



CONTRA COSTA COUNTY

AGENDA

Head Start Policy Council

Wednesday, November 19, 2025

6:00 PM

500 Ellinwood Way, Pleasant Hill | 1203
West 10th St. Building D, Antioch | 300
S. 27th St, Richmond |

Zoom:

<https://cccouny-us.zoom.us/j/823792307>

89 | Meeting ID: 823 7923 0789

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. Correspondence
4. Parent Recognition of Staff
5. ACTION: Approval of the Policy Council Bylaws [25-3937](#)
Attachments: [Head Start Policy Council Bylaws](#)
[Head Start Policy Council Bylaws - SPA](#)
6. ACTION: Heard and ratified the Executive Subcommittee member appointed to fill a vacant position to have a fully represented Executive Subcommittee. [25-4898](#)
Attachments: [CSB380 Executive Committee Positions Responsibilities](#)
8. ACTION: Approval of October 15, 2025, Policy Council Minutes [25-4899](#)
Attachments: [Policy Council Meeting Minutes - 10-15-2025 Draft](#)

9. Administrative Reports [25-4900](#)

Attachments: [Director's Report for PC - November 2025](#)
[Attendance Report - October 2025](#)
[Monitoring Report - October 2025](#)
[Mini PIR - November 2025](#)
[Mini PIR - November 2025 SPA](#)
[EHS Monitoring September 2025](#)
[HS Monitoring September 2025](#)
[Credit Card Report HS and EHS](#)
[Credit Card Report HS and EHS SPA](#)
[Child Nutrition Report - September 2025](#)
[Child Nutrition Report - September 2025 SPA](#)

10. Eligibility Training [25-4901](#)

Attachments: [Annual Head Start Eligibility PC Training Nov 2025](#)

11. Annual Program Information Report 2024-2025 [25-4902](#)

Attachments: [Fiscal Year 2024-2025 PIR Results](#)

12. Semi-Annual Monitoring Report January -June 2025 [25-4903](#)

Attachments: [Semi-Annual Monitoring Report January - June 2025](#)

13. Site Reports**14. Announcements & Sparkle Space [25-4904](#)**

Attachments: [Sparkle Space - October 2025](#)

15. Meeting Evaluation

The next meeting is currently scheduled for January 21, 2026.

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 3068 Grant St, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Ana Araujo aaaraujo@ehsd.cccounty.us



CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-3937

Agenda Date: 9/24/2025

Agenda #: 5.

CC Employment and Human Services Department
Community Services Bureau

Head Start/Early Head Start Bylaws

2025

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I. Name

The name of this council is the Contra Costa County Head Start and Early Head Start Policy Council, hereinafter referred to as the Policy Council.

II. Authority

The Policy Council is established and organized under the Head Start Act of 2007.

III. Purpose and Responsibilities

A. Purpose

The purpose of the Policy Council is to promote the objectives of the Head Start and Early Start Programs operated by Contra Costa County. The Policy Council serves as the link among public and private organizations, Contra Costa County and Delegate Agencies, the communities served, and the parents of enrolled children.

B. Responsibilities

The Policy Council shall approve and submit to the Contra Costa County Board of Supervisors decisions about each of the following:

- (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Contra Costa County is responsive to community and parent needs;
- (ii) Program recruitment, selection, and enrollment priorities;
- (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause;
- (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities;
- (v) Bylaws for the operation of the Policy Council;
- (vi) Consistent with Contra Costa County's policies, Personnel Management Regulations, applicable Memoranda of Understanding, and laws and regulations, program personnel policies and decisions regarding the employment of program staff, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff;
- (vii) Developing procedures for how members of the Policy Council will be elected; and
- (viii) Recommendations on the selection of delegate agencies and the service areas for such agencies.

IV. Policy Council Membership

A. Composition

The Policy Council consists of 26 member seats represented by parents of currently enrolled children, past parents and community agency representatives. Policy Council

composition is reviewed annually to ensure that it meets the general membership guidelines of Head Start Performance Standards and that the representatives are proportionately selected according to program option (Head Start, Early Head Start, Full-Day, Part-Day, and Home-Based).

1. Parents of Currently Enrolled Children

At least 51 percent of the Policy Council seats must be filled by parents of children currently enrolled in Head Start (“HS”) and Early Head Start (“EHS”) program. (See 45 CFR 1305.2 for the definition of “parent”). The number of seats allocated to each childcare center is based on the center’s number of funded HS and EHS slots with one seat for every 60 slots rounded up or down to the nearest whole number. Parents, and their alternates, are nominated and elected by the parent committee of the center at which their children are enrolled.

The parent nominee who receives the most votes is elected to serve as the primary representative of the center where his or her child attends. The parent nominee who receives the second highest vote number of votes is elected to serve as the alternate representative. When the primary representative is unable to attend a meeting, the alternate representative will attend the meeting and vote in the primary representative’s place. Each childcare center shall maintain a list of its primary and alternate representatives, which it shall send to the Policy Council Secretary.

2. Past Parent Representatives

Parents of children who formerly attended HS and EHS programs may serve on the Policy Council for a total of five years, inclusive of terms served while their children were enrolled in HS/ EHS. Past parents interested in serving as representatives may submit a letter of interest to the Policy Council and are elected during the Policy Council Orientation Meeting.

3. Community Agency Representatives

Community Agency Representatives are members of local community agencies, selected by the Policy Council, that serve low-income children and families.

B. Term of Membership

Members are elected each year to a one-year term that commences on September 1 and ends on August 31 of the following calendar year. Members may serve on the Policy Council for a total of five years.

C. Absences

Policy Council members are required to attend all meetings. If a member provides less than a 24-hour notice of his or her absence, the absence will be considered unexcused. If a parent of a currently enrolled child will be absent, he or she must confirm that his or her alternate will attend on his or her behalf. The member must give twenty-four hours’ notice of his or her absence to the alternate, Policy Council Secretary, and childcare site supervisor of the center the parent’s child attends. If a parent of a currently enrolled child has two unexcused absences, the center that he or she represents will be notified, and the center will make the determination as to whether

the parent will remain on the Policy Council or if the parent will step down and the center will elect a new representative. The center must notify the Policy Council Secretary of any changes in representation.

If a past parent or community representative has two unexcused absences, the Policy Council may choose to terminate his or her membership. Community representatives may be terminated only after the Policy Council notifies the agency represented.

D. Resignation

If a member wishes to resign from the Policy Council, or a parent representative is no longer eligible to serve because his or her children are no longer enrolled in the HS or EHS program, the member must submit his or her resignation in writing to the Policy Council Secretary.

E. Termination

A Policy Council member may be terminated by two-thirds (2/3) vote at any regular meeting for reasons of misconduct or excessive absenteeism. If the termination is for excessive absenteeism, this vote will take place only after notice has been sent to the childcare center the member represents and the childcare center has provided a response. The member will be notified in writing of his or her termination from the Policy Council. Any decision to terminate a Past Parent or Community Representative is made by the Policy Council itself, with the member being notified in writing.

F. Vacancy

If the seat of a parent of a currently enrolled child becomes vacant, the vacant seat will be filled by the member's alternate until the parent committee of the center represented by the member elects a new representative to fill the vacant seat. If a seat held by a community agency representative becomes vacant, the agency must appoint a replacement as soon as possible. The Policy Council Chair will announce vacancies of past parent representative seats.

G. Prohibition

Persons employed by Contra Costa County, delegate agencies, and partner agencies, who work for or with HS and/or EHS programs, and immediate family members of such persons including co-parents, are prohibited from serving as members of the Policy Council.

H. Conflict of Interest

Policy Council members shall abide by all applicable conflict of interest laws and regulations, including but not limited to those pertaining to financial reporting, contracting, and personnel decisions.

V. Executive Committee

The Policy Council is led by the Executive Committee. The Executive Committee is comprised of Policy Council members who are elected annually to serve as executive officers. The Executive

Committee oversees the monthly Policy Council meetings and also meets separately each month to plan Policy Council meetings, to review the agenda and to review the previous month's meeting minutes.

A. Officers

1) Chairperson

The Chairperson presides over all Policy Council meetings. He or she has the authority to call special meetings, to maintain order, and to appoint members to chair ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members, and shall recognize members; staff and visitors who wish to speak and make official written communication.

2) Vice-Chairperson

The Vice-Chairperson assists the Chairperson and assumes the Chairperson's obligations and authority if the Chairperson is absent. The Vice Chair is responsible for reviewing the desired outcomes and meeting rules during Policy Council meetings.

3) Secretary

The Secretary conducts a roll call of members and declares whether a quorum exists at the beginning of each meeting and monitors member attendance. He or she reads any correspondence into the record during Policy Council meetings, prepares meeting minutes, and ensures that meetings are recorded. He or she reviews and corrects the previous month's minutes and seeks approval of the minutes during Policy Council meetings.

4) Parliamentarian

The Parliamentarian assists the Chairperson in maintaining order during meetings. He or she states and reviews the principles of conduct and expected behaviors during meetings. He or she acts as timekeeper of the agenda items and notifies the Chairperson when time is about to be exceeded. He or she also serves as the Chairperson of the Bylaws Subcommittee.

B. Election of Officers

Executive Officers are elected and seated annually at the general meeting in September. Nominations for the officers are made by the general membership. Only parent representatives may serve as officers. Votes are cast by roll call. No more than three past parent representatives may serve on the Executive Committee during any term.

C. Attendance

Executive Officers shall attend all Policy Council and Executive Committee meetings. Executive Officers may attend Executive Committee meetings by teleconference. Arriving 15 minutes or more late to an Executive Committee meeting is considered an unexcused absence.

D Removal from Office

Executive Officers may be removed from office by a two-thirds (2/3) vote of the general membership at any regular meeting for misconduct or excessive absenteeism.

E. Officer Vacancies

The Chairperson of the Policy Council fills officer vacancies by appointment. The Policy Council ratifies the appointments.

VI. Subcommittees

The Policy Council has Four (4) standing subcommittees: Executive Subcommittee, Fiscal Subcommittee, Program Services Subcommittee and By-laws Subcommittee. Executive Officers must sit on at least one subcommittee.

Each subcommittee must always maintain at least four members. The Policy Council Chair appoints subcommittee leads and the Policy Council must confirm all appointments by ratification. Subcommittees must follow the Brown Act, keep minutes, and present reports to the Policy Council.

VII. Meetings

Policy Council meetings are held on the 3rd Wednesday of every month, except in the months of July and December.

Meeting notices and agendas shall comply with the Brown Act, the County's Better Government Ordinance, and all applicable local and state meeting laws.

A. Regular Meetings

The Policy Council will hold a minimum of nine (9) meetings per year. Meetings and agendas will be published ninety-six (96) hours in advance. All meetings of the Policy Council and its committees will be held in accordance with the Brown Act and the Contra Costa County Better Government Ordinance.

B. Special Meetings

A special meeting may be called at any time by the Chairperson. Twenty-four (24) hour notice of a special meeting must be given to Policy Council members and the public.

C. Quorum

A quorum is required to conduct a Policy Council meeting. A quorum exists when fifty-one percent (51%) of members are present.

D. Voting

Only Policy Council members or their alternates are permitted to vote on action items. Motion approvals require a majority vote.

VIII. Resolution of Disputes

The Policy Council has developed an impasse procedure, which has been approved by the Board of Supervisors. The impasse procedure is set forth in CSB Policies and Procedures, Program Governance: Section 10, i-iv.

IX. Amendments

Amendments to these bylaws may be initiated by action of the Policy Council and must be approved by the Board of Supervisors. Proposed amendments must be presented to members

at least one general meeting prior to sending the amendments to the Board of Supervisors for approval.

CC Departamento de Empleo y Servicios Humanos
Buró de Servicios a la Comunidad

Estatutos

Head Start/Early Head Start

2025

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I. Nombre

El nombre de este consejo es Consejo de Políticas Head Start y Early Head Start del Condado de Contra Costa, denominado en lo sucesivo como el Consejo de Políticas.

II. Autoridad

El Consejo de Políticas está establecido y organizado bajo la Ley de Head Start de 2007.

III. Propósito y Responsabilidades

A. Propósito

El propósito del Consejo de Políticas es promover los objetivos de los Programas Head Start y Early Start operados por el Condado de Contra Costa. El Consejo de Políticas sirve como enlace entre las organizaciones públicas y privadas, el Condado de Contra Costa y las Agencias Delegadas, las comunidades a las que se sirve y los padres de los niños inscritos.

B. Responsabilidades

El Consejo de Políticas aprobará y someterá a la Junta de Supervisores del Condado de Contra Costa las decisiones sobre cada uno de los siguientes:

- (i) Actividades para apoyar la participación activa de los padres en apoyo a las operaciones del programa, incluidas las políticas para garantizar que el Condado de Contra Costa responda a las necesidades de la comunidad y de los padres;
- (ii) Prioridades de registro, selección e inscripción del programa;
- (iii) Solicitudes de financiamiento y enmiendas a las solicitudes de financiamiento para programas bajo este subcapítulo, antes de la presentación de las solicitudes descritas en esta cláusula;
- (iv) Planificación presupuestaria para los gastos del programa, incluidas las políticas de reembolso y participación en las actividades del Consejo de Políticas;
- (v) Estatutos para el funcionamiento del Consejo de Políticas;
- (vi) De conformidad con las políticas del Condado de Contra Costa, las regulaciones de administración de personal, los memorandos de entendimiento aplicables y las leyes y regulaciones, las políticas y decisiones del personal del programa con respecto al empleo del personal del programa, incluidas las normas de conducta para el personal del programa, los contratistas y los voluntarios y los criterios para el empleo y despido del personal del programa;
- (vii) Desarrollo de procedimientos sobre cómo se elegirán los miembros del Consejo de Políticas; y

(viii) Recomendaciones sobre la selección de agencias delegadas y las áreas de servicio de dichas agencias.

IV. Membresía del Consejo de Políticas

A. Composición

El Consejo de Políticas consta de 26 escaños de miembros representados por padres de niños actualmente inscritos, padres anteriores y representantes de agencias comunitarias. La composición del Consejo de Políticas es revisada anualmente para asegurar que cumple con las guías generales de membresía de las Normas de Desempeño de Head Start y que la composición de los representantes es seleccionada proporcionalmente de acuerdo con la opción del programa (Head Start, Early Head Start, Día Completo, Media Jornada y Con Base en el Hogar).

1. Padres/Madres Actualmente Inscritos

Al menos el 51 por ciento de los escaños del Consejo de Políticas deben ser ocupados por padres de niños actualmente inscritos en el programa Head Start ("HS") y Early Head Start ("EHS"). (Ver 45 CFR 1305.2 para la definición de "padre"). El número de escaños asignados a cada centro de cuidado infantil se basa en el número de cupos financiados de HS y EHS del centro con un escaño por cada 60 cupos redondeada la cantidad hacia arriba o hacia abajo al número entero más cercano. Los padres y sus suplentes son nominados y elegidos por el comité de padres del centro en el que están inscritos sus hijos.

El padre nominado que recibe la mayor cantidad de votos es elegido para servir como el representante principal del centro al que asiste su hijo. El padre nominado que recibe el segundo mayor número de votos es elegido para servir como representante suplente. Cuando el representante principal no pueda asistir a una reunión, el representante suplente asistirá a la reunión y votará en su lugar. Cada centro de cuidado infantil mantendrá una lista de sus representantes principales y suplentes, que enviará al Secretario del Consejo de Políticas.

2. Representantes Padres/Madres Anteriores

Los padres de niños que asistieron anteriormente a los programas HS y EHS pueden formar parte del Consejo de Políticas por un total de cinco años, incluidos los períodos de servicio mientras sus hijos estaban inscritos en HS/EHS. Los padres anteriores interesados en servir como representantes pueden enviar una carta de interés al Consejo de Políticas y son elegidos durante la Reunión de Orientación del Consejo de Políticas.

3. Representantes de Las Agencias Comunitarias

Los representantes de agencias comunitarias son miembros de agencias comunitarias locales, seleccionados por el Consejo de Políticas, que sirven a niños y familias de bajos ingresos.

B. Términos de la Membresía

Los miembros son elegidos cada año por un período de un año que comienza el 1 de septiembre y finaliza el 31 de agosto del siguiente año calendario. Los miembros pueden servir en el Consejo de Políticas por un total de cinco años.

C. Ausencias

Los miembros del Consejo de Políticas deben asistir a todas las reuniones. Si un miembro notifica su ausencia con menos de 24 horas de anticipación, la ausencia se considerará injustificada. Si uno de los padres de un niño actualmente inscrito va a estar ausente, debe confirmar que su suplente asistirá en su nombre. El miembro debe avisar de su ausencia al suplente con veinticuatro horas de anticipación, al Secretario del Consejo de Políticas y al Supervisor del Centro de cuidado infantil al que asiste su hijo. Si el padre de un niño actualmente inscrito tiene dos ausencias injustificadas, se notificará al centro que él o ella representa y el centro determinará si el padre permanecerá en el Consejo de Políticas o si el padre dimitirá y el centro elegirá un nuevo representante. El centro debe notificar al Secretario del Consejo de Políticas sobre cualquier cambio en la representación.

Si un padre/madre anterior o representante de la comunidad tiene dos ausencias sin justificación, el Consejo de Políticas puede elegir terminar su membresía. Se puede terminar la membresía de los representantes de la comunidad solo después de que el Consejo de Políticas haya notificado a la agencia representada.

D. Renuncia

Si un miembro desea renunciar al Consejo de Políticas, o un padre representante ya no es elegible para servir porque sus hijos ya no están inscritos en el programa HS o EHS, el miembro debe presentar su renuncia por escrito al Secretario del Consejo de Políticas.

E. Terminación

Se puede dar por terminado el período de servicio de un miembro del Consejo de Políticas por dos tercios (2/3) de los votos en cualquier reunión regular por razones de mala conducta o por ausencia excesiva. Si la terminación se debe a ausencia excesiva, esta votación tendrá lugar solamente después de que se haya enviado el aviso al centro que eligió al padre al Consejo de Políticas y el centro ha proporcionado una respuesta sobre el plan de acción a tomar. El miembro será notificado por escrito sobre su terminación del Consejo de Políticas. Cualquier decisión de terminar a un padre anterior o representante de la comunidad es hecha por el mismo Consejo de Políticas, mediante notificación escrita.

F. Vacantes

Si el puesto de uno de los padres de un niño actualmente inscrito queda vacante, el puesto vacante lo ocupará el suplente del miembro hasta que el comité de padres del centro representado por el miembro elija un nuevo representante para ocupar el puesto vacante. Si queda vacante un puesto ocupado por un representante de una

agencia comunitaria, la agencia debe designar un reemplazo lo antes posible. El presidente del Consejo de Políticas anunciará las vacantes de representantes de padres anteriores.

G. Prohibiciones

Las personas empleadas por el Condado de Contra Costa, agencias delegadas y agencias asociadas, que trabajan para o con programas de HS y / o EHS y los familiares inmediatos de dichas personas, incluidos los padres de crianza co-parental, tienen prohibido servir como miembros del Consejo de Políticas.

H. Conflicto de Intereses

Los miembros del Consejo de Políticas deberán acatar todas las leyes y reglamentos aplicables sobre conflictos de intereses, incluidos, entre otros, los relacionados con informes financieros, contratación y decisiones de personal.

V. Comité Ejecutivo

El Consejo de Políticas está dirigido por el Comité Ejecutivo. El Comité Ejecutivo está compuesto por miembros del Consejo de Políticas que se eligen anualmente para servir como funcionarios ejecutivos. El Comité Ejecutivo supervisa las reuniones mensuales del Consejo de Políticas y también se reúne por separado cada mes para planificar las reuniones del Consejo de Políticas, revisar la agenda y revisar las Actas de la reunión del mes anterior.

A. Oficiales

1) Presidente

El presidente preside todas las reuniones del Consejo de Políticas. Tiene la autoridad para convocar reuniones especiales, mantener el orden y designar miembros para presidir comités ad-hoc. El presidente hará cumplir el orden y el decoro entre los miembros y dará la palabra a los miembros; personal y visitantes que deseen hablar y realizar comunicaciones oficiales por escrito.

2) Vicepresidente

El vicepresidente asiste al presidente y asume las obligaciones y la autoridad del presidente si el presidente está ausente. El vicepresidente es responsable de revisar los resultados deseados y las reglas de la reunión durante las reuniones del Consejo de Políticas.

3) Secretario

El secretario llama a lista a los miembros y declara si existe quórum al comienzo de cada reunión y supervisa la asistencia de los miembros. Él o ella lee cualquier correspondencia en el registro durante las reuniones del Consejo de Políticas, prepara las actas de las reuniones y se asegura de que las reuniones queden registradas. Él o ella revisa y corrige las Actas del mes anterior y busca la aprobación de las Actas durante las reuniones del Consejo de Políticas.

4) Parlamentario

El parlamentario ayuda al presidente a mantener el orden durante las reuniones. Él o ella hace un repaso de los principios de conducta y comportamientos esperados

durante las reuniones. Es el encargado del tiempo para los puntos de la agenda y notifica al presidente cuando el tiempo está por terminar. Él o ella también se desempeña como presidente del Subcomité de los Estatutos.

B. Elección de Oficiales

Los Oficiales Ejecutivos son elegidos y ocupan su escaño anualmente en la reunión general de septiembre. Las nominaciones para los oficiales son hechas por los miembros en general. Solo los representantes de los padres pueden actuar como oficiales. Los votos se emiten por votación nominal. No más de tres representantes de padres anteriores pueden servir en el Comité Ejecutivo durante cualquier período.

C. Asistencia

Los oficiales ejecutivos asistirán a todas las reuniones del Consejo de Políticas y del Comité Ejecutivo. Los oficiales ejecutivos pueden asistir a las reuniones del Comité Ejecutivo por teleconferencia. Llegar tarde 15 minutos o más a una reunión del Comité Ejecutivo se considera como una ausencia sin excusa.

D. Retiro del Cargo

Los Oficiales Ejecutivos pueden ser removidos de sus cargos por un voto de dos tercios (2/3) de la membresía general en cualquier reunión regular por mala conducta o ausentismo excesivo.

E. Vacantes de Oficiales

El presidente del Consejo de Políticas llena las vacantes de oficiales por nombramiento. El Consejo de Políticas ratifica los nombramientos.

VI. Subcomités

El Consejo de Políticas tiene (4) subcomités permanentes: El Comité Ejecutivo, El Comité Fiscal, El Comité de Servicios del Programa, y El Comité de Estatutos. Los Oficiales Ejecutivos deberán tomar parte en por lo menos un subcomité.

Cada subcomité debe mantener por lo menos cuatro miembros en todo momento. El presidente del Consejo de Políticas designa a los representantes de los subcomités y el Consejo de Políticas debe ratificar todos los nombramientos. Los Subcomités deben seguir el Brown Act, conservar las actas y presentar informes al Consejo de Políticas.

VII. Reuniones

Las reuniones del Consejo de Políticas se llevan a cabo el tercer miércoles de cada mes, excepto en los meses de julio y diciembre.

Los avisos y las agendas de las reuniones deberán cumplir con el Brown Act, la Ordenanza Para un Mejor Gobierno del Condado y con todas las leyes locales y estatales aplicables.

A. Reuniones Regulares

El Consejo de Políticas realizará un mínimo de (9) reuniones por año. Las agendas de las reuniones se publicarán con 96 horas de anticipación. Todas las reuniones del

Consejo de Políticas y sus Comités se llevan a cabo de conformidad con el Brown Act y la Ordenanza para un Mejor Gobierno del Condado de Contra Costa.

B. Reuniones Especiales

Una reunión especial puede ser convocada en cualquier momento por el presidente. Se debe dar aviso con 24 horas de anticipación a los miembros del Consejo de Políticas.

C. Quorum

Se requiere quórum para llevar a cabo una reunión del Consejo de Políticas. Existe quórum cuando el (51%) de los miembros presentes son padres actualmente inscritos.

D. Votación

Solo los miembros del Consejo de Políticas o sus suplentes pueden votar sobre los asuntos de acción. La aprobación de mociones requiere un voto mayoritario.

VIII. Resolución de Disputas

El Consejo de Políticas ha desarrollado un procedimiento de impasse, que ha sido aprobado por la Junta de Supervisores. El procedimiento de impasse se establece en las Políticas y Procedimientos del BSC y Gobernanza del programa: Sección 10, i-iv.

IX. Enmiendas

Las enmiendas a estos Estatutos pueden iniciarse por acción del Consejo de Políticas y deben ser aprobadas por la Junta de Supervisores. Las enmiendas propuestas deben presentarse a los miembros al menos una reunión general antes de enviar las enmiendas a la Junta de Supervisores para su aprobación.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4898

Agenda Date: 11/19/2025

Agenda #: 6.



Contra Costa County Employment & Human Services Department Community Services Bureau



Policy Council Executive Committee Nomination Form

Instructions: Please fill out the information below for each person you would like to nominate for a position on the Policy Council Executive Committee. You may nominate yourself or another representative. Detailed descriptions of each position are available behind this form. All nominations must be seconded during the elections meeting before the voting takes place.

Submission: Please submit your completed form to Ana Araujo at aaaraujo@ehsd.cccounty.us before the meeting begins, or you can text a photo of the completed form to (925) 864-0837. Please confirm that the image was received.

Name of Nominee:

Name of person nominating (if different from nominee):

Nominee's Information:

Click on the following that apply to you:

☐ Current PC Rep. Center's name: _____ ☐ Past Parent ☐ Community Rep

Have you ever served as a Head Start or Early Head Start Policy Council Representative?

☐ No ☐ Yes If yes, how many years?

Position you are seeking (may select one or more):

☐ Chair ☐ Vice Chair ☐ Secretary ☐ Parliamentarian

Please describe your understanding of the roles and responsibilities of this executive committee position:

Please tell us why you would like to hold this position:

Is there anything else you would like to share?



Contra Costa County Employment & Human Services Department Community Services Bureau



Executive Committee Positions and Responsibilities

Executive Committee:

The committee is presided over by the Executive Officers. Nominated PC representatives are voted in annually to become Executive Committee Officers. The committee's role is to act as leadership over the whole body and to oversee the monthly Policy Council meetings. The Executive Committee meets monthly to participate in the planning of the general meetings, review the agenda, and review the meeting minutes from the previous month.

Election of Officers:

Executive Officers will be elected and seated annually at the general meeting in September. The general membership will make nominations for the officers. Current HS and EHS parent representatives and past parent representatives may be nominated as candidates. Votes are cast by roll call. No more than three past parent representatives may serve on the Executive Committee.

Attendance:

Executive Officers shall attend all Policy Council and Executive Committee meetings. Executive Officers may participate in Executive meetings by teleconference. Arriving 15 minutes or more late to an Executive Committee will be considered an unexcused absence.

Officers will be the official representatives at conferences. Alternates will be appointed as needed.

Each officer must be an active member, Chair, or Vice-Chair of at least one committee.

Officers:

Chairperson: The chair will preside at all Policy Council meetings. It has the authority to call special meetings, maintain order, and appoint a chairperson to ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members, recognize members, staff, and visitors who wish to speak, and make official written communication.

The Vice-Chairperson: Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent. The Vice Chair will be responsible for reviewing the desired outcomes during the Policy Council meetings.

Secretary: The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at Policy Council meetings. He or she shall check for any corrections or clarification on the previous month's minutes and seek approval of the minutes. The Secretary shall also assist in preparing the meeting minutes and ensure that the meeting is recorded **correctly**.

Parliamentarian: The Parliamentarian shall assist the Chairperson in maintaining order in the meetings and in ensuring that Robert's Rules of Order are followed. States and review the Ground Rules at PC meetings. He/she shall know and enforce the Brown Act and the Contra Costa County Better Governance Order. Will act as timekeeper of the agenda items and notify the Chair when time is an issue. The parliamentarian assists with obtaining the 1st and 2nd Motion Maker signatures and returns them to the Secretary. Additionally, is the Chair of the Bylaws subcommittee. Staff assistance is provided as needed.



CONTRA COSTA COUNTY

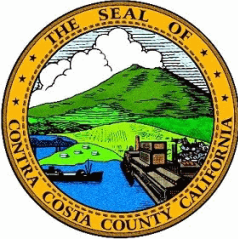
Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-4899

Agenda Date: 11/19/2025

Agenda #: 8.



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, October 15, 2025

6:00 PM 500 Ellinwood Way, Pleasant Hill | 1203 West
10th St. Building D Antioch, CA | 300 S. 27th
St. Richmond, CA | Zoom:
<https://cccouny-us.zoom.us/j/82379230789> |
Meeting ID: 823 7923 0789

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

Gabriela Garibay, Policy Council Vice Chair, called the meeting to order at 6:15 p.m.

2. Correspondence

[25-4264](#)

Attachments:

[Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs](#)
[Fiscal Year 2026 Monitoring Process for Head Start Recipients](#)
[Office of Head Start Correspondence - Spanish](#)

Tuliisa Miller, Policy Council Secretary, read correspondence from the Administration for Children and Families - Office of Head Start Memorandum IM-25-06 Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs ; ACF-OHS-IM-25-05 Fiscal Year 2026 Monitoring Process for Head Start Recipients.

3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

No Public Comments.

4. ACTION: Approval of the Policy Council Bylaws

[25-3937](#)

Tabled to November

5. Approval of Subcommittee Leads

[25-4265](#)**Attachments:** [Policy Council Subcommittees 2025 - Bilingual](#)

The Subcommittee Leads were presented and explained by **Ana Araujo, Comprehensive Service Manager**. **Darryl Davis, Administrative Services Assistant**, introduced what the Fiscal Subcommittee offers and when they meet. Former past subcommittee representatives shared how such meetings are beneficial, informative, and a good place to share ideas and suggestions, including asking questions.

The 2025-2026 Policy Council Subcommittee Leads are as follows:

- Program Services Subcommittee: Gloria Perez
- Monitoring -Self Assessment Subcommittee: Gloria Perez
- Advocacy Subcommittee: Gloria Perez
- Fiscal Subcommittee: Policy Council Chair
- Bylaws Subcommittee: Norma Chayrez

A motion to approve the 2025-2026 Policy Council Subcommittee Leads was completed by Kimberly Nieve and seconded by Tuliisa Miller.

- The motion passed with 20 votes in favor. Nays: 0 Abstentions: 0

Ayes: Montano, Huerta, Hernandez, Mockoski, Santana, Botello, Perez, Magana, Garcia, Hansen, Villalpando, Garibay, Fayani, Munoz, Ginochio, Miller, Chayrez, Nieve, Calle, Perez

6. Approval of the application to carry over Year 1 unobligated funding to the Year 2 budget period ending June 30, 2026

[25-4266](#)**Attachments:** [Executive Summary - Head Start Year 1 Carryover to Year 2 - Bilingual](#)

Sarah Reich, Division Manager, presented the application to carry over Year 1 unobligated funding to the Year 2 budget period ending June 30, 2026. Reich covered budget use clarifying the Personnel budget had unused funds due to staff vacancies. Representative asked if the unused funds could be used for teacher rewards, Reich shared the supply budget is used for teachers on wellness early closures.

A motion to approve the Application to carry over Year 1 unobligated funding to the Year 2 budget period ending June 30, 2026, was completed by Amy Mockoski and seconded by Gloria Perez.

- The motion passed with 20 votes in favor. Nays:0 Abstentions:0

Ayes: Montano, Huerta, Hernandez, Mockoski, Santana, Botello, Perez, Magana, Garcia, Hansen, Villalpando, Garibay, Fayani, Munoz, Ginochio, Miller, Chayrez, Nieve, Calle, Perez

7. Approval of September 3, 2025, Policy Council Minutes [25-4267](#)

Attachments: [Emergency Policy Council Minutes September 3, 2025 - Draft Bilingual](#)

The Policy Council meeting minutes from September 3, 2025, were reviewed, and no corrections were noted.

A motion to approve was completed by Gabriela Garibay and seconded by Norma Chayrez. Kimberly Nieve abstained.

- The motion passed with 19 votes in favor. Nays:0 Abstentions: 1

Ayes: Montano, Huerta, Hernandez, Mockoski, Santana, Botello, Perez, Magana, Garcia, Hansen, Villalpando, Garibay, Fayani, Munoz, Ginocchio, Miller, Chayrez, Calle, Perez
Abstentions: Nieve

8. Approval of September 24, 2025, Policy Council Minutes [25-4268](#)

Attachments: [Policy Council Minutes September 24, 2025 - Draft Bilingual](#)

The Policy Council meeting minutes from September 24, 2025, were reviewed, and no corrections were noted.

A motion to approve was completed by Kimberly Nieve and seconded by Amy Mockoski.

- The motion passed with 20 votes in favor. Nays: 0 Abstentions: 0

Ayes: Montano, Huerta, Hernandez, Mockoski, Santana, Botello, Perez, Magana, Garcia, Hansen, Villalpando, Garibay, Fayani, Munoz, Ginocchio, Miller, Chayrez, Nieve, Calle, Perez

9. Administrative Reports (Program updates, Program Reports, and Fiscal Reports) [25-4269](#)

Attachments: [Administrative Reports](#)
[Fiscal Reports](#)
[Child Nutrition Reports](#)

M.J. Robb, Director - Director's Updates

Darryl Davis - Administrative services Assistant III - Fiscal Reports

Amy Wells, Division Manager - Administrative Reports

10. An understanding of the 2nd. Desired Results Developmental Profile (DRDP) Child Outcomes report and progress report in School Readiness Goals 2024-2025, so that Policy Council members are aware of agency wide progress data of children's assessments. [25-3936](#)

Attachments: [2nd Desired Results Developmental Profile \(DRDP\) Child Outcomes Report](#)

Comprehensive Services Manager, Afi Fiaxe; and Comprehensive Services Manager, LaTonya Saucer, presented the DRDP Child Outcomes Report and Progress Report in School Readiness Goals 2024-2025. Fiaxe and Saucer shared that information is taken from the 1st and 2nd assessment, and the trends are looked at to further conclude what is needed.

11. Site Reports

- **KinderCare LoneTree:** Held a Pedestrian Safety Meeting, Fall Festival, and plan for a picture day soon.
- **George Miller Center:** In September, Ron Pipa played the accordion for the children, Bella read books for children and provided books to take home, a visit from nursing students teaching about health, Mount Diablo read books to the children.
- **George Miller III:** On Friday October 17th from 3:00 PM - 5:00 PM, a Harvest Festival will be held in celebration of 60 Years of Head Start, in addition, Bay Discovery Museum will be visiting in the month of October.
- **Balboa:** The center is going to be painted, and the families conducted a vote on what color they wanted the center painted.

12. Announcements & Parking Lot report

[25-4270](#)

Attachments: [Policy Council Sparkle Space 9-24-2025](#)

Michelle Mankewich, Administrative Services Assistant III, announced the Self-Assessment will take place the second week of November and is seeking parent participation.

Parking Lot/ Sparkle Space Information on what occurs during Wellness Early Closure Days will be included in November packet.

Ana Araujo, Comprehensive Services Manager, clarified that reimbursements for childcare, covers children from 0 to 12 years of age. In addition, Araujo announced a reminder of the Program Subcommittee Meeting, PC Exec Meeting, Fiscal Subcommittee Meeting and Policy Council Meeting's dates and times for November.

The next meeting is currently scheduled for November 19, 2025.

Adjourn

The meeting adjourned at 7:55 p.m.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 3068 Grant St. Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Ana Araujo aaaraujo@ehsd.cccounty.us



CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-4900

Agenda Date: 11/19/2025

Agenda #: 9.

Director's Report for Policy Council Meeting – November 2025

- **Full Enrollment:** We continue to meet our full enrollment mandate! We achieved full enrollment for Head Start / Early Head Start by hitting 101% at the end of October, which marks our 6th month of maintaining full enrollment under our corrective action plan for the Full Enrollment Initiative. Thank you to all for your continued support – keep spreading the word!
- **Government Shutdown:** The federal government has reopened. Throughout the shutdown we meet with the National Head Start Association (NHSA) twice weekly for updates. As a reminder, we had access to our grant funding throughout the shutdown, so it did not directly impact our ability to operate. According to NHSA, 20 programs across 17 states and Puerto Rico (together serving 10,000 children) have had to either fully or partially close due to the shutdown and now that the government has reopened, the Office of Head Start is working to issue funding.

Due to the Government Shutdown, CalFresh recipients did not receive their benefit on November 1st. Board of Supervisors approved on November 4th our department's recommendation to declare a local emergency and to use County General Funds to issue debit cards to November-eligible customers starting on Monday, November 10. However, on November 10th we learned the great news that all California CalFresh recipients had received their November benefits, so distribution of county funds was not necessary.

- **Self-Assessment & Federal Review:** You may recall last month we shared that the Office of Head Start released their Fiscal Year 2026 federal monitoring process updates. We were notified that we would be receiving this visit, called a Focus Area 1 monitoring visit, which happens for all grantees in their second or third year. We are in our second year. We are using this year's self-assessment as part of our preparation for the upcoming Office of Head Start federal monitoring visit. The FY25-26 Self-Assessment is being conducted from November 10-26. It includes both the directly operated and partner centers. It includes observations, written narrative responses, interviews, and file reviews. Topics included are: (1) Program Design, Management, and Improvement, (2) Supporting Safe and Healthy Learning Environments, (3) Fiscal Infrastructure, and (4) Eligibility, Recruitment, Selection, Enrollment, and Attendance.

Informe del Director para la Reunión del Consejo de Políticas – Noviembre de 2025

1. **Inscripción completa:** ¡Continuamos cumpliendo con nuestro mandato de inscripción completa! Logramos la inscripción completa para Head Start / Early Head Start al alcanzar el 101% a fines de octubre, lo que marca nuestro sexto mes de mantener la inscripción completa bajo nuestro plan de acción correctiva para la Iniciativa de Inscripción Completa. Gracias a todos por su continuo apoyo, ¡sigan corriendo la voz!

2. **Cierre del gobierno:** El gobierno federal ha reabierto. Durante el cierre, nos reunimos con la Asociación Nacional de Head Start (NHSA) dos veces por semana para obtener actualizaciones. Como recordatorio, tuvimos acceso a nuestros fondos de subvención durante el cierre, por lo que no afectó directamente nuestra capacidad para operar. Según la NHSA, 20 programas en 17 estados y Puerto Rico (que en conjunto atienden a 10,000 niños) han tenido que cerrar total o parcialmente debido al cierre y ahora que el gobierno ha reabierto, la Oficina Nacional de Head Start está trabajando para emitir fondos.

Debido al cierre del gobierno, los beneficiarios de CalFresh no recibieron su beneficio el 1 de noviembre. La Junta de Supervisores aprobó el 4 de noviembre la recomendación de nuestro departamento de declarar una emergencia local y utilizar los Fondos Generales del Condado para emitir tarjetas de débito a los clientes elegibles para noviembre a partir del lunes 10 de noviembre. Sin embargo, el 10 de noviembre nos enteramos de la gran noticia de que todos los beneficiarios de California CalFresh habían recibido sus beneficios de noviembre, por lo que no era necesaria la distribución de fondos del condado.

3. **Autoevaluación y revisión federal:** Quizás recuerde que el mes pasado compartimos que la Oficina Nacional de Head Start publicó sus actualizaciones del proceso de monitoreo federal para el año fiscal 2026. Se nos notificó que recibiríamos esta visita, llamada visita de monitoreo del Área de Enfoque 1, que ocurre para todos los beneficiarios en su segundo o tercer año. Estamos en nuestro segundo año. Estamos utilizando la autoevaluación de este año como parte de nuestra preparación para la próxima visita de monitoreo federal de la Oficina Nacional de Head Start. La autoevaluación del año fiscal 25-26 se llevará a cabo del 10 al 26 de noviembre. Incluye tanto los centros operados directamente como los asociados. Incluye observaciones, respuestas narrativas escritas, entrevistas y revisiones de archivos. Los temas incluidos son: (1) Diseño, gestión y mejora del programa, (2) Apoyo a entornos de aprendizaje seguros y saludables, (3) Infraestructura fiscal y (4) Elegibilidad, reclutamiento, selección, inscripción y asistencia.

Enrollment and Attendance Report to Policy Council October 2025

Enrollment:

- **HS –101.44%**
- **EHS -100.69%**

Attendance:

- **HS – 77.38%**
- **EHS –78.74%**

- As of September 1, 2024, our total funded HS/EHS slots was reduced to 1201 as a result of our New Grant. The enrollment percentages reflect those reductions in slots.

- Low attendance because of Family Emergency (Other, No Transportation).

Informe de Inscripción y Asistencia al Consejo de Políticas Octubre 2025

Inscripción:

- **HS –101.44%**
- **EHS -100.69%**

Asistencia:

- **HS – 77.38%**
- **EHS –78.74%**

- A partir del 1 de septiembre, 2024, nuestro total de cupos de Head Start HS/Early Head Start EHS financiados se redujo a 1201 como resultado de nuestra nueva subvención. Los porcentajes de inscripción reflejan esas reducciones en los cupos.
- Baja asistencia debido a una emergencia familiar (otro, sin transporte).

Compliance Rates for Center Monitoring:

October 2025

Tools	Overall Compliance Rate	Trends in Tools
Weekly Facility Checklist	98%	- Alarm issues are being fixed and being updated promptly. - All the sites are doing a great job documenting issues and taking steps to meet safety and facility standards.
Daily Health & Safety Classroom Checklist	99%	- Ongoing improvements are evident in activities that support and enhance social and emotional learning - Active Supervision continues a top priority.
Daily Playground Safety Checklist	99%	- Some wear and tear on the fences, track-it orders have been issued. - Playgrounds demonstrate a high level of compliance
Monthly Playground Safety Checklist	97%	Instance of wear and tear were identified at select sites; track-it orders have been issued.
CSB Transition & Safety Tool	95%	- Head count whiteboard was the highest rate of concern. - Transition Tracking need better job maintaining. - Classrooms are maintaining safe learning environments.
On-Site Content Area Tool	98%	- We are noticing delays in completing daily health safety checklist. - Several sites are experiencing leaves and muddy areas. Track its have been placed. - Emergency procedures, food safety, and health safety are consistently meeting compliance standards.

Items to note:

- Sites are keeping environments safe and compliant, with strong documentation, and active supervision.
- Wear-and-tear issues (fences, playground areas, muddy areas) are being caught quickly, with Track-it.
- Strengthening daily safety routines and tightening tracking practices will help issues from escalating.

Compliance Rates for Center Monitoring:

October 2025

Herramientas	Porcentaje de cumplimiento	Tendencias en herramientas
Lista de verificación semanal de instalaciones	98%	- Los problemas de alarma se están solucionando y actualizando rápidamente. - Todos los centros están haciendo un gran trabajo documentando problemas y tomando medidas para cumplir con los estándares de seguridad e instalaciones.
Lista de verificación diaria de salud y seguridad en el aula	99%	- Las mejoras continuas son evidentes en las actividades que apoyan y mejoran el aprendizaje social y emocional - La supervisión activa sigue siendo una prioridad absoluta.
Lista de verificación diaria de seguridad en el patio de recreo	99%	- Se ha notado algo de desgaste en las cercas, Se han emitido órdenes de seguimiento. - Las áreas de recreo infantiles demuestran un alto nivel de cumplimiento.
Lista de verificación mensual de seguridad en el patio de recreo	97%	Se identificaron casos de desgaste en centros seleccionados; Se han emitido órdenes de seguimiento.
Herramienta de transición y seguridad de CSB	95%	- La pizarra del conteo de niños en asistencia fue la tasa más alta de preocupación. - El seguimiento de la transición necesita un mejor mantenimiento del trabajo - Las aulas mantienen entornos de aprendizaje seguros.
Herramienta monitoreo del contenido de área	98%	- Estamos notando retrasos en completar la lista de verificación diaria de seguridad sanitaria - Varios sitios están experimentando acumulamiento de hojas y áreas húmedas de barro. Se han emitido órdenes de seguimiento. - Los procedimientos de emergencia, la seguridad alimentaria y la seguridad sanitaria cumplen constantemente con los estándares de cumplimiento.

Elementos a tener en cuenta:

- Los centros mantienen los entornos seguros y compatibles, con documentación sólida y supervisión activa.
- Los problemas de desgaste (cercas, áreas de juegos, áreas de lodo) se detectan rápidamente con Track-it.
- Fortalecer las rutinas diarias de seguridad y endurecer las prácticas de seguimiento ayudará a que los problemas no se intensifiquen.

Program Information Report PIR November 2025

Head Start		
A.12 Cumulative Enrollment	1207	
C.7 Number of all children who are up-to-date (through the end of the program year) on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	146	12.10%
C.8a The number who have received or are receiving medical treatment for a diagnosed chronic health condition.	107	8.86%
C.20 Number of children who have completed a professional oral examination during the program year.	445	36.87%
C20.a.1 Of these, the number of children who have received or are receiving dental treatment.	19	1.57%
C.1.a Number enrolled in Medicaid and /or CHIP	844	69.93%
C1 Number of all children with health insurance	945	78.29%
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special education and related services	114	9.44%
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	281	23.28%
C.45 Number of families that received at least one program services to promote family outcomes.	562	
Early Head Start		
A.10g Cumulative Enrollment of Children	531	
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	35	6.59%
C.8a The number who have received or are receiving medical treatment for a diagnosed chronic health condition.	39	7.34%
C.1.a Number enrolled in Medicaid and /or CHIP	441	83.05%
C1 Number of all children with health insurance	473	89.08%
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services the Individuals with Disabilities Education Act (IDEA)	11	2.07%
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	80	15.07%
C.45 Number of families that received at least one program services to promote family outcomes.	205	

Reporte Informativo del Programa Noviembre 2025

Head Start		
A.12 Matrícula acumulada	1207	
C.7 Número total de niños que están al día (hasta el final del año del programa) en un programa de atención médica preventiva y primaria adecuada a su edad, de acuerdo con el programa EPSDT del estado correspondiente para la atención médica infantil.	146	12.10%
C.8a El número de personas que han recibido o están recibiendo tratamiento médico por una enfermedad crónica diagnosticada.	107	8.86%
C.20 Número de niños que han completado un examen oral profesional durante el año del programa.	445	36.87%
C20.a.1 De ellos, el número de niños que han recibido o están recibiendo tratamiento dental.	19	1.57%
C.1.a Número de personas inscritas en Medicaid y/o CHIP	844	69.93%
C1 Número total de niños con seguro médico	945	78.29%
C.24 Número de niños inscritos en el programa que tenían un Programa de Educación Individualizado (IEP), en cualquier momento durante el año de inscripción, lo que indica que la LEA determinó que eran elegibles para recibir educación especial y servicios relacionados.	114	9.44%
C.28 Número total de niños recién matriculados que completaron las evaluaciones requeridas en un plazo de 45 días para detectar problemas de desarrollo, sensoriales y de comportamiento desde que se informó el PIR del año pasado.	281	23.28%
C.45 Número de familias que recibieron al menos un servicio del programa para promover los resultados familiares.	562	
Early Head Start		
A.10g Inscripción acumulada de niños	531	
C.7 Número total de niños que están al día con el calendario de atención médica preventiva y primaria adecuada para su edad, según el calendario EPSDT del estado correspondiente para la atención médica infantil.	35	6.59%
C.8a El número de personas que han recibido o están recibiendo tratamiento médico por una enfermedad crónica diagnosticada.	39	7.34%
C.1.a Número de personas inscritas en Medicaid y/o CHIP	441	83.05%
C1 Número total de niños con seguro médico	473	89.08%
C.25 Número de niños inscritos en el programa que tenían un Plan de Servicio Familiar Individualizado (IFSP), en cualquier momento durante el año de inscripción, lo que indica que la Agencia de la Parte C determinó que eran elegibles para recibir servicios de intervención temprana según la Ley de Educación para Personas con Discapacidades (IDEA).	11	2.07%
C.28 Número total de niños recién matriculados que completaron las evaluaciones requeridas en un plazo de 45 días para detectar problemas de desarrollo, sensoriales y de comportamiento desde que se informó el PIR del año pasado.	80	15.07%
C.45 Número de familias que recibieron al menos un servicio del programa para promover los resultados familiares.	205	

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2025 EARLY HEAD START PROGRAM

BUDGET PERIOD JULY 2025 - JUNE 2026

As Of September 2025

1	2	3	4	5	
				Should be 25%	
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	% YTD	Sep-25
a. PERSONNEL	1,224,885	944,406	280,479	22.90%	97,317
b. FRINGE BENEFITS	803,844	630,737	173,107	21.53%	60,646
c. EQUIPMENT	-	-	-	-	
d. SUPPLIES	85,596	73,923	11,673	13.64%	6,098
e. TRAVEL	17,164	16,186	978	5.70%	978
f. CONSTRUCTION	-	-	-	-	
g. OTHER	574,780	499,882	74,898	13.03%	59,182
h. CONTRACTUAL	3,511,212	2,991,839	519,373	14.79%	492,515
i. TOTAL DIRECT CHARGES	6,217,481	5,156,973	1,060,508	17.06%	716,735
j. INDIRECT COSTS	235,175	170,747	64,428	27.40%	64,428
k. TOTAL-ALL BUDGET CATEGORIES	6,452,656	5,327,720	1,124,936	17.43%	781,163
<i>In-Kind (Non-Federal Share)</i>	<i>1,613,164</i>	<i>1,351,891</i>	<i>281,234</i>	<i>17.22%</i>	<i>195,291</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

**2025 EARLY HEAD START PROGRAM
BUDGET PERIOD JULY 2025 - JUNE 2026**

AS OF September 2025

1	2	3	4	5	September
	Total Budget	Remaining Budget	Total YTD Actual	Should be 25% % YTD	2025
a. PERSONNEL (Object Class 6a)					
Permanent (staff)	1,224,885	944,406	280,479	23%	97,317.43
TOTAL PERSONNEL (6a)	1,224,885	944,406	280,479	23%	97,317.43
b. FRINGE BENEFITS (Object Class 6b)					
Permanent Staff	803,844	630,737	173,107	22%	60,645.88
TOTAL FRINGE (6b)	803,844	630,737	173,107	22%	60,645.88
c. EQUIPMENT (Object Class 6d)					
TOTAL EQUIPMENT (6c)	-	-	-	0%	-
d. SUPPLIES (Object Class 6e)					
1. Office Supplies	17,967	8,825	9,142	51%	5,405.59
2. Child and Family Services Supplies	32,074	30,240	1,834		448.61
Transition Supplies	6,306	6,306	-		-
Computer Supplies, Software Upgrades, Computer Replacements	10,771	10,702	69	1%	69.08
Health/Safety Supplies	1,413	1,413	-		-
Mental Health/Disabilities Supplies	10,000	10,000	-		-
Emergency Supplies	1,949	1,949	-		-
Household Supplies	2,116	1,942	174	8%	174.49
Employee Health and Welfare costs	3,000	2,546	454	15%	-
TOTAL SUPPLIES (6d)	85,596	73,923	11,673	14%	6,097.77
e. Travel (Object Class 6c)					
1. Out-of-Town Travel	17,164	16,186	978	6%	977.67
TOTAL TRAVEL (6e)	17,164	16,186	978	6%	977.67
f. CONSTRUCTION (Object Class 6f)					
TOTAL CONSTRUCTION (6f)	-	-	-	0%	-
g. OTHER (Object Class 6g)					
1. Building occupancy Costs/Rents & Leases	91,679	83,579	8,100	9%	5,501.51
2. Utilities, Telephone	6,549	1,596	4,953	76%	4,824.66
3. Building & Child Liability Insurance	1,492	1,492	-		-
4. Building Maintenance/Repair and Other Occupancy Costs	144,908	110,480	34,428	24%	34,161.92
5. Local Travel	10,486	8,165	2,321	22%	1,209.82
Child Nutrition Costs	114,667	108,901	5,766	5%	5,766.45
USDA and CACFP Reimbursements	(47,519)	(47,519)	-		-
7. Parent Services	-	-	-		-
PC Orientation, Trainings , materials and translation (including food/venue)	9,000	7,695	1,305	15%	810.93
Parent Activities-Sites, PC, BOS luncheon & Appreciation (incl.food/venue)	281	281	-		-
Child Care/Mileage Reimbursement	47	47	-		-
8. Accounting & Legal Services	-	-	-		-
Auditor Controllers	2,532	2,532	-		-
Data Processing	36,431	29,971	6,460	18%	876.80
9. Publications/Advertising/Printing	-	-	-		-
Outreach - Printing	900	900	-		-
Recruitment Advertising (e.g. Websites, Digital Marketing)	22,489	22,489	-		-
Family, Community and Parent Engagement (including food/venue)	10,000	10,000	-		-
(T/TA includes Mandatory trainings, Conferences and Trainings by Contra Costa)	74,999	68,182	6,817	9%	4,982.75
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC)	2,953	831	2,123	72%	-
11. Other	-	-	-		-
Site Security Guards	32,202	31,576	626	2%	625.92
Vehicle Operating/ Maintenance and Repair	30,312	28,584	1,728	6%	264.73
Equipment Maintenance Repair and Rental	989	833	156	16%	156.40
Dept of Health and Human Services - 211 Data Base	4,235	4,235	-		-
Other Operating Expenses (CSD Admin/Facs Mgt. Allocation)	25,148	25,034	114	0%	-
TOTAL OTHER (6g)	574,780	499,882	74,898	13%	59,181.89
h. CONTRACTUAL (Object Class 6h)					
Health Consultant (LVN \$78,050)	14,585	11,561	3,024	21%	2,016.00
Health Consultant (LVN)	-	(2,016)	2,016		-
4. Training & Technical Assistance	-	-	-		-
One Solution Technology	13,496	(3,385)	16,881	125%	1,391.52
Leadership Trainings/Seminars/Workshop	26,717	18,166	8,551	32%	4,291.49

Conferences/Trainings	10,643	10,643	-	-	-
Family Development Credential	18,554	18,554	-	-	-
Tutoring	4,000	4,000	-	-	-
Crossroads	180,466	170,046	10,420	6%	10,419.90
KinderCare	736,613	636,582	100,031	14%	100,031.04
Martinez ECC	1,702,038	1,421,698	280,340	16%	280,339.62
Tiny Toes	78,646	78,646	-	-	-
YMCA (East)	563,147	501,120	62,027	-	60,428.93
Practice Based Coaching/Classroom Observation	29,699	27,224	2,475	8%	1,518.75
Teacher Recruitment	8,700	5,198	3,502	40%	1,970.46
Demographer	7,500	7,500	-	-	-
CLOUDs	116,408	86,301	30,107	26%	30,107.11
TOTAL CONTRACTUAL (6h)	3,511,212	2,991,839	519,373	15%	492,514.82
i. TOTAL DIRECT CHARGES (6a-6h)	6,217,481	5,156,973	1,060,508	17%	716,735.46
j. INDIRECT COSTS	235,175	170,747	64,428	17%	64,427.96
k. TOTALS (ALL BUDGET CATEGORIES)	6,452,656	5,327,720	1,124,936	17%	781,163.42
					-
<i>Non Federal Share</i>	1,633,125	1,351,891	281,234	17%	195,290.86

CONDADO DE CONTRA COSTA – BURÓ DE SERVICIOS A LA COMUNIDAD

2025 PROGRAMA DE EARLY HEAD START

PERÍODO PRESUPUESTARIO JULIO 2025 - JUNIO 2026

A PARTIR DE SEPTIEMBRE 2025

1	2	3	4	5	
				Should be 25%	
DESCRIPCIÓN	PRESUPUESTO TOTAL	PRESUPUESTO RESTANTE	TOTAL REAL HASTA LA FECHA	PORCENTAJE DEL AÑO HASTA LA FECHA	SEPTIEMBRE 2025
a. PERSONAL	1,224,885	944,406	280,479	22.90%	97,317
b. BENEFICIOS SUPLEMENTARIOS	803,844	630,737	173,107	21.53%	60,646
c. EQUIPO	-	-	-	0.00%	
d. ARTICULOS DE OFICINA	85,596	73,923	11,673	13.64%	6,098
e. VIAJES	17,164	16,186	978	5.70%	978
g. CONSTRUCCIÓN	-	-	-	0.00%	
h. MISCELÁNEO	574,780	499,882	74,898	13.03%	59,182
f. CONTRATOS	3,511,212	2,991,839	519,373	14.79%	492,515
i. TOTAL DE CARGOS DIRECTOS	6,217,481	5,156,973	1,060,508	17.06%	716,735
j. CARGOS INDIRECTOS	235,175	170,747	64,428	27.40%	64,428
k. TOTAL-CATEGORIAS DEL PRESUPUESTO	6,452,656	5,327,720	1,124,936	17.43%	781,163
Donación de mercancías y servicios (In- t	1,613,164	1,351,891	281,234	17.22%	195,291

CONDADO DE CONTRA COSTA – BURÓ DE SERVICIOS A LA COMUNIDAD

2025 PROGRAMA DE EARLY HEAD START
PERÍODO PRESUPUESTARIO JULIO 2025 - JUNIO 2026
A PARTIR DE SEPTIEMBRE 2025

1	2	3	4	5	
				Should be 25%	
	PRESUPUEST O TOTAL	PRESUPUEST O RESTANTE	TOTAL REAL HASTA LA FECHA	PORCENTAJE DEL AÑO HASTA LA FECHA	SEPTIEMBRE 2025
a. PERSONAL (Clasificación de objeto 6a)					
Permanente	1,224,885	944,406	280,479	23%	97,317
PERSONAL TOTAL (6a)	1,224,885	944,406	280,479	23%	97,317
b. BENEFICIOS SUPLEMENTARIOS (Clasificación de objeto 6b)	-	-	-	0%	-
Permanente	803,844	630,737	173,107	22%	60,646
BENEFICIOS SUPLEMENTARIOS TOTALES (6b)	803,844	630,737	173,107	22%	60,646
c. EQUIPO (Clasificación de objeto 6c)	-	-	-	0%	-
EQUIPO TOTAL (6c)	-	-	-	-	-
d. ARTICULOS (Clasificación de objeto 6d)	-	-	-	0%	-
1. Artículos de Oficina	17,967	8,825	9,142	51%	5,406
2. Artículos de Home Base para EHS	32,074	30,240	1,834	6%	449
Artículos de transición	6,306	6,306	-	-	-
Artículos de computadora, reemplazos, actualización de software	10,771	10,702	69	1%	69
Artículos de discUacidades de salud mental	10,000	10,000	-	-	-
Artículos de emergencia	1,949	1,949	-	-	-
Artículos de familiar	2,116	1,942	174	8%	174
Costos de salud y bienestar de los empleados	3,000	2,546	454	15%	-
TOTAL DE ARTICULOS (Clasificación de objeto 6d)	85,596	73,923	11,673	14%	6,098
e. Viajar (Clasificación de objeto 6e)	-	-	-	0%	-
1. Viajes fuera de la ciudad	17,164	16,186	978	6%	978
VIAJES TOTALES (6e)	17,164	16,186	978	6%	978
f. CONSTRUCCIÓN (Clasificación de objeto 6f)	-	-	-	0%	-
TOTAL DE CONSTRUCCIÓN (6f)	-	-	-	-	-
g. MISCELÁNEO (Clasificación de objeto 6g)	-	-	-	0%	-
1. Costo de Ocupación del Edificio/Renta	91,679	83,579	8,100	9%	5,502
2. Utilidades, Teléfono	6,549	1,596	4,953	76%	4,825
3. Seguro de responsabilidad civil infantil y de construcción	1,492	1,492	-	-	-
4. Mantenimiento/repación de edificios y otros costos de ocupación	144,908	110,480	34,428	24%	34,162
5. Viajes Locales	10,486	8,165	2,321	22%	1,210
6. Servicios Nutritivos	-	-	-	-	-
Costo Nutritivo para Niños	114,667	108,901	5,766	5%	5,766
Reembolso de CACFP & USDA	(47,519)	(47,519)	-	-	-
7. Servicios de Padres	-	-	-	-	-
PC Orientación, Formación, Materiales, Traducción (incluyendo comida/lugar)	9,000	7,695	1,305	15%	811
Actividades de Padres - Urección, placas, broches, certificados, comida	281	281	-	-	-
Reembolso para el cuidado de niños/Millas	47	47	-	-	-
8. Servicios de Contabilidad y Legal	-	-	-	-	-
Contadores de Auditoria	2,532	2,532	-	-	-
Servicios de procesamiento de datos	36,431	29,971	6,460	18%	877
9. Publicaciones/Anuncios/Imprenta	-	-	-	-	-
Outreach - Impresión	900	900	-	-	-
Costo de expansión - propaganda	22,489	22,489	-	-	-
Envolumbramiento de padres, familia y comunidad (incluyendo comida/lugar)	10,000	10,000	-	-	-
(T/TA includes Mandatory trainings, Conferences and Trainings by Content are	74,999	68,182	6,817	9%	4,983
Membresías (WIPFLI, Meeting Fees, NHSA, NAEYC)	2,953	831	2,123	72%	-
11. Misceláneo	-	-	-	-	-
Guardia de seguridad de centros	32,202	31,576	626	2%	626
Reparación y mantenimiento de vehículos	30,312	28,584	1,728	6%	265
Mantenimiento Reparación y Renta de equipos	989	833	156	16%	156
Departamento de salud y servicios humanos	4,235	4,235	-	-	-
Otros gastos operativos (Hechos administrativos y otros administrativos)	25,148	25,034	114	0%	-
TOTAL DE MISCELÁNEO (6g)	574,780	499,882	74,898	13%	59,182
h. CONTRATOS (Clasificación de objeto 6h)	-	-	-	0%	-
Consultor de Salud (LVN \$78,050)	14,585	11,561	3,024	21%	2,016
Consultor de Salud (LVN)	-	(2,016)	2,016	-	-
Consultor de Head Start	-	-	-	-	-
One Solution Technology	13,496	(3,385)	16,881	125%	1,392
CUacitaciones/seminarios/talleres de liderazgo	26,717	18,166	8,551	32%	4,291
Conferencia/CUacitaciones	10,643	10,643	-	-	-
Credencial de Desarrollo Familiar	18,554	18,554	-	-	-
Tutoría	4,000	4,000	-	-	-

Crossroads	180,466	170,046	10,420	6%	10,420
KinderCare	736,613	636,582	100,031	14%	100,031
Martinez ECC	1,702,038	1,421,698	280,340	16%	280,340
Tiny Toes	78,646	78,646	-		-
YMCA (EAST)	563,147	501,120	62,027		60,429
Practice Based Coaching/Classroom Observation	29,699	27,224	2,475	8%	1,519
Teacher Recruitment	8,700	5,198	3,502	40%	1,970
DemógrUo	7,500	7,500	-		-
CLOUDs	116,408	86,301	30,107	26%	30,107
TOTAL DE CONTRATOS (6h)	3,511,212	2,991,839	519,373	15%	492,515
i. TOTAL DE CARGOS DIRECTOS (6a-6h)	6,217,481	5,156,973	1,060,508	17%	716,735
j. CARGOS INDIRECTOS	235,175	170,747	64,428	27%	64,428
k. TOTAL (CATEGORIAS DEL PRESUPUESTO)	6,452,656	5,327,720	1,124,936	17%	781,163
					-
<i>Donación de mercancías y servicios</i>	1,633,125	1,351,891	281,234	17%	195,291

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2025 HEAD START PROGRAM

BUDGET PERIOD JULY 2025 - JUNE 2026

AS OF September 2025 - NEW GRANT

DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	Should be 25.00% %YTD	September 2025
A. PERSONNEL	\$ 5,036,359	\$ 3,545,722	\$ 1,490,637	29.60%	548,067.02
B. FRINGE BENEFITS	\$ 3,332,306	\$ 2,600,857	\$ 731,449	21.95%	257,784.67
D. EQUIPMENT	\$ -	\$ -	\$ -	0.00%	-
E. SUPPLIES	\$ 280,201	\$ 257,431	\$ 22,770	8.13%	12,859.45
F. TRAVEL	\$ 40,049	\$ 37,673	\$ 2,376	5.93%	2,309.60
G. CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	-
H. OTHER	\$ 1,922,486	\$ 1,627,305	\$ 295,181	15.35%	125,394.30
I. CONTRACTUAL	\$ 2,546,297	\$ 2,245,872	\$ 300,425	11.80%	241,070.61
TOTAL DIRECT CHARGES	\$ 13,157,698	\$ 10,314,861	\$ 2,842,837	21.61%	\$ 1,187,486
K. INDIRECT COSTS	\$ 966,988	763,899	203,089	21.00%	201,026.68
TOTAL-ALL BUDGET CATEGORIES	\$ 14,124,686	\$ 11,078,760	\$ 3,045,926	21.56%	1,388,512.33
<i>In-Kind (Non-Federal Share)</i>	\$ 3,531,172	\$ 2,769,690	\$ 761,481	21.56%	\$ 347,128

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2025 HEAD START PROGRAM

BUDGET PERIOD JULY 2025 - JUNE 2026

AS OF September 2025-NEW GRANT

	Total Budget	Remaining Budget	Total YTD Actual	Should be 25% % YTD	September 2025
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	5,036,359	3,545,722	1,490,637	30%	548,067.02
TOTAL PERSONNEL (Object class 6a)	5,036,359	3,545,722	1,490,637	30%	548,067.02
b. FRINGE BENEFITS (Object Class 6b)					
TOTAL FRINGE (Object Class 6b)	3,332,306	2,600,857	731,449	22%	257,784.67
d. EQUIPMENT (Object Class 6d)					
Total EQUIPMENT (Object Class 6d)	-	-	-	0%	-
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	88,453	71,433	17,020	19%	10,764.22
2. Child and Family Services Supplies (Includes classroom Supplies)	89,840	86,499	3,341	4%	1,370.29
Transition Supplies	8,662	8,662	-	0%	-
Computer Supplies, Software Upgrades, Computer Replacements	51,797	49,856	1,941	4%	257.48
Health/Safety Supplies	2,589	2,589	-	0%	-
Mental Health/Disabilities Supplies	25,000	25,000	-	0%	-
Emergency Supplies	3,256	3,256	-	0%	-
Household Supplies	3,604	3,137	467	13%	467.46
Employee Health and Welfare costs	7,000	7,000	-	0%	-
TOTAL SUPPLIES (6e)	280,201	257,431	22,770	8%	12,859.45
f. Travel (Object Class 6f)					
1. Out-of-Town Travel	40,049	37,673	2,376	6%	2,309.60
TOTAL TRAVEL (Object Class 6f)	40,049	37,673	2,376	6%	2,309.60
g. CONSTRUCTION (Object Class 6g)					
TOTAL CONSTRUCTION (6g)	-	-	-	0%	-
h. OTHER (Object Class 6h)					
1. Building occupancy Costs/Rents & Leases	293,252	232,730	60,522	21%	38,740.85
2. Utilities, Telephone	30,433	(6,846)	37,279	122%	28,537.28
3. Building & Child Liability Insurance	3,481	3,481	-	0%	-
4. Building Maintenance/Repair and Other Occupancy Costs	522,285	470,729	51,556	10%	6,172.10
5. Local Travel	44,468	40,836	3,632	8%	2,400.17
Child Nutrition Costs	301,568	273,472	28,096	9%	28,096.00
USDA and CACFP Reimbursements	(110,877)	(110,877)	-	0%	-
PC Orientation, Trainings , materials and translation (including food/venue)	21,000	18,336	2,664	13%	928.76
Parent Activities-Sites, PC, BOS luncheon & Appreciation (incl.food/venue)	656	656	-	0%	-
Child Care/Mileage Reimbursement	111	111	-	0%	-
Auditor Controllers	5,907	4,105	1,802	31%	289.95
Data Processing	238,338	172,932	65,406	27%	3,484.28
Outreach - Printing	2,100	2,100	-	0%	-
Recruitment Advertising (e.g. Websites, Digital Marketing)	52,474	52,474	-	0%	-
Family, Community and Parent Engagement (including.food/venue)	35,000	35,000	-	0%	-
(T/TA includes Mandatory trainings, Conferences and Trainings by Center)	175,000	155,120	19,880	11%	10,650.65
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC)	6,891	1,939	4,953	72%	-
11. Other	-	-	-	0%	-
Site Security Guards	97,172	94,142	3,030	3%	3,030.06
Vehicle Operating/ Maintenance and Repair	94,060	80,780	13,280	14%	1,212.01
Equipment Maintenance Repair and Rental	2,307	1,854	453	20%	453.12
Dept of Health and Human Services - 211 Data Base (CCC)	9,881	8,693	1,188	12%	396.00
Other Operating Expenses (CSD Admin/Facs Mgt. Allocation, live scan)	96,979	95,540	1,439	1%	1,003.07
Health and Safety (Program Improvement Grant/Covid)	-	-	-	0%	-
Comprehensive Services with State Child Development Program	-	-	-	0%	-
TOTAL OTHER (6h)	1,922,486	1,627,305	295,181	15%	125,394.30
i. CONTRACTUAL (Object Class 6i)					
Health Consultant (LVN \$78,050)	34,032	22,272	11,760	35%	4,704.00
One Solution Technology	31,490	1,977	29,513	94%	2,432.78
Leadership Trainings/Seminars/Workshop	62,340	55,687	6,653	11%	3,013.49

Conferences/Trainings	24,834	24,834	-	0%	-
Family Development Credential	43,293	43,293	-	0%	-
Tutoring	6,000	6,000	-	0%	-
KinderCare	286,441	244,804	41,637	15%	38,448.57
Tiny Toes	105,902	105,902	-	0%	-
YMCA (East)	1,615,730	1,484,003	131,727	8%	128,429.40
Practice Based Coaching/Classroom Observation	69,298	55,158	14,140	20%	3,638.75
Teacher Recruitment	25,300	20,974	4,326	17%	2,434.10
Demographer	17,500	14,800	2,700	15%	-
CLOUDs	224,137	166,167	57,970	26%	57,969.52
f. CONTRACTUAL (Object Class 6f)	2,546,297	2,245,872	300,425	11.80%	241,070.61
I. TOTAL DIRECT CHARGES (6a-6h)	13,157,698	10,314,861	2,842,837	22%	1,187,485.65
j. INDIRECT COSTS	966,988	763,899	203,089	21%	201,026.68
k. TOTALS (ALL BUDGET CATEGORIES)	14,124,686	11,078,760	3,045,926	22%	1,388,512.33
<i>Non-Federal Share (In-kind)</i>	<i>3,531,172</i>	<i>2,769,690</i>	<i>761,481</i>	<i>22%</i>	<i>347,128.08</i>

CONDADO DE CONTRA COSTA – BURÓ DE SERVICIOS A LA COMUNIDAD

2025 PROGRAMA HEAD START

PERÍODO PRESUPUESTARIO JULIO 2025 - JUNIO 2026

A PARTIR DE SEPTIEMBRE 2025

DESCRIPCIÓN	PRESUPUESTO TOTAL	PRESUPUESTO RESTANTE	TOTAL REAL HASTA LA FECHA	PORCENTAJE DEL AÑO HASTA LA FECHA	SEPTIEMBRE 2025
A. PERSONAL	\$ 5,036,359	\$ 3,545,722	\$ 1,490,637	29.60%	548,067.02
B. BENEFICIOS SUPLEMENTARIOS	\$ 3,332,306	\$ 2,600,857	\$ 731,449	21.95%	257,784.67
D. EQUIPO	\$ -	\$ -	\$ -	0.00%	-
E. ARTICULOS DE OFICINA	\$ 280,201	\$ 257,431	\$ 22,770	8.13%	12,859.45
F. VIAJES	\$ 40,049	\$ 37,673	\$ 2,376	5.93%	2,309.60
G. CONSTRUCCIÓN	\$ -	\$ -	\$ -	0.00%	-
H. MISCELÁNEO	\$ 1,922,486	\$ 1,627,305	\$ 295,181	15.35%	125,394.30
I. CONTRATOS	\$ 2,546,297	\$ 2,245,872	\$ 300,425	11.80%	241,070.61
I. TOTAL DE CARGOS DIRECTOS	\$ 13,157,698	\$ 10,314,861	\$ 2,842,837	21.61%	1,187,485.65
j. CARGOS INDIRECTOS	966,988	\$ 763,899	203,089	21.00%	201,026.68
k. TOTAL-CATEGORÍAS DEL PRESUPU	\$ 14,124,686	\$ 11,078,760	\$ 3,045,926	21.56%	1,388,512.33
<i>In-Kind (Non-Federal Share)</i>	\$ 3,531,172	\$ 2,769,690	\$ 761,481	6.13%	347,128.08

CONDADO DE CONTRA COSTA – BURO DE SERVICIOS A LA COMUNIDAD

2025 PROGRAMA HEAD START

PERIODO PRESUPUESTARIO JULIO 2025 - JUNIO 2026

A PARTIR DE SEPTIEMBRE 2025

				25.00%	
	PRESUPUES TO TOTAL	PRESUPUEST O RESTANTE	TOTAL REAL HASTA LA FECHA	PORCENTAJE DEL AÑO HASTA LA FECHA	SEPTIEMBRE 2025
a. PERSONAL (Clasificación de objeto 6a)					
Permanente	5,036,359	3,545,722	1,490,637	29.60%	548,067.02
TOTAL PERSONNEL (Object class 6a)	5,036,359	3,545,722	1,490,637	29.60%	548,067.02
b. BENEFICIOS SUPLEMENTARIOS (Clasificación de objeto 6b)					
Permanente	3,332,306	2,600,857	731,449	21.95%	257,784.67
BENEFICIOS SUPLEMENTARIOS TOTALES (6b)	3,332,306	2,600,857	731,449	21.95%	257,784.67
c. EQUIPO (Clasificación de objeto 6c)					
EQUIPO TOTAL (6c)	-	-	-	0.00%	-
d. ARTICULOS (Clasificación de objeto 6d)					
1. Artículos de Oficina	88,453	71,433	17,020	19.24%	10,764.22
2. Artículos de Home Base para EHS	89,840	86,499	3,341	3.72%	1,370.29
Artículos de transición	8,662	8,662	-	0.00%	-
Artículos de computadora, reemplazos, actualización de software	51,797	49,856	1,941	3.75%	257.48
Artículos de salud y seguridad	2,589	2,589	-	0.00%	-
Artículos de discapacidades de salud mental	25,000	25,000	-	0.00%	-
Artículos de misceláneos	-	-	-	0.00%	-
Artículos de emergencia	3,256	3,256	-	0.00%	-
Artículos de familiar	3,604	3,137	467	12.97%	467.46
Costos de salud y bienestar de los empleados	7,000	7,000	-	0.00%	-
TOTAL DE ARTICULOS (Clasificación de objeto 6d)	280,201	257,431	22,770	8.13%	12,859.45
e. Viajar (Clasificación de objeto 6e)					
1. Viajes fuera de la ciudad	40,049	37,673	2,376	5.93%	2,309.60
VIAJES TOTALES (6e)	40,049	37,673	2,376	5.93%	2,309.60
g. CONSTRUCCIÓN (Clasificación de objeto 6g)					
TOTAL DE CONSTRUCCIÓN (6g)	-	-	-	0.00%	-
h. MISCELÁNEO (Clasificación de objeto 6h)					
1. Costo de Ocupación del Edificio/Renta	293,252	232,730	60,522	20.64%	38,740.85
2. Utilidades, Teléfono	30,433	(6,846)	37,279	122.50%	28,537.28
3. Seguro de responsabilidad civil infantil y de construcción	3,481	3,481	-	0.00%	-
4. Mantenimiento/repación de edificios y otros costos de ocupación	522,285	470,729	51,556	9.87%	6,172.10
5. Viajes Locales	44,468	40,836	3,632	8.17%	2,400.17
Costo Nutritivo para Niños	301,568	273,472	28,096	9.32%	28,096.00
Reembolso de CACFP & USDA	(110,877)	(110,877)	-	0.00%	-
7. Servicios de Padres	-	-	-	0.00%	-
Registración de Conferencias para Padres (incluyendo comida/lugar)	-	-	-	0.00%	-
Recursos para Padres, Libros del Ser Padre , Videos	-	-	-	0.00%	-
PC Orientation, Trainings , materials and translation (including food/venue)	21,000	18,336	2,664	12.68%	928.76
PC Orientación, Formación, Materiales, Traducción (incluyendo comida/lugar)	656	656	-	0.00%	-
Policy Council Reuniones - (incluyendo comida/lugar)	111	111	-	0.00%	-
Actividades de Padres	-	-	-	0.00%	-
Controladores auditores	5,907	4,105	1,802	30.51%	289.95
Proceso de datos	238,338	172,932	65,406	27.44%	3,484.28
Publicaciones/Publicidad/Impresión	-	-	-	0.00%	-
Divulgación - Imprenta	2,100	2,100	-	0.00%	-
anuncio de reclutamiento	52,474	52,474	-	0.00%	-
Capacitación o desarrollo del personal	-	-	-	0.00%	-
Envolvramiento de padres, familia y comunidad (incluyendo comida/lugar)	35,000	35,000	-	0.00%	-
(T/TA includes Mandatory trainings, Conferenes and Trainings by Conter Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC)	175,000	155,120	19,880	11.36%	10,650.65
Guardia de seguridad de centros	6,891	1,939	4,953	71.87%	-
Reparación y mantenimiento de vehículos	97,172	94,142	3,030	3.12%	3,030.06
Mantenimiento Reparación y Renta de equipos	94,060	80,780	13,280	14.12%	1,212.01
Dept of Health and Human Services - 211 Data Base (CCC)	2,307	1,854	453	19.64%	453.12
Otros gastos operativos (Hechos administrativos y otros administrativos)	9,881	8,693	1,188	12.02%	396.00
	96,979	95,540	1,439	1.48%	1,003.07
	1,922,486	1,627,305	295,181	15.35%	125,394.30
i. CONTRACTUAL (Object Class 6i)					
Consultor de Salud (LVN \$78,050)	34,032	22,272	11,760	34.56%	4,704.00
One Solution Technology	31,490	1,977	29,513	93.72%	2,432.78
Capacitaciones/seminarios/talleres de liderazgo	62,340	55,687	6,653	10.67%	3,013.49
Conferencia/Capacitaciones	24,834	24,834	-	0.00%	-
Credencial de Desarrollo Familiar	43,293	43,293	-	0.00%	-
Tutoría	6,000	6,000	-	0.00%	-
KinderCare	286,441	244,804	41,637	14.54%	38,448.57
Tiny Toes	105,902	105,902	-	0.00%	-

YMCA (East)	1,615,730	1,484,003	131,727	8.15%	128,429.40
Practice Based Coaching/Classroom Observation	69,298	55,158	14,140	20.40%	3,638.75
Teacher Recruitment	25,300	20,974	4,326	17.10%	2,434.10
Demógrafo	17,500	14,800	2,700	15.43%	-
CLOUDs	224,137	166,167	57,970	25.86%	57,969.52
TOTAL DE CONTRATOS (6f)	2,546,297	2,245,872	300,425	11.80%	241,070.61
i. TOTAL DE CARGOS DIRECTOS (6a-6h)	13,157,698	10,314,861	2,842,837	21.61%	1,187,485.65
j. CARGOS INDIRECTOS	966,988	763,899	203,089	21.00%	201,026.68
k. TOTAL (CATEGORÍAS DEL PRESUPUESTO)	14,124,686	11,078,760	3,045,926	21.56%	1,388,512.33
<i>Donación de mercancías y servicios</i>	<i>3,531,172</i>	<i>2,769,690</i>	<i>761,481</i>	<i>21.56%</i>	<i>347,128.08</i>

September 2025
Credit Card Report

Head Start	
Category	Expenditures
Training & Registration	\$4,755.80
Household Expense	\$0.00
Other Travel Employees	\$2,479.22
Books, Periodicals	\$125.00
Rents & Leases - Property	\$0.00
Educational Supplies	\$0.00
	\$7,360.02

Early Head Start	
Category	Expenditures
Training & Registration	\$2,038.20
Household Expense	\$0.00
Other Travel Employees	\$1,059.70
Books, Periodicals	\$125.00
Rents & Leases - Property	\$0.00
Educational Supplies	\$0.00
	\$3,222.90

Total **\$10,582.92**

Septiembre 2025
Reporte de Tarjeta de Crédito

Head Start	
Categoría	Gastos
Capacitación y registro	\$4,755.80
Gastos del programa	\$0.00
Viajes de empleados y otros	\$2,479.22
Publicaciones periódicas y libros	\$125.00
Propiedad , Alquileres y arrendamientos	\$0.00
Suministros educativos	\$0.00
\$7,360.02	

Early Head Start	
Categoría	Gastos
Capacitación y registro	\$2,038.20
Gastos del programa	\$0.00
Viajes de empleados y otros	\$1,059.70
Publicaciones periódicas y libros	\$125.00
Propiedad , Alquileres y arrendamientos	\$0.00
Suministros educativos	\$0.00
\$3,222.90	

Total **\$10,582.92**

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2025-2026

September 2025

12 Approved Sites



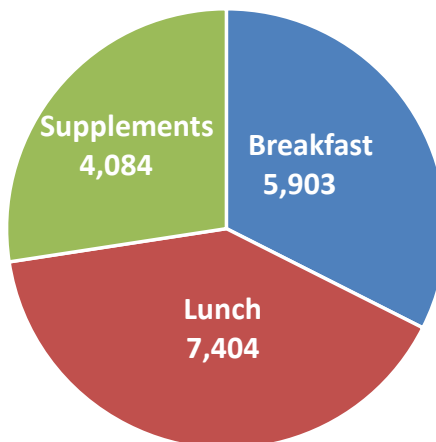
21



362 Daily Participation



17,391 Meals Served



Claim Reimbursement

Total: \$ 58,858

EHSD/CSB

SERVICIOS DE ALIMENTACIÓN Y NUTRICIÓN INFANTIL

PROGRAMA DE ALIMENTACIÓN PARA NIÑOS Y ADULTOS COMIDAS SERVIDAS – AÑO
FISCAL 2025-2026

Septiembre 2025

12 Sitios aprobados



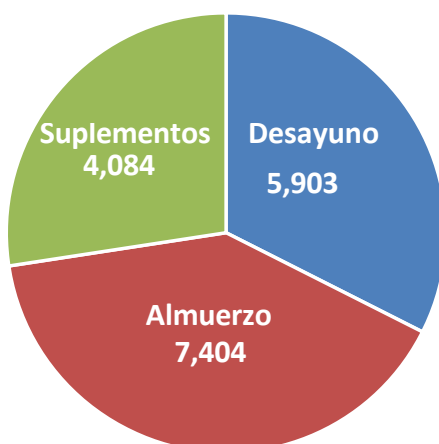
21 Días Comidas Servidas



362 Participación diaria



17,391 Comidas servidas



Reclamación de Reembolso

Total: \$ 58,858



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4901

Agenda Date: 11/19/2025

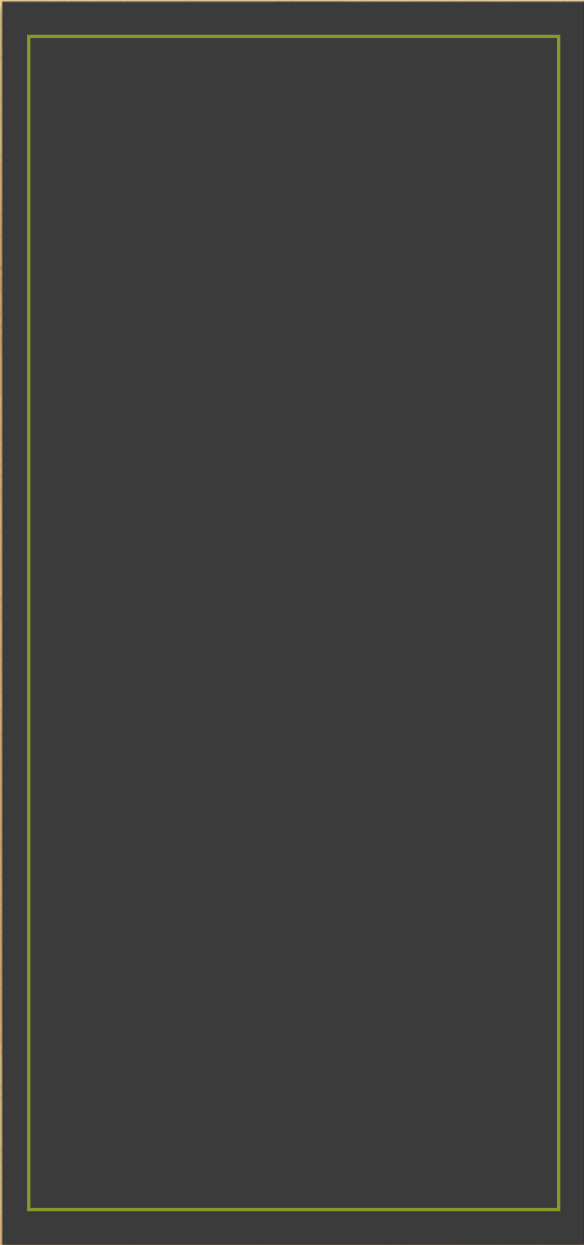
Agenda #: 10.

Head Start Eligibility

HSPPS 1302.12

Policy Council Training

November 19, 2025

- 
- **By the end of this training, we will have an understanding of CSB's policies on:**
 - Methods of collecting complete and accurate eligibility information
 - Explanation of the excessive housing cost deduction
 - Strategies for treating families with dignity and respect
 - Individuals who attempt to provide or intentionally provide false information

Eligibility Process



**One-on-one interviews
with families to
determine eligibility in
person or over the phone**



**Use of consent forms to
contact third parties to
assist families with
obtaining eligibility
documentation**

Eligibility Documentation

Request and assist families
with obtaining documentation
to verify eligibility based on:

Child Age

Head Start: age 3-5

Early Head Start: age 0-3
and pregnant mothers

Categories of Eligibility

Income at or
below federal
poverty
guidelines*

Public
assistance or
SNAP

Experiencing
Homelessness

Foster Care

Allowances for Excessive Housing Costs

Housing expenses that exceed 30% of the gross income can be deducted to lower gross income.

Housing costs may include rent or mortgage payments, homeowner's or renter's insurance, utilities, interest, and taxes on the home.

Utilities include electricity, gas, water, sewer, and trash.



Excessive Housing Cost Example

A family of three reports an annual income of \$30,000, which is above the poverty guideline.

Housing expenses that exceed \$9,000 can be deducted (30% of \$30,000).

The family provided documentation of \$14,000 in housing costs. The deductible amount is \$5,000 (\$14,000 - \$9,000).

Now the family gross income is reduced to \$25,000 (\$30,000 - \$5,000).

This adjusted income now makes them eligible for Head Start, as it brings them below the poverty line for their family size

Family Support

Individualized enrollment process allows for in-person or phone interviews and needs assessments

Comprehensive Services support begins during the eligibility process

On an ongoing basis, support provided through family partnership agreements, family meetings, Mental Health Unit services, etc.

CSB ensures that all families are treated with respect and dignity.

CSB's Confidentiality Policy

Child files maintained
in locked cabinets with
access logs used

Staff trained on
HIPAA (Health
Information Portability
Accountability Act)
requirements

Access is limited to
staff that are directly
involved with a family
or child

Code of Conduct

- **Staff, consultants, and volunteers sign CSB's Code of Conduct which states:**
 - The unique identity of each child and family will be respected and promoted.
 - Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services.
 - Failure to adhere to these policies may be cause for disciplinary actions up to and including termination

Caregiver's Responsibility



Application for Services

Caregivers sign under penalty of perjury that the information they provided is true and correct to the best of their knowledge



Family Handbook

Slot for childcare services may be vacated for falsification of information on enrollment forms

Resources

- Valuable resources can be found on the Head Start Website found at:

<https://headstart.gov/>

For eligibility questions you may contact:

Ellen de Senna

Administrative Analyst

Centralized Enrollment Unit

925-608-8843

edesenna@ehsd.cccounty.us

Kelly Chun

Comprehensive Services Manager

Centralized Enrollment Unit

925-608-8804

kchun@ehsd.cccounty.us

Questions?



Thank You!





CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4902

Agenda Date: 11/19/2025

Agenda #: 11.

FY24-25 Program Information Report (PIR) Results



November 5, 2025

Sheila Walsh, Community Services Bureau Administrative Services Assistant III

info@ehsd.cccounty.us | (925) 608-4800

Program Information Report (PIR) Overview

- **Federal Requirement:** Head Start Act Sec. 642 (d)(2)(I) – Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council [...] the program information reports.
- **Timing:** Data submitted August 29, 2025 (ahead of August 31, 2025 deadline) for program operations from July 1, 2024 through June 30, 2025 (FY24-25)
- **Purpose:** Not a compliance or monitoring tool for individual programs. Data is used at state and national levels to share information about Head Start with members of Congress.
 - Note – Usually state and national comparative data are available by now but were not released by the Office of Head Start prior to the government shutdown.

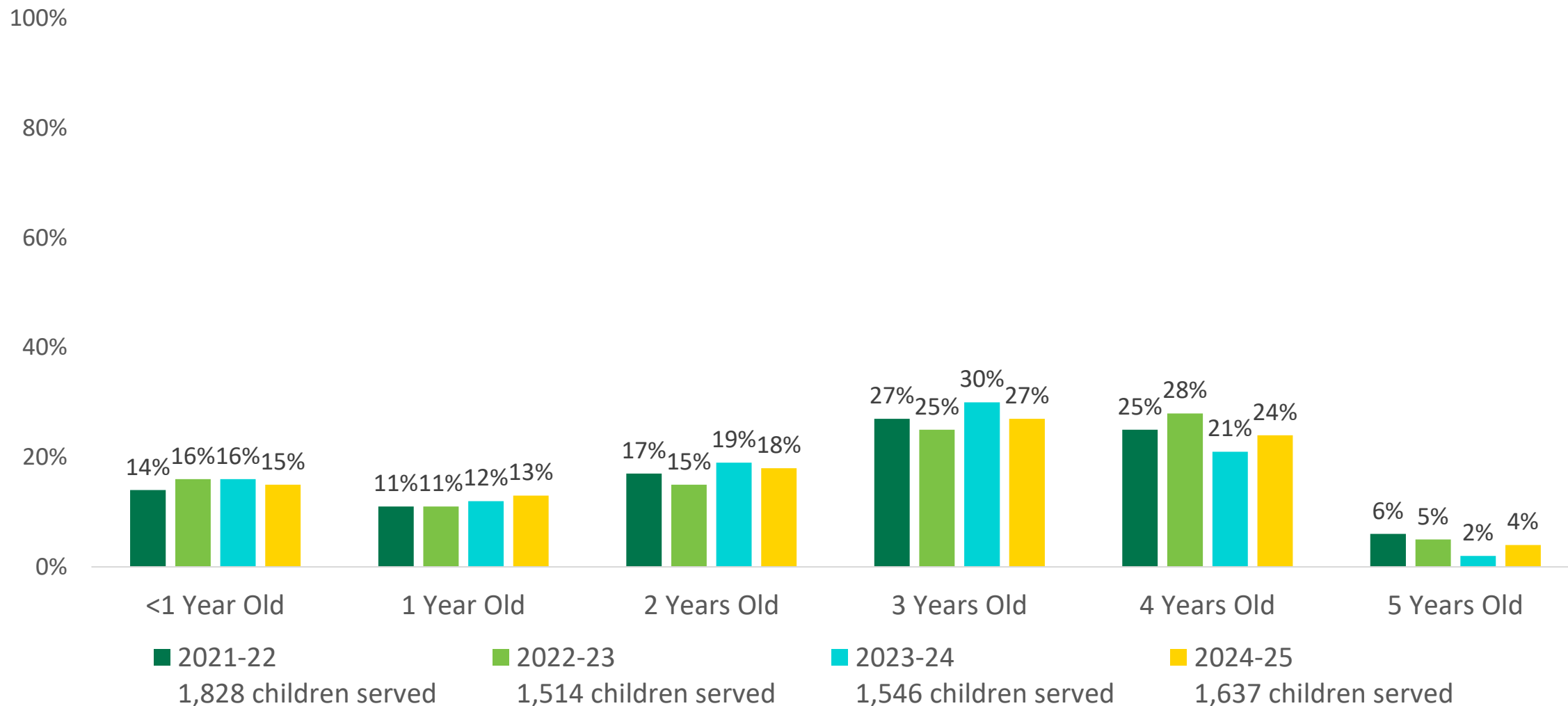
PIR Key Data Elements

1. Funded enrollment
2. Cumulative enrollment and demographics
3. Record keeping systems
4. Staff and volunteer qualifications and demographics
5. Health services
6. Disabilities services
7. Education and development tools and approaches
8. Family and community partnerships
9. Program management qualifications and salaries
10. Formal agreements for collaboration with community partners

All data reported to the Office of Head Start (OHS) separately for Head Start and Early Head Start children and services, except #9 and 10.

Building Brighter Futures Together

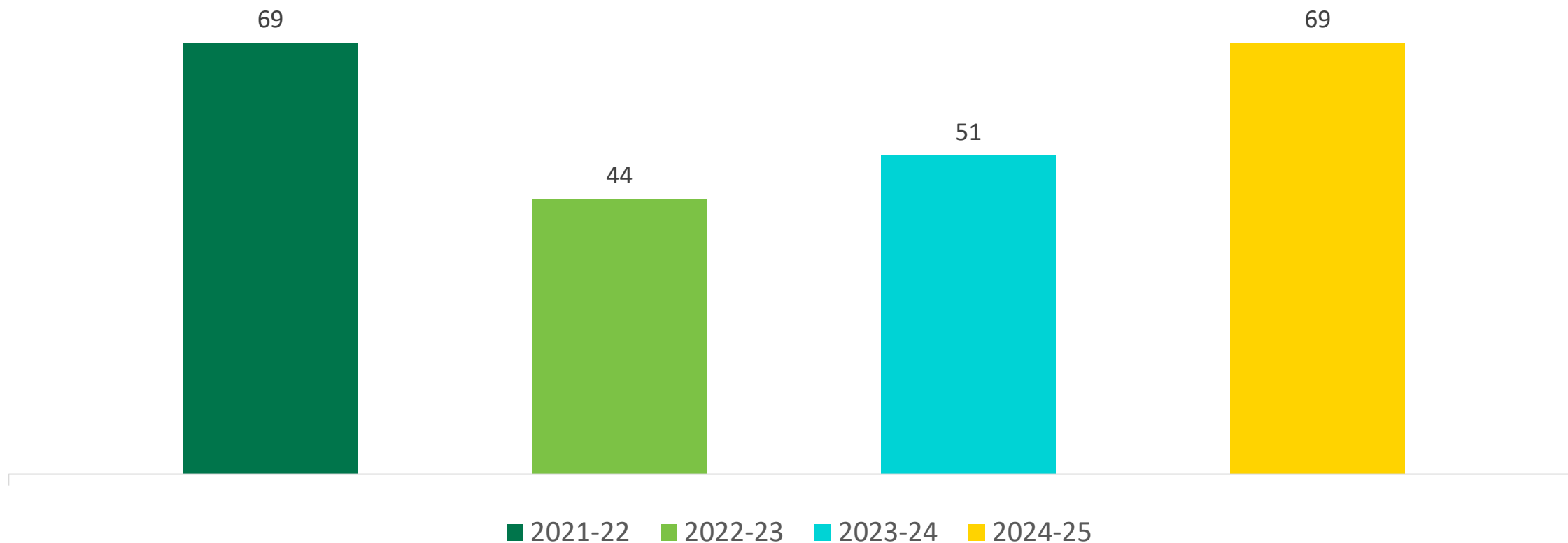
Cumulative Child Enrollment



Cumulative enrollment is a count of all children who received services for any amount of time during the program year.

Building Brighter Futures Together

Pregnant Women Enrollment

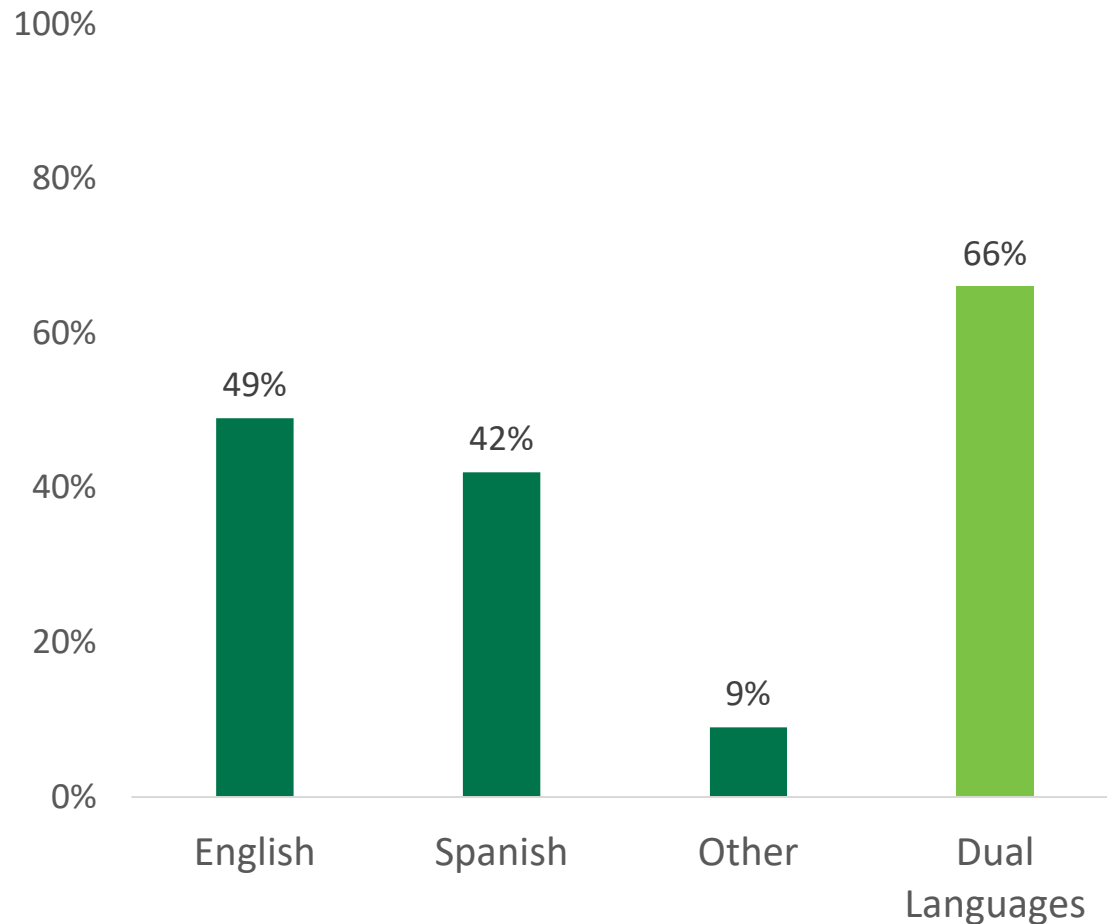


Pregnant women included in data on demographics and services received unless otherwise noted.

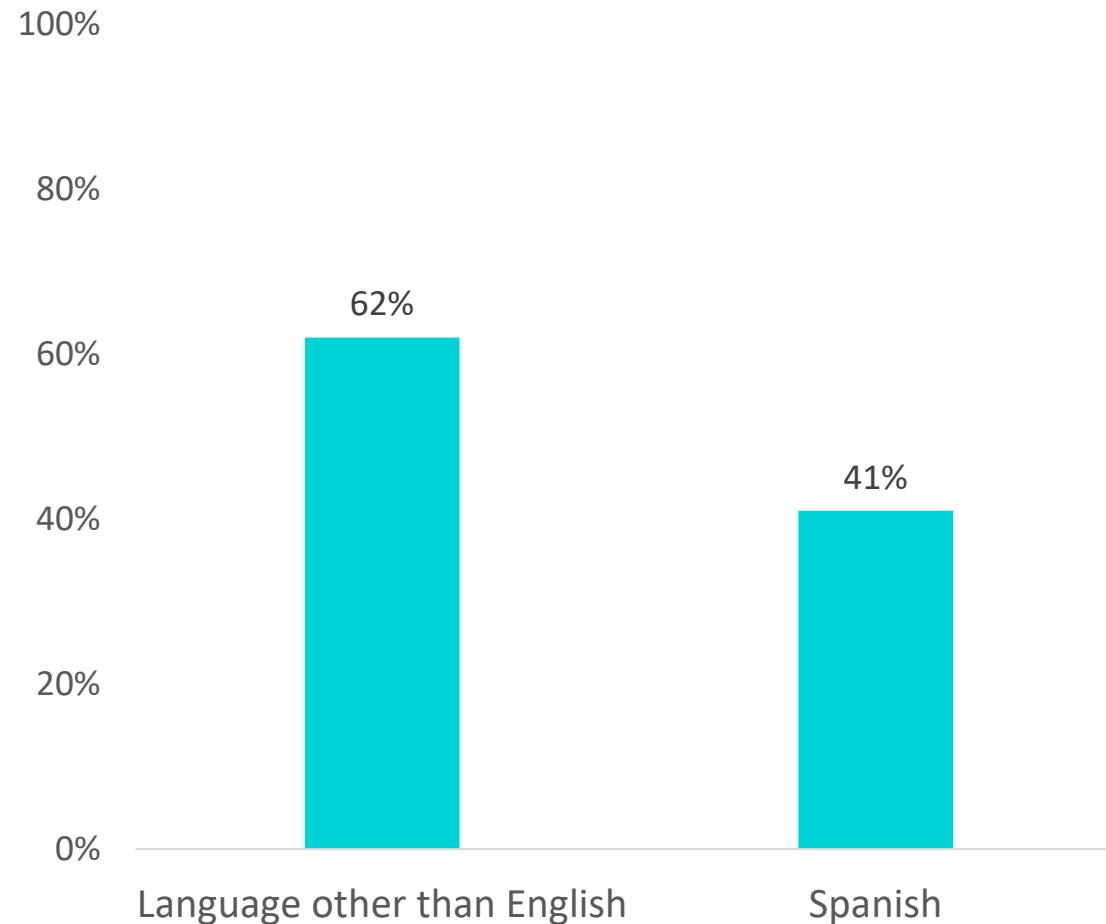
Building Brighter Futures Together

Languages Spoken

Family Primary Language at Home



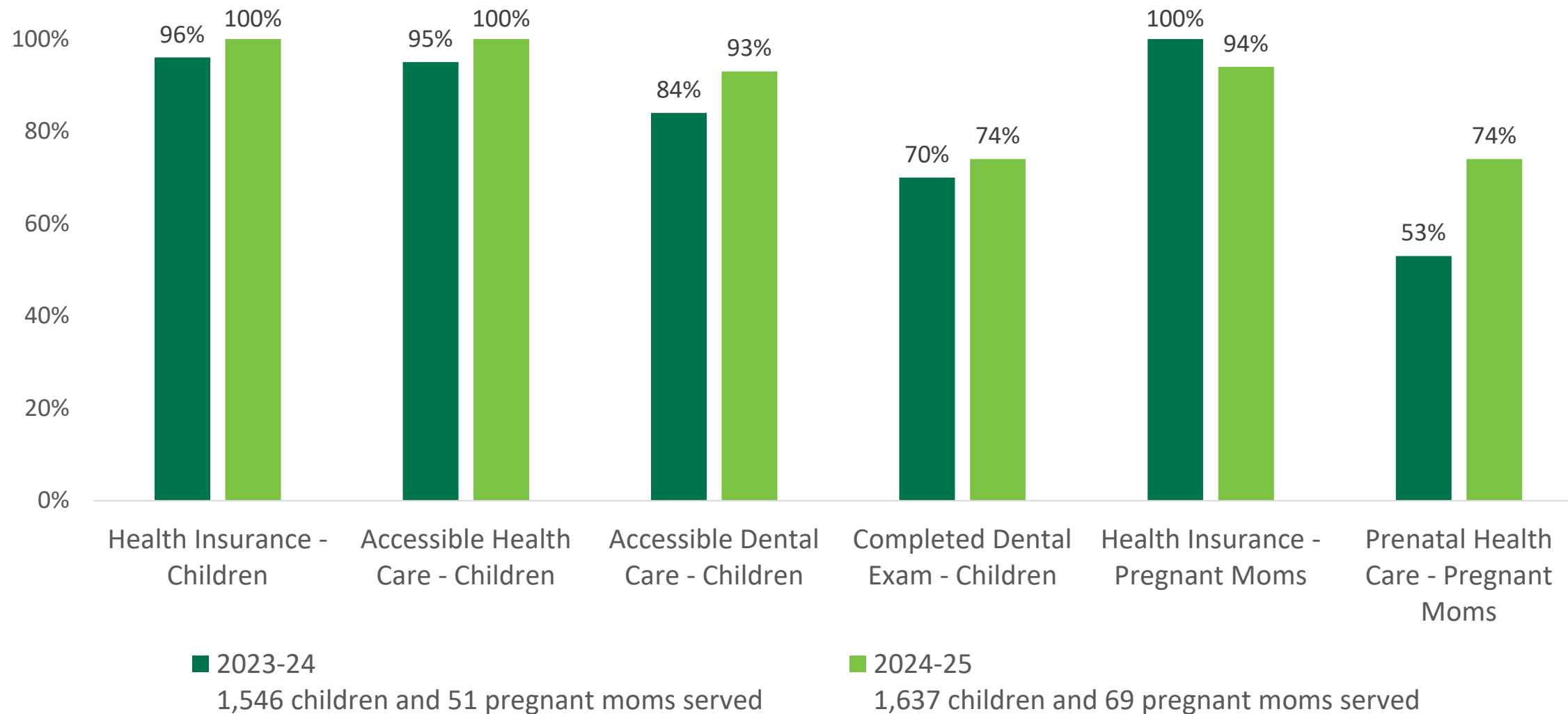
Teaching Staff Language Proficiency



Cumulative enrollment is a count of all children who received services for any amount of time during the program year.

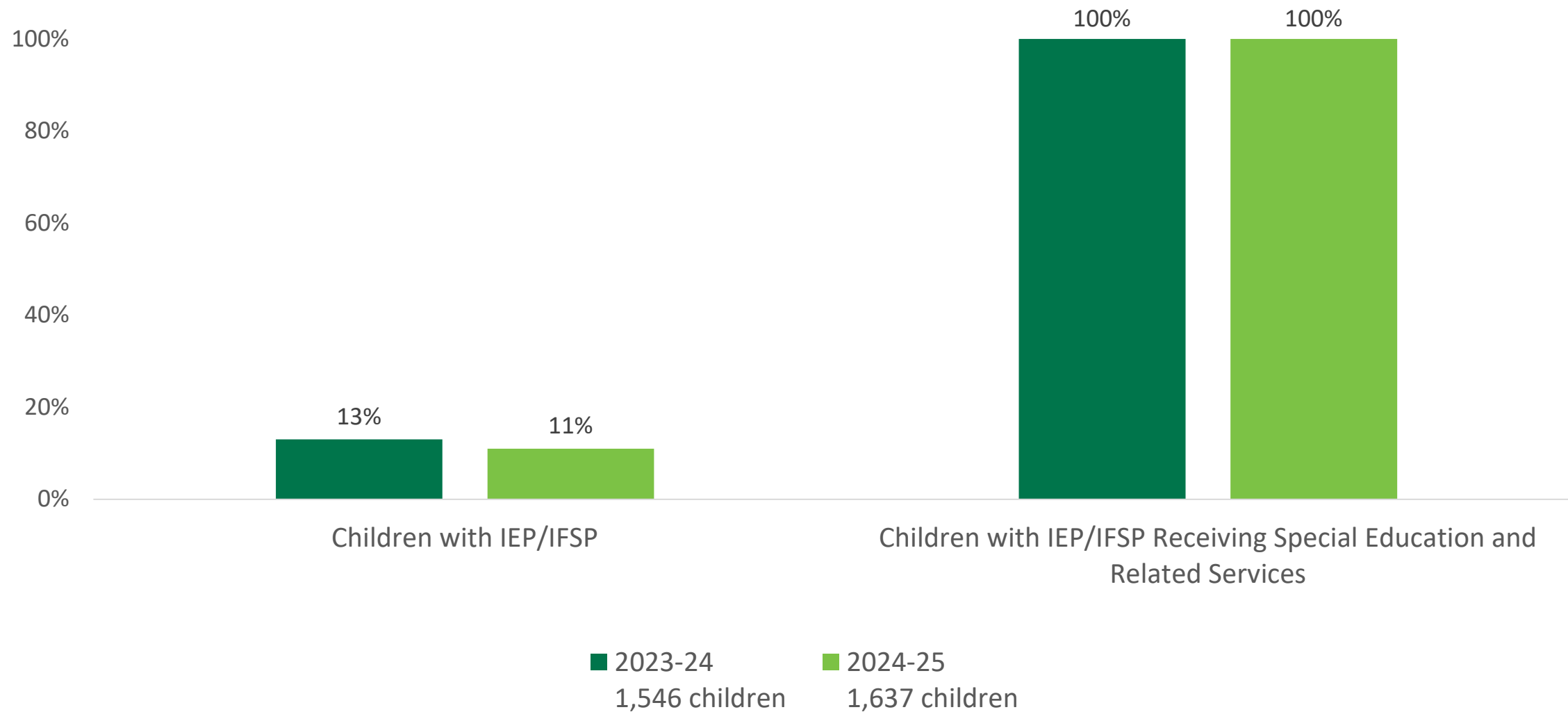
Building Brighter Futures Together

Health Services



Building Brighter Futures Together

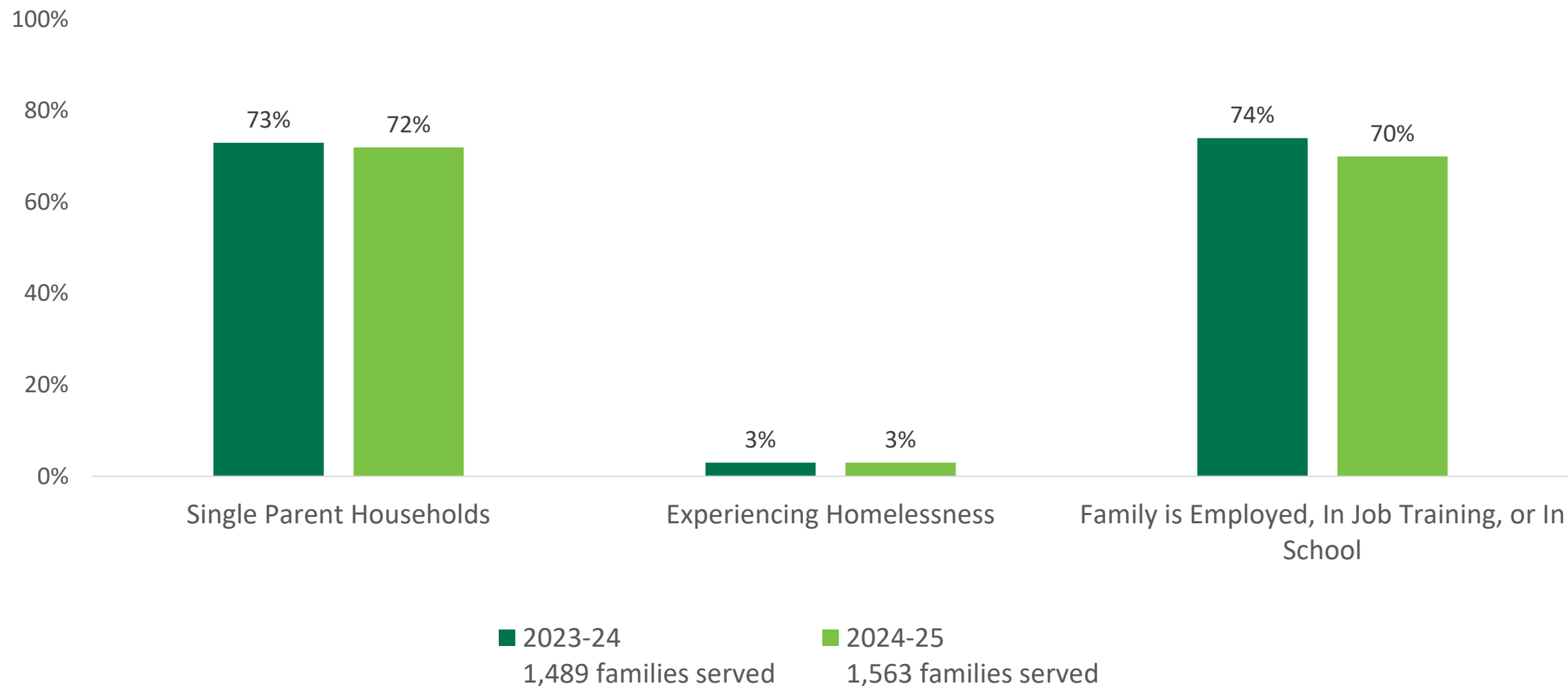
Disability Services



IEP = Individualized Education Plan
IFSP = Individualized Family Service Plans

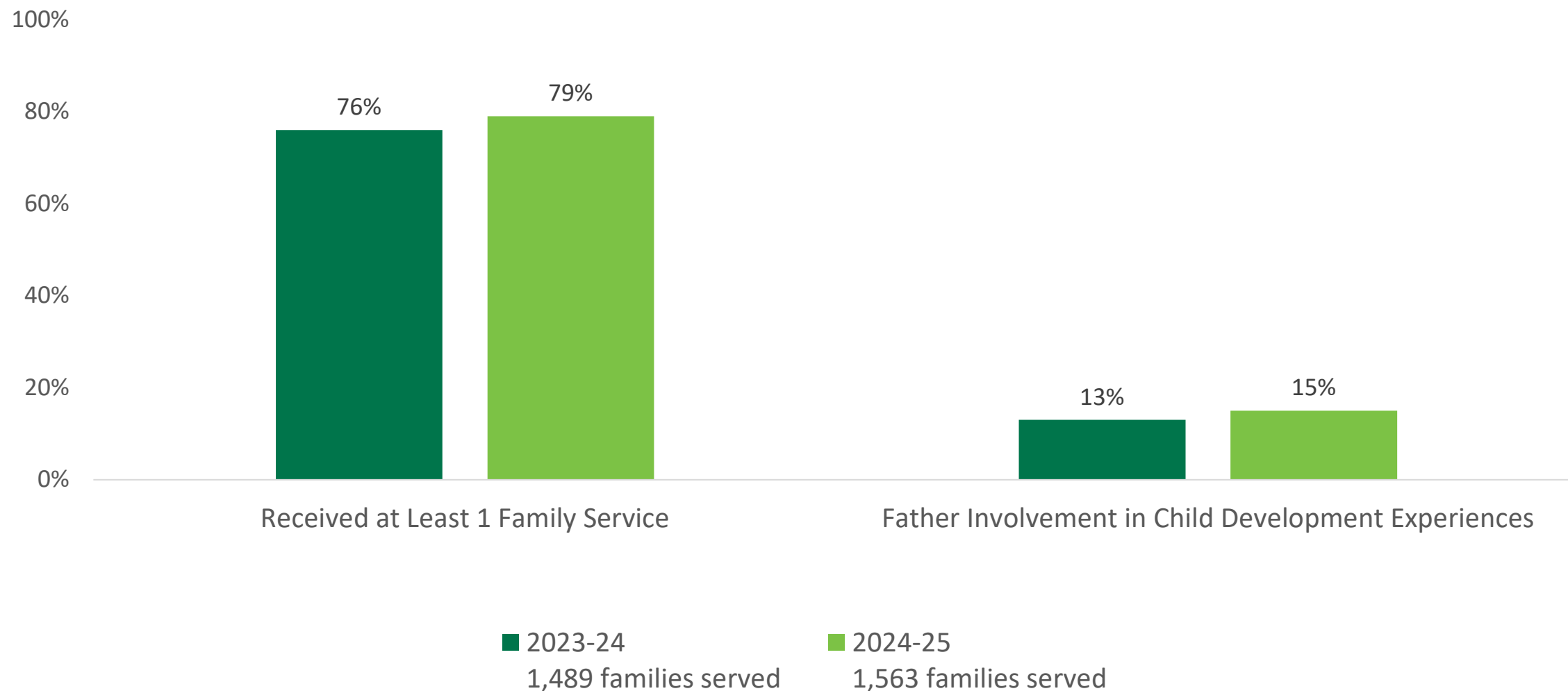
Building Brighter Futures Together

Family Backgrounds



Building Brighter Futures Together

Family Services



Building Brighter Futures Together



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4903

Agenda Date: 11/19/2025

Agenda #: 12.



2025 Semi-Annual Monitoring Report

November 19, 2025



Ayalew Lidete, ASA III
Community Services Bureau

Monitoring Compliance Rates

<u>Monitoring Level</u>	<u>Monitoring Tool</u>	<u>Overall Compliance Period 1</u>	<u>Overall Compliance Period 2</u>
<u>Center Level Monitoring Tools</u>	Daily Classroom Health & Safety Checklist	99%	98%
	Daily Playground Safety Checklist	99%	97%
	Weekly Facility Safety Checklist	98%	98%
	Monthly Playground Safety Checklist	99%	98%
<u>Content Area Level Monitoring Tools</u>	Child Transition & Safety Monitoring	98%	94%
	CACFP Center Monitoring Review (Directly Operated Only)	92%	91%
	Health & Safety Checklist	99%	99%
	Onsite Content Area Monitoring Tool	98%	98%
	CEU Eligibility Monitoring Tool	n/a	94%
	Content Area File Monitoring- HS Eligibility	n/a	94%
	Content Area File Compliance (Education & Comp Services)	87%	87%

Monitoring Compliance Rates

<u>Monitoring Level</u>	<u>Monitoring Tool</u>	<u>Overall Compliance Period 1</u>	<u>Overall Compliance Period 2</u>
<u>Agency Level Monitoring Tools</u>	Center Monitoring	95%	94%
	Needs & Eligibility Monitoring tool	99%	99%
	Education & Comp Services File Review	88%	89%
	Classroom Assessment Scoring System (CLASS)	+ Below Average	+ Average
	Curriculum Fidelity	+n/a	93%

+CLASS and Curriculum Fidelity observations are not measured by compliance vs. non-compliance, rather scaled by effectiveness.

* n/a indicates data not collected during the period.

Areas of Strength

- Child Supervision & Environment: Active supervision, safe ratios, and organized transitions
- Teachers demonstrate positive interaction and uphold children's personal rights
- Classroom environments are consistently well- maintained, organized, and compliant

Areas to Discuss

- Health assessments are not being completed consistently
- Family Partnership & Documentation
- Site Operations & Safety Monitoring

Questions?



CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-4904

Agenda Date: 11/19/2025

Agenda #: 14.

Policy Council Sparkle Space – October 2025

(formerly known as the Parking Lot)

The following concern was raised at the Policy Council during the 10-19-2025 meeting.

Can carry over funds be allocated to support staff wellness?

Staff wellness is already incorporated into the supply budget. Here are some examples of ways staff practice selfcare/ wellness with this budget.

-Quarterly Wellness Early Closures allows sites to destress, unwind and focus on self-care. Some examples of activities include:

Flower arranging, hula dancing, tea parties, paint parties and more.



-Annual Staff summits allow all staff to come together to learn, reflect and grow.



- Monthly take home gifts are provided to staff to brighten their day and remind them how appreciated they are.



Consejo de Políticas “Espacio Reluciente/ Sparkle Space” – Octubre de 2025

(anteriormente conocido como Estacionamiento)

La siguiente inquietud se planteó en el Consejo de Políticas durante la reunión del 19 de octubre de 2025.

Se pueden destinar fondos sobrantes para apoyar el Bienestar del Personal?

El Bienestar del Personal ya está contemplado en el presupuesto de suministros. A continuación, se presentan algunos ejemplos de cómo el personal practica el cuidado personal y el bienestar con este presupuesto:

- Los Cierres Tempranos Trimestrales para Bienestar permiten que los centros se liberen del estrés, se desconecten y se concentren en el cuidado personal. Algunos ejemplos de actividades incluyen:

Arreglos florales, bailes con el hula, fiestas de té, fiestas de pintura y mucho más.



- Las Cumbres Anuales del Personal permiten que todos los empleados se reúnan para aprender, reflexionar y crecer.



- Cada mes se entregan obsequios a los empleados para alegrarles el día y recordarles lo mucho que se les aprecia.

