



CONTRA COSTA COUNTY

AGENDA

Head Start Policy Council

Wednesday, October 16, 2024

6:00 PM

Locations: 500 Ellinwood Way, Pleasant Hill | Zoom:

<https://cccouny-us.zoom.us/j/870451351>

29 | Call: 8882780254 Code: 379008

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

1. Call To Order/Welcome (4 Minutes)
2. Wellness Activity (7 Minutes)
3. Correspondence (2 Minutes)
4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
5. Parent Recognition of Staff (10 Minutes)
6. Approval of Subcommittee Leads
7. Approval of the September 25, 2024, Policy Council Minutes (8 Minutes) [24-3381](#)
Attachments: [3. 9-25-24 PC Minutes](#)
8. Administrative Reports (15 Minutes)
Administrative reports [24-3387](#)
Attachments: [10-16-24 Administrative reports](#)
9. Executive Teams Updates
10. Presentation on Voter Registration
11. 2024 Self Assessment (15 Minutes) [24-3382](#)
Attachments: [13. 2024 Annual Head Start Self Assessment Report](#)

12. Heard Site Reports
13. Heard Announcements - Parking Lot (5 Minutes) [24-3383](#)
- Attachments:** [12. Policy Council Parking Lot September 2024 \(2\)](#)
[12.1 TAT](#)
[12.2. Associate teacher \(2\)](#)
[12.3. teacher](#)
14. Evaluation of the Meeting

The next meeting is currently scheduled for Nov. 20, 2024_.

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, CA 94520, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.contracosta.ca.gov. 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 @ 925-864-0834



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3381

Agenda Date: 10/16/2024

Agenda #: 7.

Advisory Board: Policy Council

Subject: Approval of September 25, 2024, Policy Council Minutes

Presenter: Tuliisa Miller

Information:

Recommendation(s)/Next Step(s): Approval of the September 25, 2024, Policy Council Minutes



Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA

Date: 9-25-24

Time Convened: 6:06 PM

Adjourned: 8:22 PM

Recorder: Claudia Haley

Review Desired Outcomes and Meeting Rules	Juan Batiz, Policy Council Chair, called the meeting to order at 6:06 PM. Tuliisa Miller, Policy Council Vice Chair, reviewed the desired outcomes. Gabriela Gomar, Policy Council Parliamentarian, reviewed the meeting ground rules.																																																
Correspondence	Karen Medrano, Policy Council Secretary shared; On August 16, 2024, the Office of Head Start received a notice of grant award. On August 21, 2024, Head Start Announced the Final Rule on supporting the Head Start work force and Consistent Quality Programing																																																
Public Comment	None																																																
Parent Recognition of Staff	The following staff were recognized for going above and beyond in their work with the children and the families: <ul style="list-style-type: none"> Ms. Blanca Rizo de la Torre, Teacher at GMC and Ms. Kafia Amin, Teacher at GMC; were presented with a certificate to acknowledge their dedication to children and families. 																																																
Action: Review and Consider Approval of the Past Parents and Community Representatives to the 2024-2025 Policy Council	<p>Ana Araujo, Comprehensive Services Manager, provided Community Representatives & Past Parents wishing to serve on the 2024-2025 Policy Council the opportunity to read their Letters of Interest.</p> <ul style="list-style-type: none"> Head Start Past Parents Letters of Interest were received from Erika Garcia, Tuliisa Miller, and Janelle Lafrades. Community Representatives Letters of Interest were received from: Deanna Carmona from First 5 Contra Costa; Amy Mockoski from Contra Costa County Librarian Specialist and Dr. Karen Coleman from Economic Opportunity Council <p>A motion to approve the Past Parents and Community Representatives to the 2024-2025 Policy Council was made by Norma Chayrez and seconded by Yessica Hernandez.</p> <ul style="list-style-type: none"> The motion passed with 14 votes in favor. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Vilma Linares Amaya</td> <td>Ariana Reyes</td> <td>Yesica Hernandez</td> <td></td> <td></td> <td>Alexia Arpero</td> <td>Courtney Sanders</td> <td>Kimberly Nieve</td> </tr> <tr> <td>Yessica Calderon Gonzalez</td> <td>Iris Romero</td> <td>Gabriela Gomar Garibay</td> <td></td> <td></td> <td>Raquel Magana</td> <td></td> <td></td> </tr> <tr> <td>Maria Garcia</td> <td>Maria Sanchez</td> <td>Michelly Mendanha</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nathalia Hernandez</td> <td>Norma Chayrez</td> <td>Porsha Price</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Shanell Murphy</td> <td>Sinthia Montano</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ayes			Nays	Abstentions	Not Present			Vilma Linares Amaya	Ariana Reyes	Yesica Hernandez			Alexia Arpero	Courtney Sanders	Kimberly Nieve	Yessica Calderon Gonzalez	Iris Romero	Gabriela Gomar Garibay			Raquel Magana			Maria Garcia	Maria Sanchez	Michelly Mendanha						Nathalia Hernandez	Norma Chayrez	Porsha Price						Shanell Murphy	Sinthia Montano						
Ayes			Nays	Abstentions	Not Present																																												
Vilma Linares Amaya	Ariana Reyes	Yesica Hernandez			Alexia Arpero	Courtney Sanders	Kimberly Nieve																																										
Yessica Calderon Gonzalez	Iris Romero	Gabriela Gomar Garibay			Raquel Magana																																												
Maria Garcia	Maria Sanchez	Michelly Mendanha																																															
Nathalia Hernandez	Norma Chayrez	Porsha Price																																															
Shanell Murphy	Sinthia Montano																																																
Action: Conduct 2024-2025 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement, supported in conducting the Executive Committee Officers Elections. Nomination forms to be considered for the election of officers were read. All nominations for each position were seconded before voting took place. The 2024-2025 PC Executive Officers are as follows:</p> <ol style="list-style-type: none"> Chair: Norma Chayrez Vice-Chair: Gabriela Gomar Secretary: Tuliisa Miller 																																																

4. Parliamentarian: Janelle Lafrades
A motion to approve the 2023-2024 PC Executive Committee Officer was made by Maria Garcia and seconded by Amy Mockoski.

- **The motion passed with 20 votes in favor.**

Ayes			Nays	Abstentions	Not Present		
Amy Mockoski	Ariana Reyes	Deanna Carmona			Alexia Arpero	Courtney Sanders	Kimberly Nieve
Dr. Karen Coleman	Iris Romero	Gabriela Gomar Garibay			Raquel Magana		
Maria Garcia	Maria Sanchez	Michelly Mendanha					
Nathalia Hernandez	Norma Chayrez	Porsha Price					
Shanell Murphy	Sinthia Montano	Vilma Linares Amaya					
Yesica Hernandez	Tu'liisa Miller	Yessica Calderon Gonzalez					
Janelle Lafrades	Ericka Garcia						

Action: Approval Fiscal Single Audit and Improvement Plan

Ali Vahidzadeh, Administrative Services Assistant II, presented the Single Audit Report for the Year Ended June 30, 2023, and Corrective Action Plan.

U.S. Department of Health and Human Services

Direct Program(s)

Health Center Program Cluster:

COVID-19 Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care)	93.224	4 H8FCS41183-01-01	1,890,135	-
Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care)	93.224	5 H80CS00050-22-00	2,017,385	-
Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care)	93.224	6 H80CS00050-21-01	1,713,714	-
		Cluster Subtotal	5,621,234	-
COVID-19 Provider Relief Fund and American Rescue Plan (ARP) Rural Distribution	93.498	N/A	18,375,667	-
Grants to Provide Outpatient Early Intervention Services with Respect to HIV Disease	93.918	N/A	425,314	16,833
Head Start Cluster:				
Head Start	93.600	09CH010862-05-05	19,594,230	2,218,923
COVID-19 Head Start	93.600	09HE000903-01-01	1,303,801	-
		Cluster Subtotal	20,898,031	2,218,923

**COUNTY OF CONTRA COSTA
Employment and Human Services Department-Community Services Bureau
Schedule of Child Nutritional Program Revenues
For the Year Ended June 30, 2023**

Child and Adult Care Food Program (CACFP)

Assistance Listing Number 10.558

The Child and Adult Care Food Program income represents the assistance received from the Federal government in relation to the maintenance of a subsidized food program.

The following is a summary of the total assistance received by the County and the various child development programs to which the funds were allocated for the fiscal year ended June 30, 2023.

	Total Federal Assistance
State Funded Programs:	
General Child Care Program	\$ 94,817
CA State Preschool Program	323,813
Other Programs:	
Head Start and Early Head Start	137,857
Total Federal Assistance	\$ 556,487

Corrective Action Plan

Purpose of Plan: In the FY 22/23 Single Audit, EHSD received a finding of a Significant Deficiency in Internal Control over Compliance. In August 2022, the County approved the payment of Pandemic Service Relief Payments (PSRP) to eligible County employees across many departments. The PSRP payments were made to County employees through the County's payroll system. The PSRP payments were charged to the Coronavirus State and Local Fiscal Revery Fund (CSLFRF), ALN 21.027. County-wide correspondence was made to all department heads that PSRP payments were made from the CSLFRF program. These costs were not timely identified, and they were included in claims for reimbursement from Head Start and the CCDF Cluster. Items identified as causes of this deficiency were staffing, communication

#	Objectives	Corrective Action	Person(s) Responsible	Evidence of Completion	Date of Completion	Status / Progress Updates
1	Increase staffing due to vacancies in Fiscal during FY 22/23	Hire staff	EHSD HR	Hired New CFO, 3 DFOs, 6 ASAs, and 3 Accountants	12/2023	Complete and ongoing. Fiscal is nearly at <u>capacity</u> but roles are being redefined and positions are being created to better meet demands.
2	Improve communication between CFO and DFOs	Weekly meetings scheduled to discuss current tasks, staffing, budgets and any issues.	CFO, Navdeep Singh	Regularly scheduled meetings in calendar.	11/2023	Complete and ongoing. Meeting scheduled weekly on Wednesdays unless there are conflicts.
3	Improve communication with Fiscal staff	Scheduled monthly Fiscal Analyst Meetings.	EHSD DFOs	Regularly scheduled meetings in calendar.	8/2023	Complete and ongoing. Meeting scheduled monthly on Fourth Thursday of the month unless there are conflicts.
4	Improve fiscal oversight	DFO to review all costs with Accountants prior to submission. CFO and accountants	Donn Matsuzaki, DFO	Each monthly report is reviewed and signed off by DFO.	7/2023	Complete and ongoing. In FY 23/24, \$148,228.64 in disallowed costs excluded from Head Start Claims and \$42,082.24 from Early Head Start Claims.
5	Improve Fiscal Capacity	DFO and ASA III to attend training on Head Start Uniform Guidance	Donn Matsuzaki, DFO	Certificate from WIPFLI Training Conference	7/9/2024	Completed.

A motion to approve Corrective Action Plan was made by Tuliisa Miller and seconded by Maria Garcia.

- **The motion passed with 20 votes in favor.**

Ayes			Nays	Abstentions	Not Present		
Amy Mockoski	Ariana Reyes	Deanna Carmona			Alexia Arpero	Courtney Sanders	Kimberly Nieve
Dr. Karen Coleman	Iris Romero	Gabriela Gomar Garibay			Raquel Magana		
Maria Garcia	Maria Sanchez	Michelly Mendanha					
Nathalia Hernandez	Norma Chayrez	Porsha Price					
Shanell Murphy	Sinthia Montano	Vilma Linares Amaya					
Yesica Hernandez	Tu'liisa Miller	Yessica Calderon Gonzalez					
Janelle Lafrades	Ericka Garcia						

Action: Approval of August 21, 2024, Policy Council Minutes

The August 21, 2024, Policy Council meeting minutes were reviewed, and no corrections were noted.

A motion to approve the minutes from August 21, 2024, Policy Council meeting was made by Janelle Lafrades and seconded by Deanna Carmona.

- **The motion passed with 15 votes in favor and 5 abstentions**

Ayes			Nays	Abstentions	Not Present		
Amy Mockoski	Yesica Hernandez	Deanna Carmona		Iris Romero	Alexia Arpero	Courtney Sanders	Kimberly Nieve
Dr. Karen Coleman	Ericka Garcia	Gabriela Gomar Garibay		Ariana Reyes	Raquel Magana		
Maria Garcia	Maria Sanchez	Michelly Mendanha		Nathalia Hernandez			
Norma Chayrez	Porsha Price	Tu'liisa Miller		Shanell Murphy			
Vilma Linares Amaya	Janelle Lafrades	Yessica Calderon Gonzalez		Sinthia Montano			

Discussion on Award of Grant

Tabled to October meeting

Administrative Reports

Sarah Reich, Deputy Director TU, presented the report:

- EHD Director
- Division Manager
- Fiscal

- Grant award-CSB is looking forward to setting Goals and Objectives for the program and getting feedback from the PC representatives.
- Enhance Staffing by increasing salaries, bringing higher qualified staff to CSB.

- Full enrollment initiatives to reach full enrollment.

Amy Wells, Division Manager, reported:

Enrollment- July:

- The July 2024 enrollment was 53.7% for Head Start and 62.6 % for Early Head Start and Early Head Start Childcare Partnership #2.

Attendance- July:

- The July 2024 attendance was 71.49% for Head Start and Head Start Delegate and 80.02% for Early Head Start and Early Head Start Childcare Partnership #2.

Monitoring:

- The Monitoring compliance rates for August 2024, were 99.9% for the Weekly Facility Checklist, 100% for the Daily and Safety Classroom Checklist, 99.9% for the Daily Playground Safety Checklist, 99.9% for the Monthly Playground Safety Checklist, and not data yet for the CSB Transition and Safety Tool, and On-Site Content Area Tool.

Presented September 2024 Mini PIR:

September PIR Head Start		
A.12 Cumulative Enrollment	723	
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.	17	2.35%
C.8a The number who have received or are receiving medical treatment.	84	11.62%
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year.	64	8.85%
C19.a.1 Of these, the number of children who have received or are receiving dental treatment.	4	0.55%
C.1.a Number enrolled in Medicaid and /or CHIP	475	65.70%
C1 Number of all children with health insurance	559	77.32%
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	77	10.65%
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.	42	5.81%
C.45 Number of families that received at least one program services to promote family outcomes.	264	
September PIR Early Head Start		
A.10g Cumulative Enrollment of Children	447	
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.	5	1.12%
C.8a The number who have received or are receiving medical treatment.	26	5.82%
C.1.a Number enrolled in Medicaid and /or CHIP	310	69.35%
C1 Number of all children with health insurance	337	75.39%
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)	4	0.89%
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.	0	0.00%
C.45 Number of families that received at least one program services to promote family outcomes.	86	

Ali Vahidzadeh, Administrative Services Assistant II, presented the following financial reports:

	<ul style="list-style-type: none"> • 2023-2024 Head Start Program: In July 2024, year-to-date cash expenditures were \$24,190,983 YTD, representing 90% of the program budget. • 2023-2024 Early Head Start Program: In July 2024, year-to-date cash expenditures were \$15,599,166 YTD, representing 63% of the program budget. <p>❖ Credit Card expenditures for all programs, including Head Start and Early Head Start, for July 2024 were \$28,921.78.</p> <p>❖ Child and Adult Care Food Program: July 2024, total meals served, including breakfast, lunch, and supplements, were 11,885. With a claim reimbursement of \$38,273.</p>
<p>Voter of Registration Presentation</p>	<p style="text-align: center;">Renee Zeimer, Economic Opportunity Council, presented the Election 2024</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%; padding: 5px;"> <p>Are You Voter Ready?</p> <p>Check Your Voter File / Register to Vote Go to: Vote.gov or RegisterToVote.CA.gov or cocovote.us DMV default: No party preference (NPP)</p> <p>Re-register:</p> <ul style="list-style-type: none"> • If you moved • Changed your name • Want to change party • Were changed by DMV to NPP <p>What you need:</p> <ul style="list-style-type: none"> • CA Driver's License or CAID # • Last four digits of your Social Security # • Date of birth <p>Vote by mail and as early as possible. Track your ballot Sign up at https://california.ballottrax.net/voter/</p> </div> <div style="width: 50%; padding: 5px;"> <p>Be A Smart Voter</p> <ul style="list-style-type: none"> • Learn about locally endorsed candidates. • Check with other trusted individuals and organizations you affiliate with. • Attend or watch candidate debates/forums. • BEWARE of endorsements. They don't tell the whole story. Many politicians will endorse who they know or who they owe. • Adopt a healthy skepticism about what you read on social media, online, in your inbox and print sources. </div> <div style="width: 50%; padding: 5px;"> <p>Be A Smarter Voter</p> <ul style="list-style-type: none"> • Question emails coming from unfamiliar, legitimate-sounding groups promoting "pro-environment, - choice, -child", etc. candidates. Candidates can buy these services for a charge. It's a business! • Share intel with trusted friends and family. • ASK every like-minded voter to check their registration at vote.gov. • Get to know the issues and the candidates. • VOTE! Don't forget the down-ballot, "non-partisan" races! They are consequential! </div> <div style="width: 50%; padding: 5px;"> <p>Let's Go!</p> <p style="text-align: center;"><i>When we show up. When we VOTE.</i></p> <p style="text-align: center;">DEMOCRACY WINS!</p> <p style="text-align: center;"><i>Thank you.</i></p> </div> </div>
<p>Presentation 3rd DRDP Report</p>	<p>Afi Fiaxe, Comprehensive Services Manager and Cathy Lucero, Assistant Director presented the 3rd Developmental Results Developmental Profile (DRDP)</p> <ul style="list-style-type: none"> • Reviewed the Desired Results Developmental Profile assessment including the developmental domains and measures. • Watched a DRDP observational video and discussed the assessment process teachers go through. • Shared baseline, mid-year, and final assessment results in comparison with our School Readiness Goals. • Shared the Pre- and post- survey results for the Parent engagement school readiness goal.
<p>Subcommittees Updates</p>	<ul style="list-style-type: none"> • No updates were given.
<p>Site Reports</p>	<p>Bayo Vista New site supervisor, they are happy with her. New teacher assistants, she is very nice. The center has received multicultural materials in the form of musical instruments.</p>
<p>Announcements</p>	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement provided the following announcements:</p>

- Opportunity to participate in the Make parenting a Pleasure, a parent curriculum provided by trained Comprehensive Services staff. The curriculum is presented on weekly sessions starting Oct 8, 2024, by zoom. This time the sessions are only in English, next year we are presenting in Spanish.

Community Services Bureau presents:

Make Parenting A Pleasure

Parenting Now!



A Group-Based Positive Parenting Education

For Parents With Children 0 to 6 Years old

Training Sessions will take place between October 8, 2024 and January 14, 2025

Join us from 9:30 to 11:00am via Zoom

Coordinate with your Center Supervisor to access the Zoom link

Presentations will be in English only

Please see other side for training details



Training Calendar		
Sessions are from 9:30 to 11:00 AM as scheduled		
Sessions	Dates	Training Topics
1	10/8/2024	Our Values and Goals
2	10/15/2024	Caring for Ourselves
3	10/22/2024	Special Time
4	10/29/2024	Understanding Stress
5	11/5/2024	Stress Busters
6	11/12/2024	Who is My Child?
7	11/19/2024	Family Helpers
8	12/3/2024	Communication
9	12/10/2024	My Child's Emotions
10	12/17/2024	Discipline is Teaching
11	1/7/2025	Strategies for Effective Discipline
12	1/14/2025	Reflection and Celebration

- The Policy Council member agree on meeting location from the two options offered, Central location at ESHD Building at Pleasant Hill or to host satellite

meeting at 3 tentative county locations:

- Next Meetings: West: George Miller III Center, 300 South 27th. St. Richmond-
 - Central: EHS Building, 500 Ellinwood Way, Pleasant Hill
 - East: Fairgrounds Center, 1203 West 10th St. Antioch,
- The majority agreed on meeting at the EHS Building at 500 Ellinwood- Pleasant Hill.

- **Next meetings: at the EHSD Building, 500 Ellinwood Way. Pleasant Hill**

- **1st Executive Meeting:** October 8, 2024 - Tuesday at CSB Administrative building
- **PC Meeting:** October 16, 2024 - at HSD Building- 500 Ellinwood Way, Pleasant Hill

Meeting Evaluation

Pluses / +

- Great information
- Lots of new members

Deltas / Δ

- None

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3387

Agenda Date: 10/17/2024

Agenda #:

September 2024

Enrollment:

- **HS – 77.23%**
- **EHS & EHS-CCP2- 82.84%**

(As of September 1, 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).

Attendance:

- **HS: 83.7% (August 80.92%)**
 - **HIGHEST Attendance: Tiny Toes – 90.2%**
 - Lowest attendance: YMCA 8th St. CDC – 79.6%
 - The majority of absences were due to Sick (Cold, Cough, Runny Nose).

Excused	BID	Unexcused
166=100%	0=0%	0=0%

- **EHS & EHS-CCP2: 73.2% (August 82.16%)**
 - **HIGHEST Attendance: KinderCare E Antioch – 96.7%**
 - Lowest attendance: Crossroads– 65.5%
 - The majority of absences were due to Family Emergency (No Transportation)

Excused	BID	Unexcused
74= 97.4%	2=2.6%	0=0%

All CSB attendance: 83.9%

Most of the illness were due to Cough, Cold and Runny Nose.

Excused	BID	Unexcused
2266=92%	162=6.6%	34=1.4%

Compliance Rates for Center Monitoring: September 2024

Tools	Overall Compliance Rate	Trends in Tools
Weekly Facility Checklist	99%	There continues to be 1% decrease in non-compliance around outdoor environment is free of litter and unsafe debris. Center staff are being proactive in making sure work orders have been placed.
Daily Health & Safety Classroom Checklist	97%	The centers have been consistent with making their classrooms safe for children. The center staff are very proactive in making sure that door alarms are on and good working order, if not they are placing work orders to make sure that door alarms are getting fixed on a timely manner.
Daily Playground Safety Checklist	97%	There has been a 3% increase in non-compliance around boundaries: fencing and barriers zones play areas are locked in good repair. Work orders have been placed.
Monthly Playground Safety Checklist	91%	There is a 3% decrease in compliance rate for the Monthly Playground. We see that center staff are continuing to be proactive in make sure that sharp edges are covered, and a work order is placed for proper repair for the concern.
CSB Transition & Safety Tool	97%	There was a 3% decrease in teaching staff to make sure that classroom head count white board accurately reflects the number of children and staff in the classroom. The staff have been reminded to make sure to update the white board to be accurate when transitions are occurring in the classroom.
On-Site Content Area Tool	97%	There was a significant change in the outdoor play being free of hazard and arranged for to allow children using adaptive devices to safely participating win play with peers, some of the outdoor equipment has been weathered or splintering, have been removed for children's safety.

Items to note:

- Center staff are more proactive in making sure that their centers are safe and ready to go for the children every day.

- Monthly data discussions continue with CSB staff and partners.
- Overall, we do see regular immediate responses to non-compliances, even if they are not finalized immediately.

Program Information Report (PIR) October 2024

Head Start		
A.12 Cumulative Enrollment	756	
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.	36	4.76%
C.8a The number who have received or are receiving medical treatment.	89	11.77%
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year.	93	12.30%
C19.a.1 Of these, the number of children who have received or are receiving dental treatment.	3	0.40%
C.1.a Number enrolled in Medicaid and /or CHIP	501	66.27%
C1 Number of all children with health insurance	590	78.04%
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	82	10.85%
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.	54	7.14%
C.45 Number of families that received at least one program services to promote family outcomes.	294	
Early Head Start		
A.10g Cumulative Enrollment of Children	437	
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.	10	2.29%
C.8a The number who have received or are receiving medical treatment.	26	5.95%
C.1.a Number enrolled in Medicaid and /or CHIP	318	72.77%
C1 Number of all children with health insurance	345	78.95%
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)	4	0.92%
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.	31	7.09%
C.45 Number of families that received at least one program services to promote family outcomes.	98	

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2023 HEAD START PROGRAM

BUDGET PERIOD JANUARY 2023 - August 2024

AS OF August 2024

DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	Should be 100%
				%YTD
a. PERSONNEL	\$ 8,240,774	\$ 5,891	\$ 8,234,884	100%
b. FRINGE BENEFITS	4,660,643	(178,085)	4,838,728	104%
c. TRAVEL	76,765	(3,602)	80,367	105%
d. EQUIPMENT	100,000	34,927	65,073	65%
e. SUPPLIES	1,329,433	183,519	1,145,914	86%
f. CONTRACTUAL	5,472,653	1,024,679	4,447,974	81%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	3,343,338	252,156	3,091,182	92%
I. TOTAL DIRECT CHARGES	\$ 23,223,607	\$ 1,319,486	\$ 21,904,121	94%
j. INDIRECT COSTS	967,376	(113,203)	1,080,579	112%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 24,190,983	\$ 1,206,282	\$ 22,984,700	95%
<i>In-Kind (Non-Federal Share)</i>	\$ 4,913,482	\$ (832,693)	\$ 5,746,175	105%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2023 HEAD START PROGRAM
BUDGET PERIOD JANUARY 2023 - August 2024
AS OF August 2024

	Total Budget	Remaining Budget	Total YTD Actual	Should be 100% % YTD
a. Salaries & Wages (Object Class 6a)				
Permanent 1011	6,174,073	(700,211)	6,874,285	111%
Hiring and Retention Bonus	1,802,580	1,249,463	553,117	31%
Temporary 1013	264,121	(692,134)	956,255	362%
a. PERSONNEL (Object class 6a)	8,240,774	5,891	8,234,884	100%
b. FRINGE BENEFITS (Object Class 6b)				
Fringe Benefits	4,660,643	(178,085)	4,838,728	104%
b. FRINGE (Object Class 6b)	4,660,643	(178,085)	4,838,728	104%
c. Travel (Object Class 6c)	-	-	-	
HS Staff	76,765	(3,602)	80,367	105%
c. TRAVEL (Object Class 6c)	76,765	(3,602)	80,367	105%
d. EQUIPMENT (Object Class 6d)				
1. Office Equipment	60,000	(1,873)	61,873	103%
4. Other Equipment	40,000	36,800	3,200	8%
d. EQUIPMENT (Object Class 6d)	100,000	34,927	65,073	65%
e. SUPPLIES (Object Class 6e)				
1. Office Supplies	93,433	(158,785)	252,218	270%
2. Child and Family Services Supplies (Includes classroom Supplies)	248,000	91,812	156,188	63%
3. Food Services/Nutrition Supplies	-	(1,244)	1,244	0%
4. Other Supplies	-	-	-	0%
Health and Safety Supplies	1,000	1,000	-	0%
Computer Supplies, Software Upgrades, Computer Replacement	936,500	233,668	702,832	75%
Health/Safety Supplies	5,000	(2,592)	7,592	152%
Mental health/Diasabilities Supplies	1,000	1,000	-	0%
Miscellaneous Supplies	3,000	(8,036)	11,036	368%
Employee Morale	36,500	22,887	13,613	37%
Household Supplies	5,000	3,808	1,192	24%
TOTAL SUPPLIES (6e)	1,329,433	183,519	1,145,914	86%
f. CONTRACTUAL (Object Class 6f)				
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	103,000	31,178	71,822	70%
2. Health/Disabilities Services	-	-	-	0%
Health Consultant	64,500	(17,539)	82,039	127%
5. Training & Technical Assistance - PA11	-	-	-	0%
One Solution	130,440	(125,624)	256,064	196%
Leadership Trainings/Seminars/Worshops	52,185	12,662	39,523	76%
Demogtaphic/Data Research	37,000	7,730	29,270	79%
Practice Based Coaching/Classroom Observation	45,000	(17,395)	62,395	139%
Family Development Credential/Reflective Practice	25,000	5,392	19,608	78%
Digital Marketing Recruitment Firm/Biometrical/CCC	35,000	22,646	12,354	35%
YMCA Delegate Agency PA22	2,549,116	867,099	1,682,017	66%
YMCA Delegate Agency PA20	8,000	8,000	-	0%
8. Other Contracts	-	-	-	0%
New Partnership	132,387	132,387	-	0%
KinderCare	605,308	508,513	96,795	16%
Tiny Toes	92,787	(5,465)	98,252	106%
YMCA-West	763,265	(221,143)	984,408	129%
YMCA-East	829,665	(183,763)	1,013,428	122%
f. CONTRACTUAL (Object Class 6f)	5,472,653	1,024,679	4,447,974	81%
g. CONSTRUCTION (Object Class 6g)	-	-	-	0%
g. CONSTRUCTION (6g)	-	-	-	0%

h. OTHER (Object Class 6h)

1. Depreciation/Use Allowance	-	-	-	0%
2. Bldg Occupancy Costs/Rents & Leases	500,000	(305,456)	805,456	161%
(Rents & Leases/Other Income)	-	570	(570)	0%
4. Utilities, Telephone	141,000	(70,345)	211,345	150%
5. Building and Child Liability Insurance	5,000	377	4,623	92%
6. Bldg. Maintenance/Repair and Other Occupancy	670,652	(388,855)	1,059,507	158%
7. Incidental Alterations/Renovations	64,752	64,752	-	0%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	25,000	(14,789)	39,789	159%
9. Nutrition Services	-	-	-	0%
Child Nutrition Costs	380,000	25,805	354,195	93%
(CCFP & USDA Reimbursements)	(60,000)	161,479	(221,479)	369%
13. Parent Services	-	-	-	0%
Parent Conference Registration - PA11	1,060	1,060	-	0%
PC Orientation, Trainings, Materials & Translation - PA11	1,000	1,000	-	0%
Policy Council Activities	12,050	10,456	1,594	13%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	2,000	2,000	-	0%
Child Care/Mileage Reimbursement	5,000	1,915	3,085	62%
14. Accounting & Legal Services	1,500	1,500	-	0%
Audit	-	-	-	0%
Legal (County Counsel)	-	-	-	0%
Auditor Controllers	3,000	(660)	3,660	122%
Data Processing/Other Services & Supplies	23,000	(110,297)	133,297	580%
15. Publications/Advertising/Printing	-	(1,024)	1,024	0%
Outreach/Printing	2,000	798	1,202	60%
Recruitment Advertising (Newspaper, Brochures)	134,877	86,001	48,876	36%
16. Training or Staff Development	-	-	-	0%
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	19,000	1,935	17,065	90%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	384,846	275,458	109,388	28%
Mental Health, Disabilities, Health and Safety Training	46,525	40,749	5,776	12%
Family, Community and Parent Involvement	32,834	19,279	13,555	41%
17. Other	-	-	-	0%
Site Security Guards	40,000	(6,182)	46,182	115%
Dental/Medical Services	1,000	1,000	-	0%
Vehicle Operating/Maintenance & Repair	130,000	(6,547)	136,547	105%
Equipment Maintenance Repair & Rental	208,000	105,595	102,405	49%
Dept. of Health and Human Services-data Base (CORD)	10,000	1,595	8,405	84%
Field Trips	-	-	-	0%
Other Operating Expenses (Facs Admin/Other admin)	250,000	43,745	206,255	83%
Other Departmental Expenses	309,242	309,242	-	0%
h. OTHER (6h)	3,343,338	252,156	3,091,182	92%
I. TOTAL DIRECT CHARGES (6a-6h)	23,223,607	1,319,486	21,904,121	94%
j. INDIRECT COSTS	967,376	(113,203)	1,080,579	112%
k. TOTALS (ALL BUDGET CATEGORIES)	24,190,983	1,206,283	22,984,700	95%
<i>Non-Federal Share (In-kind)</i>	<i>4,913,482</i>	<i>(832,693)</i>	<i>5,746,175</i>	<i>105%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2023 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY 2023 - AUGUST 2024

AS OF AUGUST 2024

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	Should be 100% % YTD
a. PERSONNEL	4,549,497	1,978,898	2,570,598	57%
b. FRINGE BENEFITS	1,564,422	191,554	1,372,867	88%
c. TRAVEL	22,185	(3,206)	25,391	114%
d. EQUIPMENT	70,000	33,547	36,453	52%
e. SUPPLIES	593,807	419,384	174,423	29%
f. CONTRACTUAL	3,901,843	(1,087,995)	4,989,839	128%
g. CONSTRUCTION	-	-	-	-
h. OTHER	4,339,546	3,692,531	647,016	15%
I. TOTAL DIRECT CHARGES	15,041,300	5,224,713	9,816,587	65%
j. INDIRECT COSTS	557,866	267,630	290,236	52%
k. TOTAL-ALL BUDGET CATEGORIES	15,599,166	5,492,344	10,106,822	65%
<i>In-Kind (Non-Federal Share)</i>	3,401,963	762,969	2,638,994	78%

CONDADO DE CONTRA COSTA - BURO DE SERVICIOS A LA COMUNIDAD
2023 PROGRAMA DE EARLY HEAD START
PERÍODO PRESUPUESTARIO ENERO 2023 - AGOSTO 2024
A PARTIR DE AGOSTO 2024

1	2	3	4	5
DESCRIPCIÓN	PRESUPUESTO TOTAL	PRESUPUESTO RESTANTE	TOTAL REAL HASTA LA FECHA	PORCENT AJE DEL AÑO HASTA LA FECHA
				Should be 100%
a. Sueldos y Pagos (Clasificación de objeto 6a)				
Permanente 1011	2,974,011	816,955	2,157,056	73%
Contratos y Bonos de rentención	970,620	555,216	415,404	43%
Temporario 1013	604,866	564,645	40,221	7%
a. PERSONAL (Clasificación de objeto 6a)	4,549,497	1,978,898	2,570,598	57%
b. FRINGE BENEFICIOS (Clasificación de objeto 6b)	-	-	-	
Beneficios Complementarios	1,564,422	191,554	1,372,867	88%
b. BENEFICIOS SUPLEMENTARIOS (Clasificación de objeto 6b)	1,564,422	191,554	1,372,867	88%
c. Viajes (Clasificación de objeto 6c)	-	-	-	0%
HS Personal	22,185	(3,206)	25,391	114%
c. VIAJES (Clasificación de objeto 6c)	22,185	(3,206)	25,391	114%
d. EQUIPO (Clasificación de objeto 6d)	70,000	33,547	36,453	52%
e. ARTICULOS (Clasificación de objeto 6e)	-	-	-	
1. Artículos de Oficina	62,807	(14,564)	77,371	123%
2. Artículos de Home Base para EHS	144,000	53,319	90,681	63%
4. Artículos Misceláneos	-	-	-	0%
Computadores, aplicaciones y reemplazo de computadores	363,500	363,500	-	0%
Materiales de salud y seguridad	5,000	2,233	2,767	55%
Bienestar del empleado	11,000	7,396	3,604	33%
Materiales de mantenimiento	7,500	7,500	-	0%
e. TOTAL DE ARTICULOS (Clasificación de objeto 6e)	593,807	419,384	174,423	29%
f. CONTRATOS (Clasificación de objeto 6f)	-	-	-	
1. Servicios Administrativos (e.j., Legal, Contabilidad, Contratos Tem)	62,000	34,079	27,921	45%
2. Servicios de Salud/Inhabilidad	-	-	-	0%
Consultor de Salud	23,050	(13,430)	36,480	158%
5. Entrenamiento y Asistencia Técnica	-	-	-	0%
One Solution Technology	346,480	33,540	312,941	90%
Entrenamientos de Liderazgo	55,000	27,627	27,373	50%
Demografía e investigación de datos	50,000	32,933	17,067	34%
Coaching basado en practica/Observación de clase	40,000	(16,001)	56,001	140%
Credencial de Desarrollo Familiar	40,000	25,797	14,203	36%
Supervisión Reflectiva	75,000	75,000	-	0%
8. Otros Contratos	-	-	-	0%
Nuevas Colaboraciones	486,803	486,803	-	0%
Aspiranet	1,024,205	(1,164,098)	2,188,303	214%
Crossroads	207,876	9,550	198,326	95%
KinderCare	323,502	(114,514)	438,016	135%
Tiny Toes	53,917	(19,040)	72,957	135%
YMCA-Oeste	434,291	(197,585)	631,876	145%
YMCA-Este	679,719	(288,655)	968,374	142%
f. TOTAL DE CONTRATOS (6f)	3,901,843	(1,087,995)	4,989,839	128%
g. TOTAL DE CONSTRUCCIÓN (6g)	-	-	-	0%
h. MISCELÁNEO (Clasificación de objeto 6h)	-	-	-	
2. Costo de Ocupación del Edificio/Renta	65,517	(36,698)	102,214	156%
4. Utilidades, Teléfono	12,000	(30,651)	42,651	355%
6. Conservación/Reparación Requeridos de Edificios	1,062,000	819,728	242,272	23%
7. Alteración / Renovación Incidental	450,202	450,182	20	0%

8. Viajes Locales	8,000	4,268	3,732	47%
9. Servicios Nutritivos	-	-	-	0%
Costo Nutritivo para Niños	6,500	2,419	4,081	63%
(Reembolso de CCFP & USDA)	(1,500)	(454)	(1,046)	70%
13. Servicios de Padres	-	-	-	0%
Registración de Conferencias para Padres (Sch 6.H)	3,000	3,000	-	0%
Talleres / Materiales para Alfabetismo	4,000	4,000	-	0%
Recursos para Padres, Libros del Ser Padre , Videos	7,450	5,494	1,956	26%
Apreciación de Padres-placas,broches,certificados,comida	8,000	8,000	-	0%
Reembolso para el cuidado de niños/Millas	3,000	2,571	429	14%
14. Servicios de Contabilidad y Legal	-	-	-	0%
Contadores de Auditoria	3,500	1,087	2,413	69%
Materiales y servicios de procesamientos de datos	40,000	(11,091)	51,091	128%
15. Publicaciones/Anuncios/Imprenta	-	-	-	0%
Costo de expansión - propaganda	117,123	87,453	29,670	25%
16. Entrenamiento y Desarrollo de Empleados	-	-	-	0%
Membresías (CCDAA, Meeting Fees, NHSA, NAEYC, etc.)	18,000	8,105	9,895	55%
Desarrollo entrenamiento del personal. Conf. Registros/Membresias - PA11	183,407	134,114	49,293	27%
Entrenamientos de Salud mental, discapacidades, salud y seguridad	76,475	65,686	10,789	14%
Envolvramiento de padres, familia y comunidad	27,500	19,735	7,765	28%
17. Misceláneo	-	-	-	0%
Guardia de seguridad de centros	21,000	19,424	1,576	8%
Reparación y mantenimiento de vehículos	16,000	(7,001)	23,001	144%
Mantenimiento Reparación y Renta de equipos	17,978	186	17,792	99%
Departamento de salud y servicios humanos (CORD)	1,000	998	2	0%
Otros gastos operativos (Hechos administrativos y otros)	80,000	32,580	47,420	59%
Otros gastos departamentales	2,109,395	2,109,395	-	0%
h. TOTAL DE MISCELÁNEO (6h)	4,339,546	3,692,531	647,016	15%
I. TOTAL DE CARGOS DIRECTOS	15,041,300	5,224,713	9,816,587	65%
j. CARGOS INDIRECTOS	557,866	267,630	290,236	52%
k. TOTAL - CATEGORÍAS DEL PRESUPUESTO	15,599,166	5,492,344	10,106,822	65%
<i>Donación de mercancías y servicios (In- Kind)</i>	<i>3,401,963</i>	<i>762,969</i>	<i>2,638,994</i>	<i>78%</i>

SUMMARY CREDIT CARD EXPENDITURE

Agency: Community Services Bureau
 Month: Aug 2024

Fund Org	Acct. code	Stat. Date	Amount	Program	Purpose/Description
1407	2467	8/22/2024	\$ (710.00)	Comm. Svc Block Grant	Training & Registration
1407	2303	8/22/2024	\$ (362.96)	Comm. Svc Block Grant	Other Travel Employees
1407	2490	8/22/2024	\$ 141.43	Comm. Svc Block Grant	Misc Services/Supplies
1407	2490	8/22/2024	\$ 87.66		Misc Services/Supplies
			\$ (843.87)		
1482	2200	8/22/2024	\$ 125.00	Child Nutrition Food Services	Memberships
1462	2303	8/22/2024	\$ 94.83	EHS Basis Grant	Other Travel Employees
1432	2303	8/22/2024	\$ 94.83	HS Basic Grant	Other Travel Employees
1462	2467	8/22/2024	\$ 220.00	EHS Basis Grant	Training & Registration
1432	2467	8/22/2024	\$ 220.00	HS Basic Grant	Training & Registration
1462	2303	8/22/2024	\$ 176.98	EHS Basis Grant	Other Travel Employees
1432	2303	8/22/2024	\$ 176.97	HS Basic Grant	Other Travel Employees
1462	2467	8/22/2024	\$ 224.50	EHS Basis Grant	Training & Registration
1432	2467	8/22/2024	\$ 224.50	HS Basic Grant	Training & Registration
1462	2303	8/22/2024	\$ 166.98	EHS Basis Grant	Other Travel Employees
1432	2303	8/22/2024	\$ 166.98	HS Basic Grant	Other Travel Employees
1462	2490	8/22/2024	\$ 5.75	EHS Basis Grant	Misc Services/Supplies
1432	2490	8/22/2024	\$ 5.75	HS Basic Grant	Misc Services/Supplies
1462	2490	8/22/2024	\$ 34.89	EHS Basis Grant	Misc Services/Supplies
1432	2490	8/22/2024	\$ 34.89	HS Basic Grant	Misc Services/Supplies
1462	2490	8/22/2024	\$ 39.50	EHS Basis Grant	Misc Services/Supplies
1432	2490	8/22/2024	\$ 39.50	HS Basic Grant	Misc Services/Supplies
			\$2,051.84		
1534	2479	8/22/2024	\$634.20	GM III Site Costs	Other Special Dpmtal Exp
1520	2479	8/22/2024	\$390.74	Balboa Site Costs	Other Special Dpmtal Exp
1432	2479	8/22/2024	\$ 1,950.00	HS Basic Grant	Other Special Dpmtal Exp
1432	2479	8/22/2024	\$ 1,950.00	HS Basic Grant	Other Special Dpmtal Exp
1432	2479	8/22/2024	\$ 1,454.73	HS Basic Grant	Other Special Dpmtal Exp
1432	2479	8/22/2024	\$ 1,556.74	HS Basic Grant	Other Special Dpmtal Exp
1432	2479	8/22/2024	\$ 70.22	HS Basic Grant	Other Special Dpmtal Exp
1432	2479	8/22/2024	\$ 2.18	HS Basic Grant	Other Special Dpmtal Exp
1432	2479	8/22/2024	\$ 44.71	HS Basic Grant	Other Special Dpmtal Exp
			\$8,053.52		
1539	2131	8/22/2024	\$ 284.60	Verde Site Costs	Minor Furniture/Equipment
1532	2490	8/22/2024	\$ 110.99	Ambrose Park Site Costs	Misc Services/Supplies
1532	2490	8/22/2024	\$ 15.00	Ambrose Park Site Costs	Misc Services/Supplies
1532	2490	8/22/2024	\$ 79.56	Ambrose Park Site Costs	Misc Services/Supplies
			\$490.15		
1462	2490	8/22/2024	\$ 32.89	EHS Basis Grant	Misc Services/Supplies
			\$ 32.89		
1862	2200	8/22/2024	\$ 156.25	Operations (CAPP)	Memberships
1874	2200	8/22/2024	\$ 156.25	Operations - Stage 2	Memberships
1802	2200	8/22/2024	\$ 156.25	CSPP Full-Day Operations	Memberships
1822	2200	8/22/2024	\$ 156.25	CCTR Full-Day Operation	Memberships
			\$ 625.00		
1462	2490	8/22/2024	\$ 186.56	EHS Basis Grant	Misc Services/Supplies
1462	2490	8/22/2024	\$ 17.52	EHS Basis Grant	Misc Services/Supplies
			\$ 204.08		

\$ 10,613.61

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2024-2025

August 2024

12 Approved Sites



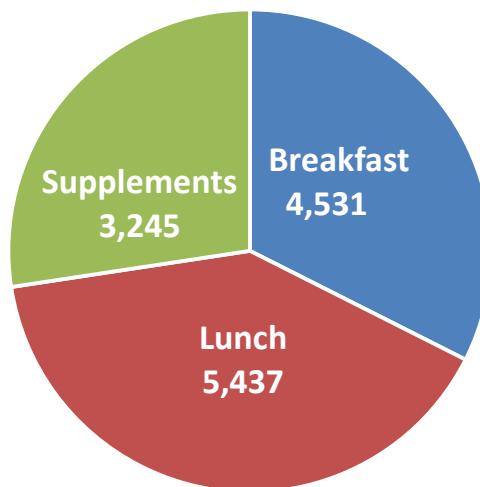
22 Days Meals Served



248 Daily Participation



13,213 Meals Served



Claim Reimbursement

Total: \$ 42,535



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3382

Agenda Date: 10/16/2024

Agenda #: 11.

Advisory Board: Head Start Policy Council

Subject: 2024 Self Assessment

Presenter: Christina Castle-Barber

Information: 2024 Self Assessment

Recommendation(s)/Next Step(s): n/a

CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
2024 ANNUAL HEAD START SELF-ASSESSMENT

The 2024 Annual Head Start Self-Assessment was conducted in August and September 2024 in accordance with 45 CFR Chapter XIII Part 1301.102(b)(2). The report includes a description of each tool used, the aggregate data from the use of each tool, and the determination of compliance status. Sample sizes included directly operated, delegate and partner sites and included all program models.

Fiscal

An annual self-monitoring of EHSD's Head Start program was completed on August 15, 2024, covering the period 2023 to 2024 using EHSD's Self-Monitoring Tool. The monitoring was conducted as required by EHSD's Fiscal Compliance Unit in accordance with the requirements of the Fiscal Compliance Accountant's area of responsibility – Monitoring and Detection of noncompliance with fiscal requirements for internal and county policies, funding agency regulations and requirements, adherence to GAAP, proper use of negotiables items, appropriateness of claimed costs versus audited or documented costs, management of inventory and validity of cost. The report can be found in the appendix on pages x-x.

Determination of Compliance: Fully in compliance with one recommendation - Complete supporting documentation should be submitted with Demands for allowable cost under the Federal awards. This helps to substantiate the expenditures on the invoices. CSB should increase the sample sizes for invoices and proof of payment during the on-site review exercise.

Governance

CSB's Director and Deputy Director conducted the Office of Head Start's Governance Readiness Assessment to determine compliance in all aspects of Head Start governance. The tool includes a compliance checklist in the areas of overall structure, the governing body, the Policy Council, the governing body and the Policy Council, and the parent committee. The tool also includes 15 indicators of high functioning governing bodies in the following categories:



Structural

Head Start and Early Head Start programs must ensure that the structural components of their governing body meet regulations and support best practices.



Fiduciary

Head Start and Early Head Start programs must ensure that strong systems are in place for exercising their fiduciary responsibilities.



Strategic direction

Governing bodies must provide strategic direction to Head Start and Early Head Start programs, including successfully engaging the Head Start management team and Policy Council in a strategic planning process.



Leadership

In accepting funding for Head Start and Early Head Start, governing bodies agree to provide leadership to the program as a whole as well as to Head Start staff and parent leaders. Governing bodies also recognize the important relationship between the governing body and the Policy Council and their shared leadership responsibilities.



Community relations

In accepting funding for Head Start and Early Head Start, governing bodies agree to work with program leaders to develop links with the community that the program serves.



Decision-making

Head Start and Early Head Start programs must establish a Policy Council (at agency level) and Policy Committee (at delegate level), whose members include parents of children currently enrolled in the program and community representatives; and the governing body must actively engage this group in program decision-making.

**CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
2024 ANNUAL HEAD START SELF-ASSESSMENT**

Determination of Compliance: Fully in compliance with one notable strength – the involvement of the Board of Supervisors at their Head Start Committee that meets at least six times per year and the quality of the Monthly Head Start Program Updates to the Board of Supervisors.

Eligibility Determination

The Self-Assessment Team utilized the CSB Need and Eligibility Tool to assess compliance with CSBs ERSEA system. This tool includes 21 items and was conducted on 24 randomly selected files.

Determination of Compliance: The aggregate results of the tool show a 98% compliance rate. Items found to be out of compliance included missing signatures, boxes not checked for program model, incorrect data entry in CLOUDS and are at a low rate and do not require a corrective action plan. All items were corrected immediately. None of the errors negatively impacted the family’s enrollment.

Curriculum Fidelity

The Self-Assessment Team utilized The Fidelity Tool for Administrators by Creative Curriculum to assess for fidelity at five sites. This tool measures use of the curriculum, physical environment, structure, teacher-child Interactions, families, and assessment. The tool is extensive and includes 22 pages of checklists and open-ended questions regarding fidelity.

Determination of Compliance: All sites passed with high fidelity compliance.

Question	Concern	%
Part I. Use	(0 / 10)	0%
Part II. Physical Environment	(0 / 10)	0%
Part II. Structure	(0 / 10)	0%
Part II. Teacher-Child Interactions	(0 / 10)	0%
Part II. Families	(0 / 10)	0%
Part II. Assessment	(0 / 10)	0%

**CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
2024 ANNUAL HEAD START SELF-ASSESSMENT**

Teacher-Child Interactions and Teacher Effectiveness

The Self-Assessment Team conducted the CLASS® assessment to measure teacher-child interactions and teacher effectiveness. CLASS® includes three domains or categories of teacher-child interactions that support children's learning and development: Emotional Support, Classroom Organization, and Instructional Support. CLASS® is scored by trained and certified observers using a specific protocol. Following their observations of teacher-child interactions, CLASS® observers rate each dimension on a 7-point scale, from low to high.

Determination of Compliance: Four classrooms were assessed and while the county wide averages do exceed the Federal threshold and do not require a corrective action for the purpose of the self-assessment, CSB continues to work to strengthen scores.

		Countywide Total Average Dimension Score	
		Dimension	Score
Emotional Support		Positive Climate (PC)	6.20
		Negative Climate (NC) *	6.85
		Teacher Sensitivity (TS)	5.60
		Regard for Student Perspectives (RSP)	5.48
Classroom Organization		Behavior Management (BM)	5.31
		Productivity (PD)	5.51
		Instructional Learning Formats (ILF)	4.64
Instructional Support		Concept Development (CD)	2.92
		Quality of Feedback (QF)	2.81
		Language Modeling (LM)	3.02
Countywide Total Average Domain Score		Federal Competitive Threshold	
Domain	Score	Score	
Emotional Support	6.03	5	
Classroom Organization	5.15	5	
Instructional Support	2.92	2.30	

Content Area File Compliance

The Self-Assessment Team completed the Content Area File Compliance Screening Form. This tool contains 20 questions and tests compliance with federal and state regulations, including licensing, along with CSB's policies and procedures. It focuses on health and nutrition, community engagement, mental health, and education.

CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
2024 ANNUAL HEAD START SELF-ASSESSMENT

Determination of Compliance: Twenty randomly selected files were assessed with a 98% compliance rate. Items found out of compliance include data entry errors in CLOUDs versus the physical file, missing signatures, and missing dental or medical information. Data entry errors and missing signatures were corrected immediately, and case notes include extension communication with families and dental/medical providers to obtain missing information. No corrective action required.

Child Safety

The Self-Assessment Team utilized the Child Transition and Safety tool to assess child safety. This tool includes active supervision, safe environments, safety during transition, CLOUDS reporting, safe sleep practices, and unusual incidents tracking.

Determination of Compliance: Ten centers were evaluated using this tool with a compliance rate of 99%. Safety and transition are a strength overall in CSB. CLOUDS reviews revealed minor data entry errors. These items were corrected immediately.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3383

Agenda Date: 10/16/2024

Agenda #: 13.

Advisory Board: Head Start Policy Council

Presenter: Christina Castle-Barber

Information: Heard Announcements - Parking Lot-September

Recommendation(s)/Next Step(s):n/a

Policy Council Parking Lot – September 2024

The following concerns were raised by Policy Council members during the 9/25/2024 meeting.

- **Teacher Applications:** Parents would like applications to apply for positions and give to friends.

Response: See attached flyer with job information and attached application form that can be printed and handed out. We recommend the eco option and sharing link digitally to learn more about job openings, contact information and online application form.

Link to job openings: <https://www.governmentjobs.com/careers/contracosta?keywords=teacher>

You can also find more information on our website: www.csbconnect.org or follow us on social media to direct message us and stay up to date:

Facebook: [Contra Costa County Community Services Bureau](#)

Instagram: [@ContraCostaCSB](#)

Attached are the various job positions and qualifications.



County of Contra Costa
Teacher Assistant Trainee - Project

CLASS CODE	CJK1	SALARY	\$19.22 - \$21.19 Hourly \$3,332.10 - \$3,673.64 Monthly \$39,985.20 - \$44,083.68 Annually
BARGAINING UNIT	Local 1 - Family and Children's Services Unit		

Definition

Bargaining Unit: Local 1 - Family and Children's Services Unit

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

Under close supervision, of a Teacher-Project or an Associate Teacher-Project, assists in conducting planned classroom activities for Infant/Toddler and pre-school children enrolled in the Community Services programs; and performs related work as required.

Distinguishing Characteristics

The Teacher Assistant Trainee-Project is assigned to the Community Services Bureau, which administers an educational program designed to promote the social, emotional, cognitive, creative and linguistic development of young children.

The Teacher Assistant Trainee-Project is authorized to care for and assist in the development and instruction of children in a childcare and development program under the supervision of a Teacher-Project, Associate Teacher-Project, Site Supervisor-Project, or Assistant Director-Project.

Positions in this class are exempt from the classified service and work in Federally and/or State funded project positions administered by Contra Costa County.

This is a temporary classification.

Minimum Qualifications

Education: Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate.

Continuing Education: Eligibility for promotion to the classification of Associate Teacher - Project requires completion of 12 Early Childhood Education units with a passing grade of C or above. Nine (9) of these units must be in the core classes required under the State Permit Matrix.

Other Requirements: As required by law, all appointees to this class must successfully pass a physical examination and fingerprint and tuberculosis clearances.

Physical Requirements: Lift up to 50 lbs. intermittently, able to bend, stoop, and sit in small chairs and on floors regularly. Able to move quickly to keep pace with young children.

Other Requirements: As required by law, all appointees to this class must successfully pass a physical examination and fingerprint and tuberculosis clearances.

Knowledge, Skills, and Abilities

Knowledge of:

- Diverse cultures, values and traditions
- Professionalism in the Early Childhood Education environment
- Basic computer software programs including Microsoft Office

Ability to:

- Organize and maintain records
- Communicate effectively both orally and in writing
- Work in a team
- Provide active visual supervision to children
- Understand and carry out oral and written directions
- To work a minimum of 32 hours per week

Typical Tasks

- Assists in planning and implementing the instructional program to Infant/Toddler and pre-school children
- Assists in maintaining the safety, cleanliness and attractiveness of the learning environment, including, but not limited to, sweeping, mopping, cleaning and sanitizing tables and sinks, and organizing the children's environment
- Assists children and teachers in transitions at rest time, during meals, and other activities
- Assists children with toileting and diapering
- Nurtures the children and families to reach full potential
- Models appropriate behavior for the children and families
- Assists the children in solving their own problems and developing self-discipline; follows appropriate behavior management techniques and policy
- Reports observations of unusual or challenging behaviors to the teachers and relates positive behaviors to parents
- Facilitates open and effective, professional oral and written communication with families, staff, and children;
- Follows procedures for making verbal and written reports of suspected child abuse to Children's Protective Services and to others as required
- Reports unusual incidents to supervisor as required
- Complies with standards of conduct as required by Federal, State and County regulations
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program

Spec History

Established: January 2001

Re-title: April 2008 (GSR) Removed all designates of FAC



County of Contra Costa
Associate Teacher - Project

CLASS CODE	CJW1	SALARY	\$18.20 - \$22.12 Hourly \$3,154.74 - \$3,834.61 Monthly \$37,856.88 - \$46,015.32 Annually
BARGAINING UNIT	Local 1 - Family and Children's Services Unit	REVISION DATE	June 29, 2012

Definition

Bargaining Unit: Local 1 - Family and Children's Services Unit

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

Under supervision, assists in planning, organizing and conducting classroom activities for children ages 2.5-5 enrolled in the Head Start and Child Development Programs; performs related work as required.

Distinguishing Characteristics

The Associate Teacher-Project is assigned to the Head Start and Child Development Programs in the Community Services Bureau (CSB). The Community Services Bureau administers an educational program designed to promote the social, emotional, cognitive, creative, physical and linguistic development of young children and the cooperative involvement of their families.

An Associate Teacher-Project is authorized to provide service in the care, development, and instruction of children in a child care and development program, and supervise a Teacher Assistant. The Associate Teacher-Project reports to the Teacher-Project.

Positions in this class are exempt from classified service and work in State and/or Federally funded project positions administered by Contra Costa County.

Minimum Qualifications

License Required: Possession of a valid California Motor Vehicle Operator License. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate and 12 semester units in Early Childhood Education/Child Development, including core courses. Prefer an Associate of Art (A.A.) degree or higher in Early Childhood Education/Child Development or related field from an accredited college or university.

Permit Required: Possession of a Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing or a Contra Costa County Associate Teacher Temporary County Certificate

(CCC TCC).

Other Requirement: As required by law, all appointees to this class must successfully pass a physical examination and fingerprint and tuberculosis clearances

Knowledge, Skills, and Abilities

Knowledge of:

- Diverse cultures, values and traditions
- Sound theories and practices in the field of Early Childhood Education and Child Development
- Full range of computer software in Microsoft Office programs such as Outlook, Word, Excel, PowerPoint, Publisher, and Visio demonstrated at a beginning to intermediate level of proficiency
- Knowledge of diverse research based curriculum in early childhood education.

Ability to:

- Organize and maintain records
- Communicate effectively both orally and in writing
- Lift up to 50 lbs.
- Bend, stoop, and kneel intermittently
- Sit in small chairs and on the floor regularly
- Move quickly to keep pace with young children

Typical Tasks

- Assists in assessing the needs of children enrolled in the program
- Assists in organizing the children's learning environment
- Assists in planning and implementing the developmental program
- Assists in working with parents in building a relationship of mutual respect and cooperation
- Models appropriate behavior for the children and other adults
- Makes verbal and written reports of suspected child abuse to Child Protective Services and report unusual incidents to others as required
- Performs duties and responsibilities of the Teacher-Project during hours when the Teacher-Project is not assigned to the classroom
- Reports issues of concern to the Teacher-Project or Site Supervisor-Project
- Performs other tasks as may be required for the efficient operation of the instruction program

Spec History

Formerly: Child Development Associate Teacher-Project

Established: July 1990

Revised and Re-titled: June 1999

Re-titled: April 2008 (GSR) Removed all designates of FAC;

Updated: December 2008 (NLB)

Revised: March 2012 (NLB)



County of Contra Costa Teacher - Project

CLASS CODE	CJN1	SALARY	\$23.74 - \$28.86 Hourly \$4,115.72 - \$5,002.69 Monthly \$49,388.64 - \$60,032.28 Annually
BARGAINING UNIT	Local 1 - Family and Children's Services Unit	REVISION DATE	June 29, 2012

Definition

Bargaining Unit: Local 1 - Family and Children's Services Unit

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

Under supervision, plans, organizes and conducts a variety of developmentally appropriate classroom activities for children 2.5-6 years of age enrolled in the Head Start and Child Development Programs; provides supervision and training to subordinate staff; and performs related work as required.

Distinguishing Characteristics

The Teacher - Project is assigned to the Community Services Bureau. Community Services administers an educational program designed to promote the social, emotional, cognitive, creative, physical and linguistic development of young children; and the cooperative involvement of their families.

A Teacher-Project is authorized to provide service in the care, development, and instruction of children in a child development program, and supervise Associate Teacher-Project, and Teacher Assistant-Trainees. The Teacher-Project reports to the Site Supervisor-Project.

Incumbents in this class are exempt from the classified service and work in a State and/or Federally funded project positions administered by Contra Costa County.

Minimum Qualifications

License Required: Possession of a valid California Vehicle Operator License. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate and possession of 1) an Associate degree in Early Childhood Education; or 2) An Associate degree in related field and coursework equivalent to a major relating to Early Childhood Education, with experience teaching preschool-age children; or 3) Baccalaureate degree in Early Childhood Education; or 4) Baccalaureate degree in any subject and coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool-age children. .

Permit Required: Possession of a Child Development (CD) Teacher Permit issued by the California Commission on Teacher Credentialing or issuance Contra Costa County Teacher Temporary County Certificate (CCC TCC). Possession of a current CD Teacher Permit or CCC TCC at all times is a condition of employment.

Other Requirements: As required by law, all appointees to this class must successfully pass a physical examination and fingerprint and tuberculosis clearances.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles of Early Childhood Education and Development
- Diverse cultures, values and traditions
- Full range of computer software in Microsoft Office programs such as Outlook, Word, Excel, PowerPoint, Publisher, and Visio demonstrated at a beginning to intermediate level of proficiency
- Knowledge of diverse research based curriculum in early childhood education.

Ability to:

- Organize and maintain records
- Communicate effectively both orally and in writing
- Relate effectively with children
- Lift up to 60 lbs.
- Bend, stoop, and kneel intermittently
- Sit in small chairs and on the floor regularly
- Move quickly to keep pace with young children

Typical Tasks

- Plans and supervises Child Development classroom activities
- Assesses children's needs and development
- Holds parent conferences about children's development twice a year
- Models appropriate behavior for the children and classroom staff
- Leads the classroom team in planning and implementing the developmental program
- Assists in training instructional staff with the goal of building a team approach to meeting the children's needs
- Works with parents in building a relationship of mutual respect and cooperation
- Reports issues of concern to the Center Administrator
- Makes verbal and written reports of suspected child abuse to Children's Protective Services and of unusual incidents to Community Care Licensing
- Maintain commitment to training and continuing professional development
- Complies with standards of conduct as required by Federal, State and County regulations
- Performs other tasks as may be required for the efficient operation

Spec History

Formerly: Child Development Teacher – Project

Established: July 1990

Revised and Re-titled: June 1999

Re-title: April 2008 (GSR) Removed all designates of FAC;

Updated: December 2008 (NLB)

Revised: March 2012 (NLB)