in part-day CSPP extended learning and care services must meet the eligibility requirements for CSPP in *EC* Section 8208(a).
6. Children cannot be enrolled in two separate sessions of part-day CSPP; this means that children enrolled in a TK or kindergarten program are limited to only one part-day CSPP session that is less than a total of four hours.
7. CSPP contractors who utilize CSPP neighborhood school eligibility (*EC* Section 8217) may not enroll kindergarten-age-eligible children under the CSPP neighborhood school eligibility

provisions because kindergarten-age-eligible children do not meet the statutory definition of a three- or four-year-old child.

Contractors implementing CSPP as an extended learning and care option must do so within the current confines of the law and adhere to the current Contract Terms and Conditions (CT&C) of the CSPP contract, including all program quality requirements. This includes administering the Desired Results Developmental Profile (DRDP) for students enrolled 10 or more hours per week.

***Note: Extended learning and care was previously an option in full-day CSPP as well. This is no longer the case as of July 1, 2022.***

## **Timeline for Implementation**

### **TK and Kindergarten Children Enrolled in Full-day CSPP Prior to July 1, 2022:**

Transitional Kindergarten and kindergarten students who were enrolled in full-day CSPP prior to July 1, 2022, and are still within their 12-month eligibility period must not be disenrolled at this time. Contractors shall not enroll any additional TK and kindergarten students in full-day CSPP going forward or recertify current TK and kindergarten children in full-day CSPP. As families reach their recertification dates contractors must disenroll the family from full-day CSPP and assist the family in finding a part-day CSPP or refer the family to the local Resource and Referral Agency to find another care option.

### **TK and Kindergarten Children Enrolled in Full-day CSPP on or After July 1, 2022:**

Contractors must assist families that were enrolled in full-day CSPP on or after July 1, 2022, to find a part-day CSPP where the child can receive extended learning and care services or another option for extended learning and care that meets the family's needs, such as the Expanded Learning Opportunities Program (ELO-P), other expanded learning programs, or subsidized childcare programs.

## **Flexibilities Allowed for CSPP Contractors Operating on LEA Campuses**

Pursuant to EC Section 48000(I)(2), CSPPs operating on LEA campuses are allowed flexibility in their operational hours and enrollment periods to better align with the enrollment for the LEA's new school year.

### **Operational Hours**

Operational hours can be adjusted to offer care both before and after the scheduled TK and kindergarten school day, as long as the total hours are limited to less than four hours. A child may attend a single part-day session that is split into multiple time slots, but a child may not attend multiple part-day sessions.

**Example #1: If the TK or kindergarten school day is from 10 a.m. to 1:30 p.m. (PM part-day TK or kindergarten)**

CSPP Hours	TK or Kindergarten Hours	CSPP Hours
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8 a.m. - 10 a.m.	10 a.m. - 1:30 p.m.	1:30 p.m. - 3:25 p.m.
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**Example #2: If the TK or kindergarten school day is from 7:45 a.m. to 1:30 p.m. (Full-day TK or kindergarten)**

TK or Kindergarten Hours	CSPP Hours
7:45 a.m. - 1:30 p.m.	1:30 p.m. - 5:15 p.m.

**Example #3: If the TK or kindergarten school day is from 8:00 a.m. to 11:45 a.m. (AM part-day TK or kindergarten)**

TK or Kindergarten Hours	CSPP Hours
8 a.m. - 11:45 a.m.	11:45 a.m. - 3:30 p.m.

Contractors operating on an LEA campus must inform families that participation in the entire CSPP portion of the day is expected, as it is not “drop-in” care.

The goal of stacking CSPP with TK is to provide a full day of high-quality instruction as an option for families. It is intended that CSPP services provide a cohesive part-day preschool experience, regardless of whether it is offered before or after TK or kindergarten, or both before and after the regular school day.

CSPP class time should be structured as is typical, and address the preschool learning foundations. To best support children in extended learning and care, the California Department of Education (CDE) recommends that CSPP contractors work with TK and kindergarten teachers to ensure a smooth transition between programs.

Decisions about program schedules, meals, and quiet rest opportunities are a local area decision. While a quiet rest opportunity is a healthy activity for students of this young age, contractors should be aware that this time does not count towards TK or kindergarten instructional minutes, as 180 minutes per day are required by *EC* Section 46117. As a result, children may need a quiet rest opportunity during CSPP extended care hours.

Note that many LEAs operating CSPP and TK or kindergarten also have other resources available to support additional hours beyond what TK or kindergarten and CSPP extended learning and care provide, including ELO-P and other before and after school extended learning opportunities.

## **Enrollment Periods**

Contractors operating on an LEA campus have flexibility on enrollment dates and may set enrollment periods once every 30 days within the 120-day enrollment allowance, so the contractor can assess the applications received and enroll children based on the applications received during that enrollment period.

For example, rather than continuous rolling enrollment prior to the beginning of the school year, the contractor can set up enrollment periods. At the end of each enrollment period the contractor could assess all applications received during the period and enroll those children in priority order. The process would restart each enrollment period and would not impact the children enrolled during previous enrollment periods.

## **Documentation**

Families choosing to enroll their child in part-day CSPP extended learning and care services must provide all required documents to determine eligibility as well as to determine any priorities for enrollment and any adjustment factors, and their child must be enrolled in TK or kindergarten.

Additionally, for kindergarten-aged children to be enrolled in CSPP, documentation must be provided and saved in the Family Data File documenting that the child is enrolled in kindergarten.

## **Fiscal Reporting Requirements**

### **Enrollment, Attendance, and Fiscal Reporting within the Child Development Provider Accounting Reporting Information System (CPARIS)**

CSPP contractors must follow the directives below when reporting expenditures, the days of enrollment, and days of attendance for children receiving extended learning and care services through part-day CSPP, beyond the TK and kindergarten program.

On the CSPP Enrollment, Attendance, and Fiscal Reports within the CPARIS:

- For children enrolled in full-day CSPP prior to July 1, 2022, report the child's days of enrollment under the appropriate time-based category (i.e., full-time or full-time-plus) under "Days of Enrollment Certified Children," based on the number of hours per week the child is enrolled.
- For children enrolled or recertified in CSPP on or after July 1, 2022, report the child's days of enrollment as "One-half-time," under "Days of Enrollment Certified Children."
- Although the child's certified enrollment is based on the number of hours per week the child is enrolled, contractors will continue to report enrollment for each day the child is enrolled. Contractors should refer to MB 22-01 for more information on how to report days of enrollment



beginning January 1, 2022. MB 22-01 can be found at

<https://www.cde.ca.gov/sp/cd/ci/mb2201.asp>.

- In no case shall the hours of enrollment for the time the child is in the TK or kindergarten program be included under “Days of Enrollment Certified Children” or “Non-Certified Children.”
- All expenses associated with CSPP should be reported in “Reimbursable Expenses.”
- Do not report the expenses associated with the TK or kindergarten program.

## Background and Authority

Eligibility criteria for part-day CSPP are set forth in *EC* Section 8208(a). This section provides that families must be “eligible” for services, but do not have to meet “need” criteria.

Priorities for part-day CSPP are set forth in *EC* Section 8210. This section provides guidance for the priority order in which families must be enrolled in part-day CSPP.

AB 130 (Chapter 44, Statutes of 2021) as amended by AB 167 (Chapter 252, Statutes of 2021) added subdivision (l) to *EC* section 48000 to require the Superintendent to authorize California State Preschool Program contracting agencies to offer wraparound childcare services for children enrolled in an education program as a TK or kindergarten pupil, if their families meet the requirements of Section 8208. Assembly Bill 210 (Chapter 62, Statutes of 2022) amended *EC* Section 48000(l) to specify that wraparound childcare services applied only to part-day CSPP and that services could only be offered up to three hours each instructional day.

AB 185 (Chapter 571, Statutes of 2022) amended *EC* section 48000 (l) to specify that contracted agencies may only offer services for less than four hours each instructional day within a part-day CSPP for children enrolled in an education program as a TK or kindergarten pupil, if their families meet the requirements of Section 8208. AB 185 also authorized flexibility in operational hours and enrollment cutoff dates for those CSPP programs operating on an LEA campus, to better align with the LEA campus’ schedule and school year.

AB 185 also added subsection (l)(3) to authorize the CDE to implement the changes to subdivision (l) by MB or similar letters of instruction on or before December 31, 2022, which will have the force and effect of regulations until regulations can be filed with the Secretary of State to implement *EC* Section 48000(l).

*EC* Section 8281.5 requires LEAs receiving ELO-P funding to offer or partner in offering in-person before school or after-school expanded learning opportunities that, when added to daily instructional minutes, are no fewer than nine hours of combined instructional time and expanded learning opportunities per instructional day which can include, among other programs, part-day CSPP extended learning services.

Pursuant to subsection (l)(3) of *EC* Section 48000(l), the guidance in this MB is mandatory effective immediately. Contractors should review their policies and procedures to ensure they do not conflict with this MB.

## Resources

### **Contacting your Program Quality Implementation Office Regional Consultant or your Early Education and Nutrition Fiscal Services Analyst**

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>.

If you have fiscal questions about the information in this email, please contact your assigned CDE Early Education Nutrition and Fiscal Services (EENFS) fiscal analyst. The fiscal analyst directory can be accessed at the following link: <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

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

Last Reviewed: Friday, April 7, 2023

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