



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

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

Date: Wednesday, September 28, 2022

Time: 9:00 a.m.

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

Agenda

- 1.0 Call Meeting to Order - TIME: _____
 - 1.1 Pledge of Allegiance
- 2.0 Roll Call
- 3.0 Approve the Minutes of August 24, 2022 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 Fiscal Cost Allocations, Rosa Talamantes, Fiscal Specialist - CCOE 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
 - 6.6 Family Engagement Coordinator Report - Family Engagement Coordinator, Lydia Navarro

7.0 New Business Action

None

8.0 Correspondence Informational

8.1 ACF-IM-HS-22-05: Office of Head Start Guidance for Use of Funds
Appropriated in the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2)

8.2 ACF-IM-HS-22-06: Strategies to Stabilize the Head Start Workforce

8.3 Management Bulletin 22-05: Revised State Median Income (SMI) Ceilings and
Income Ranking Table for Fiscal Year (FY) 2022-23

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: October 26, 2022 at 9:00am
(*Fourth Wednesday of the Month*) Education Village - Room E-2

12.0 Adjournment - TIME: _____



COLUSA COUNTY OFFICE OF EDUCATION

CHILDREN'S SERVICES

345 5th Street, Colusa, CA 95932

(530) 458-0350 • Fax: (530) 458-0310

**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, 28 de septiembre del 2022

Horario: 9:00 a.m.

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

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 24 de agosto 2022 **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 Asignaciones de Costos Fiscales, Rosa Talamantes, Especialista Fiscal - CCOE - 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
- 6.6 Reporte de Compromiso Familiar - Coordinadora de Compromiso Familiar, Lydia Navarro
- 7.0 Nuevo Negocios Acción
- Ninguno
- 8.0 Correspondencia Información
- 8.1 ACF-IM-HS-22-05: Guía de la Oficina Nacional de Head Start para el uso de fondos asignados en la Ley del Plan De Rescate Americano de 2021 (ARP) (Pub. L. 117-2)
- 8.2 ACF-IM-HS-22-06: Estrategias para estabilizar la fuerza laboral de Head Start
- 8.3 Boletín de Gestión 22-05: Límites máximos revisados del ingreso mediano estatal (SMI) y tabla de clasificación de ingresos para el año fiscal (FY) 2022-23
- 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: 26 de octubre 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
August 24, 2022**

Policy Council Members Present: Lizbeth Corona, Patricia Larios, Christal Burrious,
Maria L. Medina, and Megan Rittmann.

**Newly Elected Policy Council
Member Present:**

Other Members Present: Chuck Wayman, Deputy Superintendent of Student Services

Staff Members Present: Rosa Talamantes, Fiscal Specialist
Lydia Navarro, Family Engagement Coordinator

1.0 Call Meeting to Order

Chairperson, Lizbeth Corona, called the meeting to order at 9:12A.M.

2.0 Roll Call

Chairperson, Lizbeth Corona, took roll call.

3.0 Approve the Minutes of May 24, 2022 Policy Council Meeting

Result: Approved

Motion: Christal Burrious

Second: Maria L. Medina

Ayes: Patricia Larios, Christal Burrious, Maria L. Medina, and Megan Rittmann.

4.0 Public Comments & Presentations - None

5.0 Program Planning/Budget

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

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

6.0 Reports

6.1 Secretary's Report - None

6.2 Classroom Reports by Policy Council Representatives

Classroom Representative, Lizbeth Corona shared information from her child's classroom. Last year her child was attending in the afternoon session and is now

attending the morning session because there is no teacher in the afternoon. Lizbeth said the children are learning to brush their teeth on their own. They children are also learning new songs and how to talk about their feelings.

Question: Thermostat at Arbuckle Early Care Education Center - Can staff have a key to control the temperature in the room?

Answer: Family Engagement Coordinator will reach out to Education Division Manager, Donyale Miller (Education Program Supervisor is currently out) for follow up.

6.3 Content Area Training

Scheduled for next meeting.

6.4 Community Member Reports

6.4.1 Colusa County One-Stop - Marisa Apaseo - None

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

Deputy Superintendent of Student Services, Chuck Wayman, shared the following information.

- The CCOE All Staff "Welcome Back Day," was a success!
- Special Education staff had a training CPI (nonviolent crisis prevention).
- Director Vicki Markss - Tk/Preschool Blended program in Maxwell.
- New Human Resources Director at CCOE - Sabrina Myers. Serena Morrow retired.
- CCOE "On the Spot Hiring" - September 13, 2022 from 4:00PM-7:00PM at the Arbuckle Fire Department, located at 506 Lucas Street in Arbuckle, CA. Event includes application assistance and an interview. Immediate job offers made to eligible candidates. Flyers were distributed. Information on current job openings can be found on the EDJoin website: <https://www.edjoin.org/ccoe>

6.5 Director's Report

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

Lydia Navarro, Family Engagement Coordinator, reported on enrollment, attendance of children partially funded by other programs and program information summaries as presented.

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

We have started off the new fiscal year. Parent Orientations have been taking place at all the sites. We will be recruiting for Policy Council Representatives and classrooms officers. New PC Reps will be seated in October. Current PC Reps that are on the Policy Council can continue on the council for up to 5 years. PC Reps need to be nominated again each year. Fifty one percent or more need to be current parents whom have children currently enrolled in the program. Family Engagement Coordinator shared other information/resources with PC Reps. (Pregnancy Resource Guide, Sacramento State High School Equivalency Program, and Colusa County Adult School).

7.0 New Business

7.1 Approve the Program Improvement Grant Application (SF424)

Result: Approved
Motion: Patricia Larios
Second: Megan Rittmann
Ayes: Patricia Larios, Christal Burrious, Maria L. Medina, and Megan Rittmann.

8.0 Correspondence

8.1 Management Bulletin 22-04: Guidance on Identification of Dual Language Learners

Information was included in your packets.

8.2 ACF-IM-HS-22-04: Competitive Bonuses for the Head Start Workforce

Information was included in your packets.

Question: Will parent fees still be waived for the State Preschool Programs?

Answer: Yes, parent fees will continue to be waived.

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

None

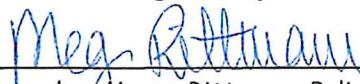
10.0 Announcements - None

11.0 Advanced Planning

11.1 Next Scheduled Meeting Date: September 28, 2022 at 9:00am
(Fourth Wednesday of the Month) Education Village, Room E-2.

12.0 Meeting Adjournment

Meeting was adjourned at 9:38 a.m.


Recorder, Megan Rittmann, Policy Council Secretary

Oficina de Educación del Condado de Colusa
 Servicios de Niños (*Children's Services*)
 Early Head Start/Head Start y Programas de Estado
 Minutas de la Junta del Concilio de Pólizas
 24 de agosto del 2022

Miembros Presente del Concilio: Lizbeth Corona, Patricia Larios, Christal Burrious,
 Maria L. Medina, y Megan Rittmann

Nuevos miembros del Concilio:

Otros miembros Presentes: Chuck Wayman, Superintendente Adjunto de Servicios
 Estudiantiles

Miembros Presente del Personal: Rosa Talamantes, Especialista Fiscal
 Lydia Navarro, Coordinadora de Compromiso Familiar

1.0 Dar comienzo a la junta

La junta fue comenzada por Presidente, Lizbeth Corona a las 9:12AM.

2.0 Tomar lista de los presentes

Presidente, Lizbeth Corona tomo lista de los miembros presentes del Concilio de Pólizas
 presentes.

3.0 Aprobar las minutas de la junta del Concilio de Pólizas de 24 de mayo del 2022

Resultado: Aprobado

Moción: Christal Burrious

Segunda: Maria L. Medina

Si: Patricia Larios, Christal Burrious, Maria L. Medina, y Megan Rittmann

4.0 Comentarios del Público y Presentaciones - ninguno

5.0 Planificación/Presupuesto del Programa

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

Christal Burrious, tesorera del concilio, dio el reporte del presupuesto, total de
 comidas, gastos de tarjeta de crédito y de carga, donaciones (*In-Kind*). Los reportes
 están incluidos en sus paquetes.

6.0 Reportes

6.1 Reporte de la Secretario/a - Ninguno

6.2 Reporte de los Salones por los Representantes del Concilio

La representante del salón, Lizbeth Corona, compartió información del salón de su hijo. El año pasado su hijo asistía a la sesión de la tarde y ahora asiste a la sesión de la mañana porque no hay maestro por la tarde. Lizbeth dijo que los niños están aprendiendo a cepillarse los dientes por su cuenta. Los niños también están aprendiendo nuevas canciones y cómo hablar sobre sus sentimientos.

Pregunta: Termostato en Arbuckle Early Care Education Center - ¿Puede el personal tener una llave para controlar la temperatura en el salón?

Respuesta: El Coordinador de Compromiso Familiar se comunicará con el Gerente de la División de Educación, Donyale Miller (el Supervisor del Programa de Educación está actualmente fuera).

6.3 Entrenamiento de Área de Formación de Contenidos

Será para la próxima junta.

6.4 Reporte de los Miembros de la Comunidad

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

Ninguno

6.4.2 Superintendente del Condado de Colusa, Michael P. West (Board of One)

El Superintendente Adjunto de Servicios Estudiantiles, Chuck Wayman, compartió la siguiente información.

- ¡El "Día de Bienvenida y Regreso" de todo el personal de CCOE fue un éxito!
- El personal de Educación Especial tuvo entrenamiento de CPI (prevención de crisis no violenta).
- Directora Vicki Markss - Programa mixto Tk/Preescolar en Maxwell.
- Nueva Directora de Recursos Humanos en CCOE - Sabrina Myers. Serena Morrow se retiró.
- CCOE "Contratación de Empleo" - 13 de septiembre de 2022 de 4:00 p.m. a 7:00 p.m. en el Departamento de Bomberos de Arbuckle, ubicado en 506 Lucas Street en Arbuckle, CA. El evento incluye asistencia para la solicitud y una entrevista. Ofertas de empleo inmediatas hechas a candidatos elegibles. Se distribuyeron volantes. Puede encontrar información sobre las ofertas de empleo actuales visite el sitio web de EDJoin: <https://www.edjoin.org/ccoe>

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

Lydia Navarro, Coordinadora de Compromiso Familiar informó sobre la inscripción, la asistencia de niños parcialmente financiados por otros programas, Plan de Estudios y resúmenes de información del programa tal como se presentan.

6.6 Reporte de Coordinadora de Compromiso Familiar

Hemos comenzado el nuevo año fiscal. Las orientaciones para padres se han estado llevando a cabo en todos los salones. Reclutaremos representantes para el Concilio de Pólizas y oficiales de los salones. Los nuevos representantes de Concilio de Pólizas se les dará asiento en el concilio en octubre. Los representantes actuales del que están en el Concilio de Pólizas pueden continuar en el concilio hasta por 5 años. Los representantes del concilio deben ser nominados nuevamente cada año. Cincuenta y uno por ciento o más deben ser padres actuales que tengan hijos actualmente inscritos en el programa.

El Coordinador de Participación Familiar compartió otra información/recursos con los representantes del Concilio. (Guía de recursos para el embarazo, Programa de equivalencia de escuelas secundarias del estado de Sacramento y Escuela de adultos del condado de Colusa).

7.0 Nuevos Negocios

7.1 Aprobar la Solicitud de Subvención para la Mejora del Programa (SF424)

Resultado: Aprobado
Moción: Patricia Larios
Segunda: Megan Rittmann
Si: Patricia Larios, Christal Burrious, Maria L. Medina, y Megan Rittmann

8.0 Correspondencia

8.1 Boletín de Gestión 22-04: Orientación sobre la identificación de los estudiantes bilingües

La información se incluyó en sus paquetes.

8.2 ACF-IM-HS-22-04: Bonos competitivos para la fuerza laboral de Head Start

La información se incluyó en sus paquetes.

Pregunta: ¿Se seguirán eximiendo las tarifas de los padres para los Programas Preescolares Estatales?

Respuesta: Sí, las tarifas de los padres continuarán siendo eximidas.

9.0 Dar Asiento a los Nuevos Elegidos al Concilio de Pólizas Representantes, Alternativos o Miembros de la Comunidad

Ninguno

10.0 Anuncios

Gracias a todos los padres por su participación en el Concilio de Pólizas. Los representantes de los padres continúan con su mandato hasta octubre de 2022. Los padres recién elegidos se sientan en octubre. Los padres pueden continuar en el Concilio de Pólizas hasta por 5 años. Cada año, el padre deberá ser nominado.

11.0 Planificación Avanzada

11.1 Próxima fecha de reunión programada: 28 de septiembre de 2022 a las 9:00 a.m.
(Cuarto miércoles del mes) Education Village, Salón E-2.

12.0 Aplazamiento

Termino la junta a las 9:38 a.m.


Notas por: Megan Rittmann, secretaria del Concilio de Pólizas
(Minutas traducidas por Lydia Navarro, Coordinadora de Compromiso Familiar)

Policy Council
Head Start Budget Report
as of
August 31, 2022

Fiscal Year 2020/2021

OPERATING COSTS	OBJECT CODE	Head Start Budget	Head Start What we have spent	Balance
		5210	5210	
Certificated Salaries = Teachers, Administrators	1000's	553,933	53,951	499,982
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	182,272	32,723	149,549
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	217,344	37,934	179,410
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	36,778	4,269	32,509
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	263,945	17,898	246,047
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	0	0	0
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		22,401	5,205	17,196
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.	7000's	92,559	11,019	81,540
TOTAL OPERATING COSTS TO DATE		1,369,232	162,999	1,206,233
% OF YEAR COMPLETED			16%	
TOTAL BUDGET FOR 20/21		1,369,232	162,999	
% OF BUDGET SPENT TO DATE			11.9%	

Policy Council
Early Head Start Budget Report
as of

August 31, 2022

Fiscal Year 2020-2021

	1000's	145,491	35,067	110,424
Certificated Salaries = Teachers, Administrators				
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	247,086	27,907	219,179
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	148,488	25,876	122,612
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	29,406	4,567	24,839
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	104,533	6,836	97,697
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	0	0	0
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		14,702	2,526	12,176
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		51,453	7,451	44,002
TOTAL OPERATING COSTS TO DATE		741,159	110,231	630,928
% OF YEAR COMPLETED			16%	
TOTAL BUDGET FOR 20/21		741,159	110,231	
% OF BUDGET SPENT TO DATE			14.9%	

Policy Council
AmRescuePI Budget Report
as of

August 31, 2022

Fiscal Year 2020-2021

Certificated Salaries = Teachers, Administrators	1000's	39,039	4,967	34,072
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	0	0	0
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	10,283	2,348	7,935
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's		0	0
Consulting Services= Contractor costs.	5000's	0	0	0
Equipment = Equipment and items with a cost of over \$5,000.	6000's		10,842	(10,842)
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		4,561	786	3,775
TOTAL COSTS TO DATE		53,883	18,943	34,940
% OF YEAR COMPLETED			16%	
TOTAL BUDGET FOR 20/21		53,883	18,943	
% OF BUDGET SPENT TO DATE			35.2%	



COLUSA COUNTY OFFICE OF EDUCATION

Wayman's 76	\$ 402.16	Food Service Staff	Fuel	Food Transportation
Messicks	\$ 48.23	Maintenance	Supplies	CPLC Landscape Supplies
Williams Hardware	\$ 76.95	Maintenance	Supplies	WCC Supplies
CCFS	\$ 99.01	Maintenance	Supplies	WCC-I Supplies
AlSCO Geyer	\$ 20.65	Maintenance	Supplies	Landscape Supplies for All Sites
AlSCO Geyer	\$ 69.68	Maintenance	Supplies	CCC Custodial & ACC T Ticket # 2034
AlSCO Geyer	\$ 58.93	Maintenance	Supplies	ACC- Landscape Supplies

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											
2	Lunches	1755	2154											
3	Snacks	1516	1607											
4	Total	4941	5872	0	0	0	0	0	0	0	0	0	0	10813
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 10,384.98												
6	Expected Reimbursement	\$ 9,913.90	\$ 12,641.71											
7	HSEHS % of all meals served	31%	27%											
8	HSEHS Meal Count	1,573	1,585											

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 HSEHS 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 hsehs 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 HSEHS % of all meals (Item number 7)

9/21/2022
12:38 PM

rlamantes

Colusa County Office of Education

4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2022 - 8/31/2022

Colusa County Office of Education

< No Site >

	Jul 22	Aug 22	Total
Total	\$192.19		\$192.19

Arbuckle Children's Center

	Jul 22	Aug 22	Total
Total	\$10959.43	\$9621.96	\$20581.39

Arbuckle Early Care & Ed. Center

	Jul 22	Aug 22	Total
Total	\$3084.07		\$3084.07

Arbuckle Headstart

	Jul 22	Aug 22	Total
Total	\$1164.39		\$1164.39

Colusa Children's Center

	Jul 22	Aug 22	Total
Total	\$3949.30	\$1526.31	\$5475.61

Colusa PLC A

	Jul 22	Aug 22	Total
Total	\$125.88		\$125.88

Colusa PLC B

	Jul 22	Aug 22	Total
Total	\$1062.11	\$275.36	\$1337.47

Home Based

	Jul 22	Aug 22	Total
Total	\$1416.16	\$3422.37	\$4838.53

Williams Children's Center

	Jul 22	Aug 22	Total
Total	\$534.99	\$62.94	\$597.93

Williams PLC

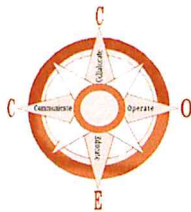
	Jul 22	Aug 22	Total
Total	\$1180.12		\$1180.12

Williams PLC B

	Jul 22	Aug 22	Total
Total	\$534.99		\$534.99

Report Totals

	Jul 22	Aug 22	Total	Requirement	% YTD	% Earned
Total	\$17,921.99	\$21,190.58	\$39,112.57	\$560,140	17%	7%



COLUSA COUNTY OFFICE OF EDUCATION

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

COLUSA COUNTY BOARD OF EDUCATION PUBLIC HEARING AND REGULAR MEETING

DATE: Wednesday, September 14, 2022

TIME: 4:00 p.m. Public Hearing on Availability of Textbooks and Instructional Materials followed by the 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.

4:00 p.m.

PUBLIC HEARING

Public Hearing on Availability of Textbooks and Instructional Materials

REGULAR MEETING 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

6.1.1 Superintendent's Monthly Report

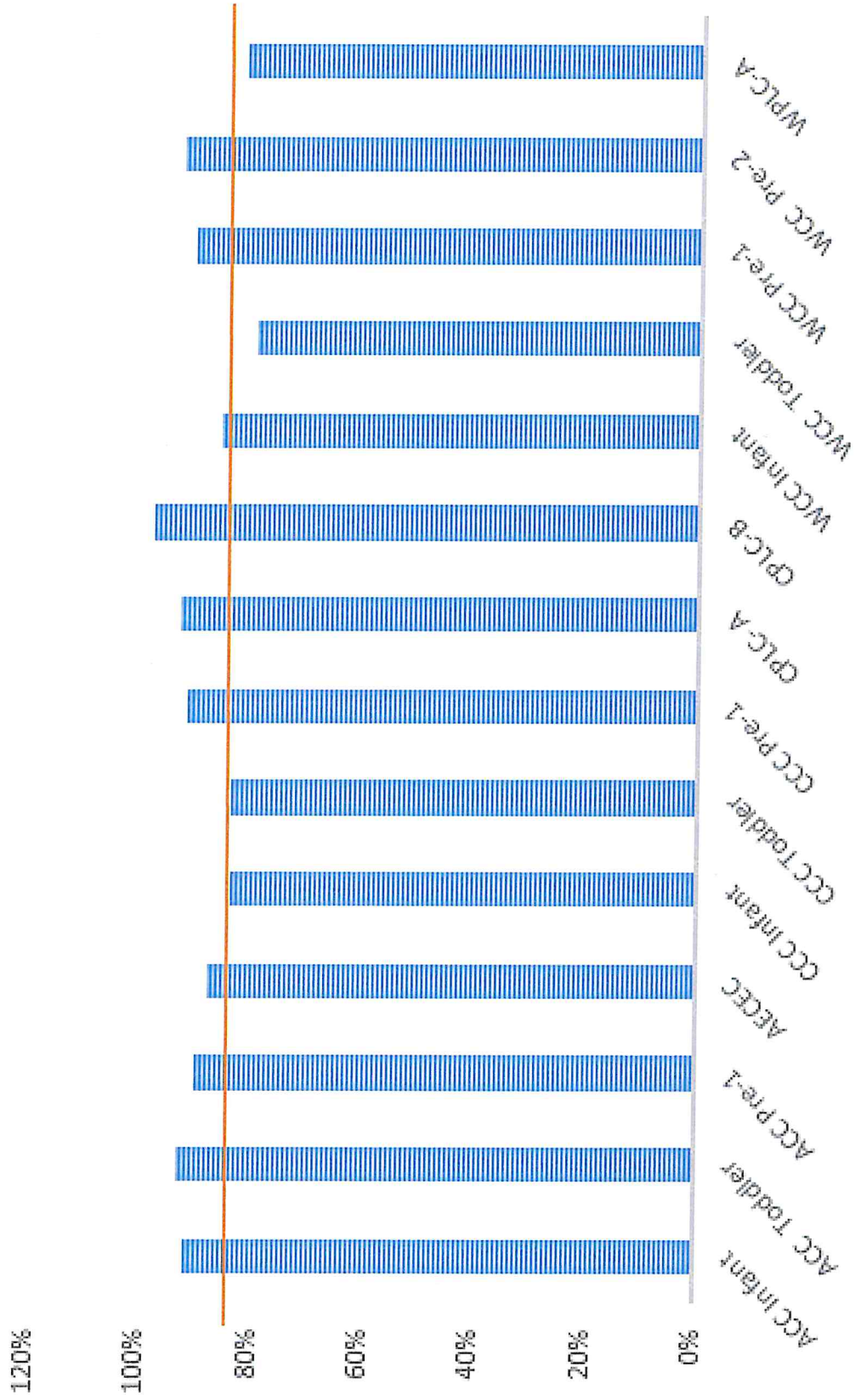
6.1.2 Superintendents Council – August Meeting

information

	<u>DECISION</u>
6.2 Administrative Services – Aaron Heinz	information
6.3 Student Services – Chuck Wayman	information
6.3.1 Children’s Services – Vicki Markss	information
6.3.2 Educational Services – John Ithurburn	information
6.3.3 Special Education & SELPA – Jessica Haney	information
6.4 Technology Services – Alex Evans	information
7.0 BOARD QUESTIONS AND COMMENTS	
7.1 Board President’s Report	information
8.0 CONSENT AGENDA	
(All items are approved by one motion unless pulled by a Board member for separate discussion or action.)	
8.1 Approve Minutes of the June 15, 2022, Regular Board Meeting with Revisions	action
8.2 Approve Minutes of the August 10, 2022, Regular Board Meeting	action
9.0 PUBLIC INPUT – <i>Items on the agenda</i>	
10.0 OLD BUSINESS	
10.1 Community College District Territory (standing item)	information
10.2 Facilities Update (standing item)	information
10.3 Innovative Approaches to Literacy Grant (standing item)	information
10.4 Universal Prekindergarten (standing item)	information
11.0 NEW BUSINESS	
11.1 Approve Board Resolution No. 22/23-02 of the Colusa County Superintendent of Schools and the Colusa County Board of Education Regarding Sufficiency or Insufficiency of Instructional Materials for Fiscal Year 2022-23	action
12.0 ADVANCED PLANNING	
12.1 Items to be Considered for the Next Board Meeting	action
12.2 Next Regular Board Meeting <u>Gann Limits & Unaudited Actuals</u> October 12, 2022, 4:00 p.m. 345 5th Street, Colusa, Large Conference Room	information
13.0 ADJOURNMENT	



22-AUG



Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2); Accompaniment to ACF-IOAS-DCL-22-01 ACF-IM-HS-22-05

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-IM-HS-22-05	2. Issuance Date: 08/29/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: American Rescue Plan (ARP); Appropriations; Fiscal Year (FY) 2022; COVID-19	

INFORMATION MEMORANDUM

TO: Head Start American Rescue Plan (ARP) Act Grant Recipients

SUBJECT: Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2); Accompaniment to ACF-IOAS-DCL-22-01

INFORMATION:

The purpose of this Information Memorandum (IM) is to provide an overview and guidance on funds made available through the ARP (American Rescue Plan).

President Biden signed Public Law 117-2, the American Rescue Plan Act, 2021 (ARP), into law on March 11, 2021. The \$1.9 trillion American Rescue Plan includes \$1 billion for Head Start programs.

All Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients are eligible to receive additional funds proportionally based on funded enrollment levels.

When combined with the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the \$250 million in supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the Head Start program has received a total of \$2 billion in additional funding to support staff, children, and families during this unprecedented time.

Guidance

Grant recipients have flexibility to determine which one-time investments best supports the needs of staff, children, and families, while adhering to federal, state, and local guidance. In making these determinations, grant recipients should consider how the use of the one-time funds could meet both short- and long-term needs and determine whether purchasing, leasing, or contracting for services is more prudent.

Uses of funding include, but are not limited to, the following, as specified in ACF-PI-HS-21-03 FY 2021 American Rescue Plan Funding Increase for Head Start Programs </policy/pi/acf-pi-hs-21-03>:

Reach More Families

- **Enrollment and recruitment.** Now is the time to focus on re-enrollment and enrolling new families. Programs can use funds to purchase services, materials, and technology to ramp up recruitment and enrollment efforts so that, as a program, you are able to enroll the eligible children and families in your community.
- **Additional weeks of Head Start or Early Head Start programming.** Extending the program year or offering summer programming to increase the time children and families receive services.
- **Family supports.** Addressing families' economic security by partnering with them on employment, education, and career goals. Investing in the development of partnerships with local community colleges, apprenticeship programs, and local employers committed to helping Head Start and Early Head Start families find meaningful employment and career tracks. Assessing families' nutritional, health, and wellness needs more frequently. Ensuring materials and resources are available in languages families understand.
- **Mental health support for children and families.** Employing additional family service workers and mental health consultants to assist families with adverse circumstances, including families who may be experiencing homelessness.
- **Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture,** including purchasing kitchen equipment and supplies to support in-person meal service.
- **Transportation.** Hiring bus drivers and monitors to allow more trips with fewer children per bus. Purchasing buses and other vehicles that support continuity of program service and reaching families most in need of services, including families experiencing homelessness.
- **Partnerships to increase the inclusion of children with disabilities.** Providing more training for teachers and families and more support for families. Remodeling classrooms and playgrounds to be accessible.
- **Partnerships to increase the enrollment of children experiencing homelessness.** Partnering with local shelters and public schools to identify and serve children and families experiencing homelessness.
- **Addressing unique needs within their communities,** such as providing internet access to support extended learning.

Get Facilities Ready for In-person Comprehensive Services

- **Ventilation to reduce risk of indoor transmission and make facilities safer.** Installing new heating, ventilation, and air conditioning (HVAC) systems or other improvements, such as windows that can open with safety measures to prevent falls.
- **Outdoor learning and play.** Purchasing or enhancing outdoor learning spaces, including nature-based learning and outdoor classrooms. Creating play areas and landscape features that promote exploration and discovery in a natural environment, such as plantings, gardens, and "loose parts" (i.e., materials for construction and pretend play), rather than traditional play structures or playgrounds.
- **Cleaning supplies and services.** Purchasing necessary supplies or contracting services to clean and disinfect facilities and vehicles.
- **Renovations or other space modification.** Converting available space into classrooms, modifying current classroom designs with room dividers, or adding well-ventilated modular classrooms.
- **Additional space.** Renting additional classroom space, due to physical distancing, to increase opportunities for more children to return to in-person services. Contracting for slots with child care providers in center-based or family child care settings to deliver comprehensive services.
- **Other locally determined facility, staff, and equipment or partnership actions** that are necessary to safely resume and maintain full in-person program operations.

Support Head Start Employees

- **Planning sessions for staff.** Preparing for a return to in-person comprehensive services starts by ensuring that everyone has the knowledge, skills, and resources necessary to operate effectively. This funding can be used to invest in planning sessions to prepare for providing services now and in the summer and fall.
- **Staff wellness and mental health support.** Conducting employee wellness surveys or engaging in other data collection to better understand the needs of team members. Increasing access to mental health consultation and therapy services for staff, contracting with an Employee Assistance Program (EAP), and instituting a staff wellness program that includes activities such as mindfulness breaks and opportunities for self-reflection.
- **Additional staff.** Hiring additional classroom staff to meet physical distancing requirements or reduce group size. Bringing in full-time floaters to reduce the need to bring in outside substitutes.
- **Professional learning and development for staff.** Providing professional learning experiences on key topics such as equity, diversity, inclusion, bias, economic mobility, trauma-skilled practices, and other topics.
- **Other personnel costs.** Offering fringe benefits and expanding sick leave.
- **Vaccine support.** Providing transportation assistance to vaccination sites and temporary coverage to allow absence from the workplace for vaccination. Offering paid time off, sick leave, or other paid leave for the time spent receiving vaccination and if staff members experience side effects post-vaccination.

Additional Resources

- [Staff Development](#) </professional-development/article/staff-development>
- [OHS COVID-19 Updates](#) </about-us/coronavirus/ohs-covid-19-updates>
- [American Rescue Plan](https://www.acf.hhs.gov/american-rescue-plan) <https://www.acf.hhs.gov/american-rescue-plan>

Relevant Resources

- [Enrollment Forward Campaign](#) </about-us/coronavirus/enrollment-forward-campaign>
- [Prioritizing Staff Wellness](#) </physical-health/coronavirus/prioritizing-staff-wellness>
- [Performance Progress Reporting](#) </video/performance-progress-reporting>
- [Earned Income Tax Credits, Child Tax Credit, and Free Tax Help FAQs](#) </family-support-well-being/article/earned-income-tax-credits-child-tax-credit-free-tax-help-faqs>
- [Investing in Families: The American Rescue Plan](#) </video/investing-families-american-rescue-plan>
- [Emergency Rental Assistance and Housing Vouchers FAQs](#) </family-support-well-being/article/emergency-rental-assistance-housing-vouchers-faqs>
- [Resources to Support Families Experiencing Housing Instability](#) </family-support-well-being/article/resources-support-families-experiencing-housing-instability>
- [Know Your American Rescue Plan Benefits Checklist](#) </family-support-well-being/article/know-your-american-rescue-plan-benefits-checklist>
- [Chatathon Live Series: American Rescue Plan Benefits](#) </family-support-well-being/article/chatathon-live-series-american-rescue-plan-benefits>
- [Investing with Families Initiative](#) </family-support-well-being/article/investing-families-initiative>
 - [Social Media Toolkits](#) </family-support-well-being/article/investing-families-social-media-toolkits>
- [The American Rescue Plan Benefits for Families Social Media Toolkit](#) </family-support-well-being/article/american-rescue-plan-benefits-families-social-media-toolkit>
- [Partnering with Families to Access Benefits Through the American Rescue Plan](#) </family-support-well-being/article/partnering-families-access-benefits-through-american-rescue-plan>

Information Memoranda

- [ACF-IM-HS-22-03 Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program](#) </policy/im/acf-im-hs-22-03>
- [ACF-IM-HS-22-04 Competitive Bonuses for the Head Start Workforce](#) </policy/im/acf-im-hs-22-04>

Program Instructions

- [ACF-PI-HS-21-04 Office of Head Start \(OHS\) Expectations for Head Start Programs in Program Year \(PY\) 2021–2022](#) </policy/pi/acf-pi-hs-21-04>
- [ACF-PI-HS-21-03 FY 2021 American Rescue Plan Funding Increase for Head Start Programs](#) </policy/pi/acf-pi-hs-21-03>


Please direct any questions regarding this IM to your Regional Office.

Thank you for your work on behalf of children and families.

/ Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start

See PDF Version of Information Memorandum:

Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2); Accom  </sites/default/files/im/downloads/acf-im-hs-22-05.pdf> [PDF, 337KB]

Historical Document

Strategies to Stabilize the Head Start Workforce

ACF-IM-HS-22-06

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-IM-HS-22-06	2. Issuance Date: 09/12/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Compensation; Wages; Benefits; Bonuses; Recruitment and Retention; Apprenticeship; Career Pathways; Teacher Qualifications Waiver	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Strategies to Stabilize the Head Start Workforce

INFORMATION:

The federal Head Start program is a nationally recognized leader in the field of early childhood education for providing innovative, high-quality services to the children and families who will most benefit from early education and comprehensive services. In this memo, “Head Start” refers to Head Start, Early Head Start, Migrant and Seasonal Head Start, and American Indian and Alaska Native Head Start programs, services, and staff, unless otherwise specified. The credentials and qualifications of Head Start staff have significantly increased over the past decade, while their compensation has been persistently low. Stagnant wages and lack of comprehensive benefits and wellness supports make it difficult to recruit and retain staff, which contributes to classroom closures and high caseloads for current staff. A well-compensated and supported workforce is essential to providing high-quality services to promote children’s optimal development and family well-being. The Office of Head Start (OHS) draws upon the legacy of Head Start leadership in the early childhood field to encourage programs to appropriately compensate and support their staff.

Head Start staff are deeply committed to the mission of the program and are highly qualified professionals. OHS (Office of Head Start) encourages programs to look holistically at their organizational structure and identify sustainable ways to support and compensate staff accordingly. As needed, OHS (Office of Head Start) encourages grant recipients to consider restructuring their programs as a sustainable mechanism for providing increased compensation and other necessary supports to staff. This requires a balance of effectively providing high-quality, comprehensive

services to the highest need children and families while improving staff compensation and supports. This may include consolidating grants, restructuring management or organizations, or requesting a reduction in the overall number of funded slots while continuing to prioritize services to the children and families who are most in need.

During this process, we encourage programs to consider equity issues in pay and benefits for staff. Research shows that, like other fields, there are ethnic and racial pay disparities in early childhood education. We understand these are difficult decisions that will take time and careful consideration of local wages, cost of living, data on current enrollment and staffing, and other relevant information.

If a program requests an enrollment reduction to increase staff compensation, the request should focus on those positions for which staffing challenges are most pressing and are impeding the program from fully serving children and families. We encourage programs to take the time needed to make such decisions through thoughtful, data-informed strategic planning, while not reducing the quality of services for children and families. All enrollment reduction requests must be submitted via the Head Start Enterprise System (HSES). Regional Offices will carefully review each request to determine whether it can be approved.

This Information Memorandum (IM) highlights strategies to support the Head Start workforce that grant recipients can begin working toward immediately.

Increase Compensation and Financial Supports for Head Start Staff

Permanently Increase Compensation

OHS strongly encourages Head Start grant recipients to permanently increase compensation, which is the most effective strategy in retaining and recruiting qualified staff. When considering an increase in staff compensation, OHS (Office of Head Start) encourages programs to use findings from their wage comparability study [publication/wage-comparability-survey-analyzing-employee-compensation](#) to help support their decisions. Programs can consider elementary school settings for purposes of wage comparability, including neighboring school districts. OHS (Office of Head Start) also urges programs to consider benefits that might be critical to recruit and retain a qualified, diverse workforce — such as health care, retirement, and paid leave benefits — and compete with other employers providing comparable services in their local job market. Additionally, the Financial Essential Series [fiscal-management/article/financial-essentials-series](#) may help programs in restructuring existing budgets to align with program goals and support high-quality program services.

Offer Bonuses, Short-term Pay Increases, or Other Financial Incentives

As detailed in ACF-IM-HS-22-04 Competitive Bonuses for the Head Start Workforce [policy/im/acf-im-hs-22-04](#), programs can use American Rescue Plan (ARP), other COVID-19 (Coronavirus Disease 2019) relief, or base grant funds to provide retention bonuses, hiring bonuses, or other financial incentives to staff to support their workforce in the short-term. OHS (Office of Head Start) encourages programs to prioritize bonuses or incentives for staff who have an established tenure with the program, and to consider distributing any hiring bonuses out over time rather than in one lump sum. OHS (Office of Head Start) also strongly urges programs to use their own data on the workforce to determine for which positions bonuses might be most impactful. OHS (Office of Head

Start) reminds programs that any bonuses or incentives for staff must be incorporated into their personnel policies and procedures approved by the governing body and Policy Council or policy committee. Since monetary bonuses likely count as income, grant recipients should understand income requirements for public benefits to determine how such bonuses may impact staff members' access to these benefits.

At their discretion, programs can decide to require a service commitment as a condition of receiving a bonus or financial incentive. However, any service requirement is solely the responsibility of the grant recipient to establish, implement, and enforce as they see fit.

Compensate Staff During Closures and Transitions

OHS reminds programs that when centers are closed or in-person home visits are temporarily suspended due to a disaster, they can continue to provide compensation for up to two weeks to those staff who are unable to engage in employment activities as described in ACF-IM-HS-19-01 </policy/im/acf-im-hs-19-01>. Programs also may continue to pay health insurance premiums for up to 90 days for staff subject to furlough, such as during a summer break (ACF-IM-HS-21-02 </policy/im/acf-im-hs-21-02>).

Public Service Loan Forgiveness (PSLF)

Programs can provide information to their staff about federal programs that could help make student loans easier to pay back and lead toward loan forgiveness, such as the PSLF program <<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>>. The Department of Education is offering a time-limited waiver for PSLF () <<https://studentaid.gov/announcements-events/pslf-limited-waiver>> so borrowers can count additional payments toward forgiveness. Watch this webinar <<https://www.acf.hhs.gov/ecd/public-service-loan-forgiveness-program>> for additional information. The waiver expires October 31, 2022. After that, normal PSLF rules will be in effect. Staff who wish to take advantage of the time-limited changes are encouraged to apply for PSLF as soon as possible to ensure they complete the required paperwork prior to the deadline.

Additional Supports and Flexibilities for the Head Start Workforce

Promoting a Positive and Empowering Work Environment

A healthy and supportive work environment is critical for recruiting and retaining staff, as well as providing high-quality services to children and families. Programs are encouraged to consider strategies to promote the mental health and well-being of their workforce. This may include providing staff with regularly scheduled breaks, brief unscheduled wellness breaks, reflective supervision, and access to employee assistance programs. These and other strategies are described in ACF-IM-HS-21-05 Supporting the Wellness of All Staff in the Head Start Workforce </policy/im/acf-im-hs-21-05>.

Additionally, programs can consider how personnel management could be improved to foster a satisfying and engaging work environment, including through:

- Effective communication and feedback with staff (e.g., two-way instead of top-down)
- Improved orientation or onboarding practices
- Clear personnel policies and procedures
- Ample professional development, coaching, and mentoring opportunities that value the work staff perform and help them improve and move forward in their careers

Recognizing Head Start staff as professionals, inviting innovative practices and ideas, and including staff input in the program's plans and operation contributes to job satisfaction and employee retention.

Supports for Educational Attainment and Career Advancement

Head Start programs have a unique opportunity to invest in their communities by supporting the career development of their staff. Programs may advertise and encourage existing staff to use educational benefits, such as tuition and fee support, and opportunities for career growth that are associated with increased educational attainment.

Apprenticeship programs are a strategy to support educational growth and provide consistent pools of staff. Apprenticeship models recruit people who have interest and talent in working in early childhood settings and support them in obtaining required credentials and employment with Head Start programs. This includes, for example, starting as paid substitutes, floaters, or bus monitors, and then moving into other positions as they obtain required degrees or credentials. Increases in compensation typically accompany increases in qualifications and responsibilities. Watch this webinar <<https://www.youtube.com/watch?v=xzi4ejfz024>> for resources on how to build and execute a successful registered apprenticeship program. Grants to support apprenticeship programs are often available from the U.S. Department of Labor.

Programs can also create partnerships with high schools, community colleges, and other higher education institutions that are available to multiple staff and designed to promote successful completion of degree or credential requirements (e.g., courses offered at times that accommodate full-time workers or taught in non-English languages). Further, creating cohorts of staff enrolled in the same education or credentialing program can facilitate shared support systems.

Costs associated with supporting educational attainment and development of career pathways for staff, such as tuition and fees for obtaining a degree or credential or costs associated with developing an apprenticeship program, can be paid for using Head Start base grant, ARP (American Rescue Plan), or other COVID-19 (Coronavirus Disease 2019) relief funds. If a program uses funds from the Coronavirus Relief and Response Supplemental Appropriations or Coronavirus Aid, Relief, and Economic Security Acts, they must document and justify that the expense is directly supporting their response to the COVID-19 (Coronavirus Disease 2019) pandemic.

Qualification Waiver for Head Start Preschool Teachers

A program that has attempted unsuccessfully to recruit a qualified teacher for a Head Start preschool classroom may submit to their Regional Office a request for a waiver of up to three years for the position's qualification requirements (Sec. 648A(a)(4)(B) <</policy/head-start-act/sec-648a-staff-qualifications-development>>). To be considered for the waiver, the program must demonstrate that the Head Start

preschool teacher is 1) enrolled in a program that grants a qualifying degree and such degree will be completed in a reasonable time not to exceed three years; and 2) has at least a current center-based preschool Child Development Associate® (CDA) credential or a state-awarded certificate that meets or exceeds the CDA (Child Development Associate®) credential.

As outlined in the Head Start Act, a qualifying degree includes an associate or bachelor's degree in early childhood education, or in a related field with coursework equivalent to an early childhood education major along with experience teaching preschool-age children. A waiver request must also adequately describe how the program's attempts to recruit qualified individuals were unsuccessful. The Regional Office will review each waiver request and determine whether to grant the waiver. Programs could consider using the waiver process to promote a strong assistant teacher to a lead teacher role, ensuring that teacher will receive the necessary degree in a reasonable timeframe as described above.

OHS (Office of Head Start) will continue to work with programs as they support a strong, qualified workforce that is highly valued, healthy, and committed to the Head Start mission. Please direct any questions about the content of this IM (Information Memorandum) to your OHS (Office of Head Start) Regional Office.

Thank you for all you do on behalf of children and families.

Sincerely,


/ Katie Hamm /

Katie Hamm

Acting Director

Office of Head Start

See PDF Version of Information Memorandum:

Head Start Workforce Stabilization Strategies  </sites/default/files/im/downloads/acf-im-hs-22-06.pdf>
[PDF, 80KB]

Historical Document



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

Management Bulletin 22-05

Early Education Division

Subject: Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2022–23

Number: 22-05

Date: September 2022

Expires: Until Rescinded

Authority: California *Education Code*, Sections 8208, 8210, 8211, and 8213; Assembly Bill (AB) 210 (Chapter 62, Statutes of 2022)

Attention: Executive Directors and Program Directors of All California State Preschool Programs (CSPP)

Purpose

The purpose of this Management Bulletin (MB) is to notify California State Preschool Program (CSPP) contractors of:

- The revised Schedule of Income Ceilings to be used to determine families' income eligibility for CSPP for Fiscal Year (FY) 2022–23
- The updated Income Ranking Table to be used to determine a family's income ranking for purposes of enrollment priorities for CSPP based on income for FY 2022–23

This MB rescinds and replaces MB 21-09.

Policy

Effective July 1, 2022, CSPP contractors must use the revised Schedule of Income Ceilings when determining both initial and ongoing income eligibility for families in part- and full-day CSPP. As part of California's implementation of Universal PreKindergarten, it is important for contractors to note that income eligibility for CSPP has been increased to 100 percent of the State Median Income (SMI), effective July 1, 2022. Contractors must use the revised Income Ranking Table when determining enrollment priorities related to a family's income level.

Directive

The following Schedule of Income Ceilings must be used for determining income eligibility for families initially certified or recertified on or after July 1, 2022. The schedule must also be used for determining maximum monthly income for 15 percent above the income eligibility threshold.

State Fiscal Year 2022–23 Schedule of Income Ceilings

Family Size	Family Yearly Income Ceiling (100% of SMI)	Family Monthly Income Ceiling (100% of SMI)	Maximum Monthly Income for 15% above Income Eligibility Threshold
1-2	\$84,818	\$7,068	\$8,128
3	\$96,590	\$8,049	\$9,257
4	\$112,105	\$9,342	\$10,743
5	\$130,042	\$10,837	\$12,462
6	\$147,988	\$12,332	\$14,182
7	\$151,342	\$12,612	\$14,504
8	\$154,705	\$12,892	\$14,826
9	\$158,068	\$13,172	\$15,148
10	\$161,431	\$13,453	\$15,470
11	\$164,794	\$13,733	\$15,793
12	\$168,158	\$14,013	\$16,115

Source: 2020 American Community Survey (ACS) Public Use Microdata Sample File

Note: Pursuant to the California *Education Code (EC)*, Section 8213(c), the SMI for families of five (5) or more persons is calculated by multiplying the SMI for a family of four by the ratio for the appropriate family size used in the federal Low-Income Home Energy Assistance Program, and specified in federal regulations at paragraphs five (5), six (6), and seven (7) of subdivision (b) of Section 96.85 of Title 45 of the *Code of Federal Regulations*.

Effective July 1, 2022, contractors must use the revised Income Ranking Table located at <http://www.cde.ca.gov/sp/cd/ci/documents/incomerankingtable2022.xlsx> when determining enrollment priorities for families. The revised Income Ranking Table is not provided for purposes of

determining eligibility for CSPP. Please note that this Income Ranking table goes to 100 percent of SMI (rank 100), and includes income up to 15 percent above the income threshold as well (rank 115), because there are some cases where families are served whose income exceeds 100 percent of SMI in CSPP, and contractors serving these families need to know how to prioritize them. As a result, please pay careful attention to the income and family size of the family and those indicators on the chart, along with the applicable statute, regulations, and Management Bulletin guidance that apply to enrolling children in those families.

Changes to the Child Development Management Information System (CDMIS)

The updated SMI boundary for FY 2022–23 will take effect in the CDMIS, beginning in the July 2022 CDD-801A Monthly Child Care Population report (CDD-801A) reporting period. The updated income boundaries will be reflected in the CDD-801A reporting fields for “Family Size” and “Monthly Family Income.” Families that have been certified under a previous fiscal year’s income rankings will continue to be able to be saved within the CDMIS.

Background

The *Education Code* (EC) Section 8213(c) requires the California Department of Finance to annually recalculate the SMI based on the most recent census data and pursuant to the formula set forth in EC Section 8213, and provide the calculations to the California Department of Education (CDE). The updated SMI calculations are used to revise the income ceilings used to determine a family’s initial and ongoing eligibility for services, as part of the certification and recertification process, and to update the Income Ranking Table used for determining priority for enrollment.

In accordance with EC Section 8213(a) and (b) and pursuant to Assembly Bill (AB) 210 (Chapter 62, Statutes of 2022), for families to be eligible for CSPP services based on income, a family’s adjusted monthly income must be at or below 100 percent of the SMI adjusted for family size.

Notwithstanding any other law, EC Section 8208 provides that a part-day and full-day CSPP may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold.

In addition, EC sections 8210 and 8211 require contractors to enroll families in priority order. The State Superintendent of Public Instruction adopts an Income Ranking Table, for purposes of determining enrollment priorities when the priority is related to a family’s income level.

The EC sections 8210(a) and 8211(a) specify that the first priority for CSPP enrollment must be families with children who are receiving child protective services, or children who are at risk of abuse, neglect, or exploitation. Second priority for services is for children with exceptional needs whose family’s income is below the income eligibility threshold. After the first two priorities, families must be enrolled following EC sections 8210 and 8211 and use the Income Ranking Table when enrollment priority is based on income ranking.

If you have any questions regarding the information in this MB, please contact your assigned Early Education Program Quality Implementation Regional Consultant via the CDE Consultant Regional Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233. For questions related to the CDD-801A income data fields in the CDMIS, please email CDMIS@cde.ca.gov.

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

Questions: Early Education Division | 916-322-6223

Last Reviewed: Thursday, September 15, 2022
