

Head Start Committee Update



January 27, 2025

CORRECTED: JANURARY 27, 2025

Marla Stuart, MSW, PhD, EHS Director and Head Start Executive Director

Scott Thompson, Community Services Bureau Interim Director, Head Start Director

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CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

Outline

1. Contra Costa County Head Start Program
2. Contra Costa County Head Start Program Governance
3. Head Start Oversight Committee Future Meetings

Building Brighter Futures Together

- **Contra Costa County Head Start Program**
- Contra Costa County Head Start Program Governance
- Head Start Oversight Committee Future Meetings

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Approved Budget by Category

Category	Amount
Program Operation (salaries, benefits, equipment, supplies, travel)	\$17,503,517
COLA	\$466,354
Training and Technical Assistance	\$266,151
Start-up Activities*	\$2,120,372
Total Federal Funding September 1, 2024 – June 30, 2024	\$20,356,394
Non-Federal Share	\$5,089,099

- * George Miller Foundation
- * Verde Playground
- * Crescent Park Kitchen
- * Modernized video cameras in all centers



1. Notice of Award 09CH012839-01

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Slots Per Grant Recipient

Recipient	Early Head Start (ages 0-2)	HS Preschool (ages 3-5)	Total (ages 0-5)
Contra Costa County	437	764	1,201
Mexican American Opportunity Foundation (MAOF)	116	97	213
The Unity Council	132	88	220
Total	685 42%	949 58%	1,634

(1,772 slots in PY 2023)

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Slots Per District

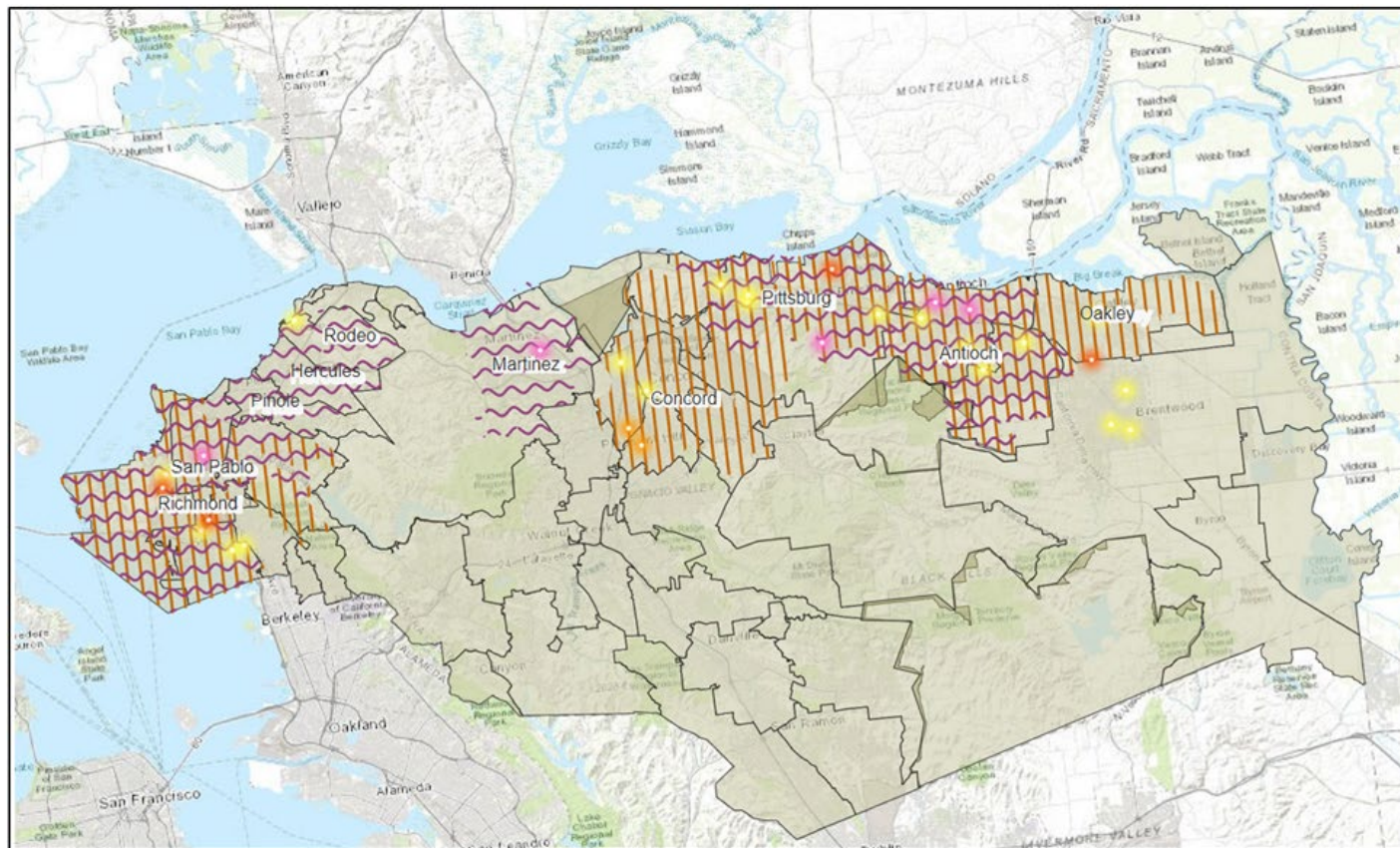
A	B	C	D	E	F	G	H	I
	# 0-5 <130% FPL	% 0-5 <130% FPL	CCC Slots	MAOF Slots	Unity Council Slots	Est. Existing Slots*	Total Slots	% of Total Slots by District
1 Gioia	4,737	27%	421	54	136	97	708	41%
2 Andersen	891	5%	0	0	0	0	0	0%
3 Burgis	3,956	22%	240	78	68	0	386	22%
4 Carlson	2,480	14%	20	0	0	186	206	12%
5 Glover	5,758	32%	371	37	16	17	441	25%
District Totals	17,822	100%	1,052	169	220	300	1,741	100%
Non-district specific^			149	44	0	0	193	
Total Slots			1,201	213	220	300	1,934	

* Estimated existing slots held by Unity Council and YMCA

^ Non-district specific slots: CCC = Home Visiting; MAOF = Home Child Care; UC = none

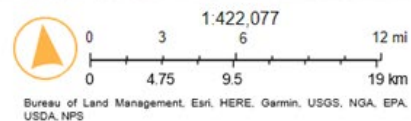
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County-Wide Service Map



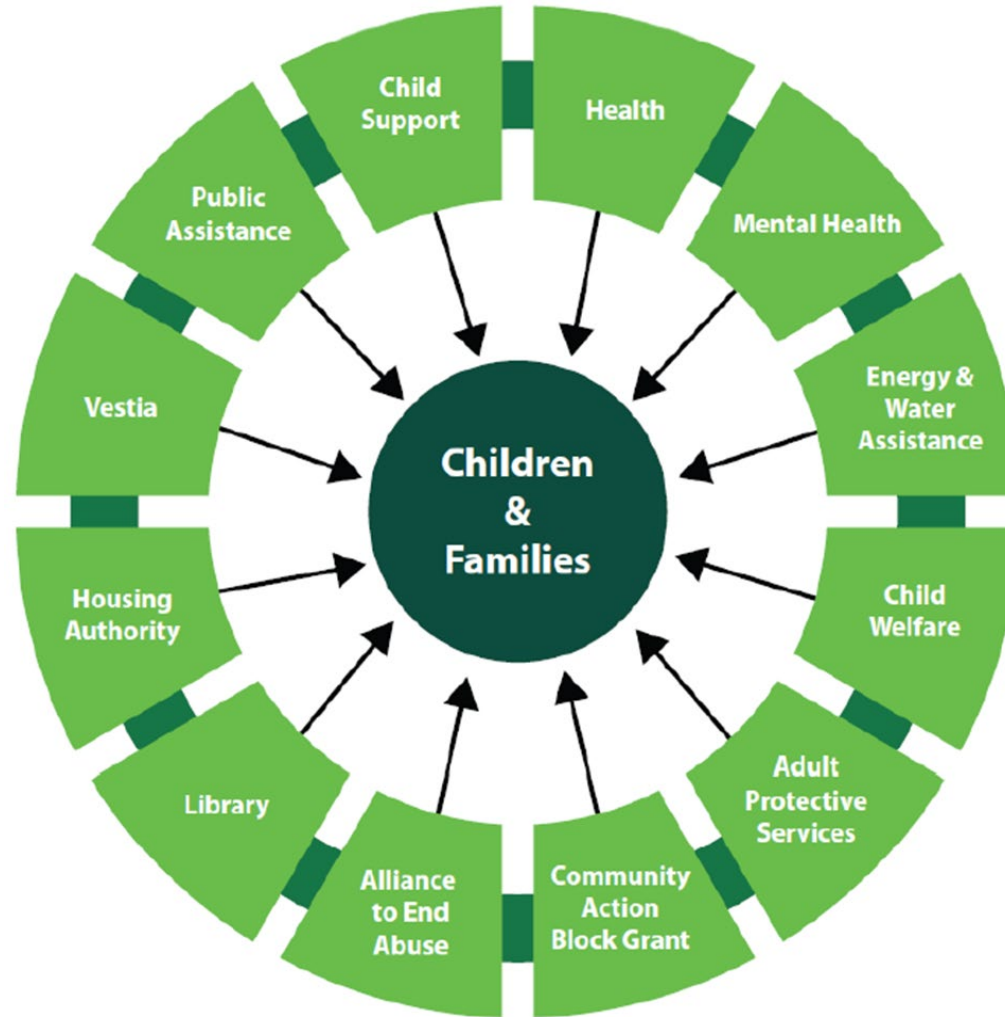
8/23/2024

- MAOF Centers
- New Unity Centers
- ~ MAOF Service Area
- Existing Unity Centers
- Contra Costa Centers
- Unity Service Area
- Contra Costa Service Area



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CCC Portfolio of Services



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Early Childhood Education Convenings

1. First 5 Contra Costa
2. Contra Costa County Interagency Collaboration
3. Ensuring Opportunity Campaign to End Poverty
4. Early Learning Group
5. Comprehensive Prevention Planning Team
6. Reading Advantage
7. Healthy and Active Before Five
8. Local Planning Council for Early Care and Education
9. Los Medanos College ECE Advisory Committee
10. The Family Economic Security Partnership
11. Diablo Valley College Advisory Board
12. Tandem, Partners in Early Learning
13. Oral Health Collaborative for Contra Costa County
14. Contra Costa/Anthem Quarterly Community Advisory Committee
15. Building Healthy Communities



OHS and CCC Priorities

OHS Priorities ¹	Related County Governing Body Priorities
<p>I. Child Health and Safety: Reduce or eliminate children’s risk of exposure to harm and hazards.</p>	<ul style="list-style-type: none"> • Continue to implement daily, weekly, monthly, and quarterly monitoring to identify and remove environmental harm and hazards.
<p>II. Partnerships with State Systems: Expand Head Start programs’ capacity to coordinate services with state systems and national programs.</p>	<ul style="list-style-type: none"> • Use state funding to extend hours to support commuting parents working varied shifts. • Maximize receipt of state funding by matching more than the required 20%
<p>III. Reaching Children and Families: Ensuring that Head Start resources are targeted to children, families, and communities of greatest need.</p>	<ul style="list-style-type: none"> • Distribute slots equitably throughout the county based on economic need. • Increase the number of slots to serve closer to 100% of eligible children and families. • Shift slots from Head Start to Early Head Start given that California public schools now offer free Transitional Kindergarten for children age 4
<p>IV. Investing in the Workforce: Supporting a highly-skilled workforce with competitive pay, benefits, and access to supports for staff wellness.</p>	<ul style="list-style-type: none"> • Attempt to achieve parity with local school district pre-school teacher salaries by increasing salaries for county employees and increasing rates for partners.
<p>IV. Quality Environments: Strengthening the key components of infrastructure that assist Head Start programs with operating most effectively.</p>	<ul style="list-style-type: none"> • Expand mental health for children and families.

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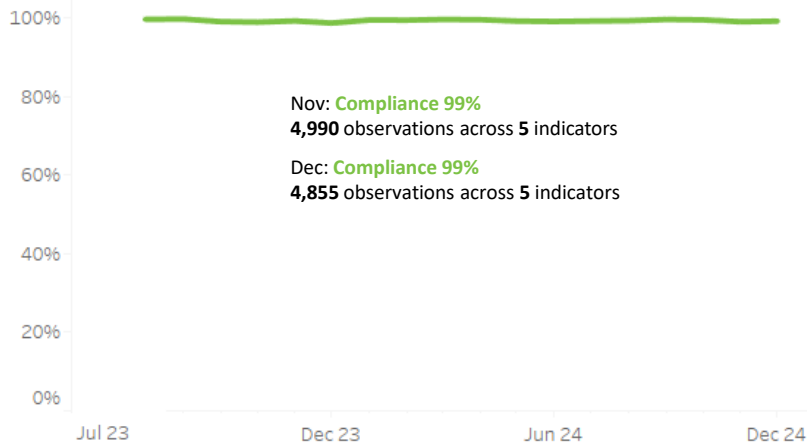
[1] Head Start Work Is Heart Work: OHS Priorities | ECLKC (hhs.gov)

Head Start Program Monitoring Activities

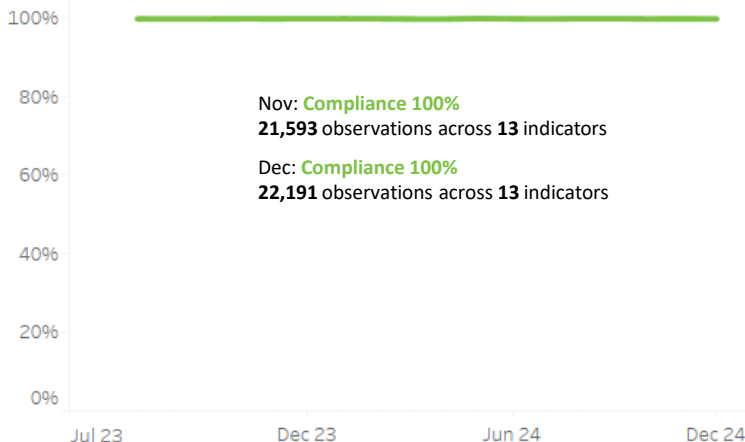
1. Daily Health & Safety Classroom Checklist*
2. Daily Playground Safety Checklist*
3. Weekly Facility Safety Checklist*
4. Monthly Playground Safety Checklist*
5. Semi-Annual Child Transition & Safety Monitoring*
6. Semi-Annual On-Site Content Area Compliance Checklist
7. Annual Education File Review & Family Services File Reviews
8. Quarterly Center Health & Safety Checklist
9. Tri-annual CACFP
10. Annual CLASS
11. Annual Environmental Rating Scale (ERS)
12. Annual Curriculum Fidelity
13. Annual Center Monitoring
14. Annual Ages & Stages Questionnaires
15. Tri-annual Desired Results Developmental Profile (DRDP)
16. Annual Parent Satisfaction Surveys & Parent Interest Surveys
17. Ongoing MOU Reviews
18. Ongoing Social Media Interactions
19. Monthly Site Meetings
20. Bi-monthly Post Workshop Knowledge Checks

Health and Safety Compliance

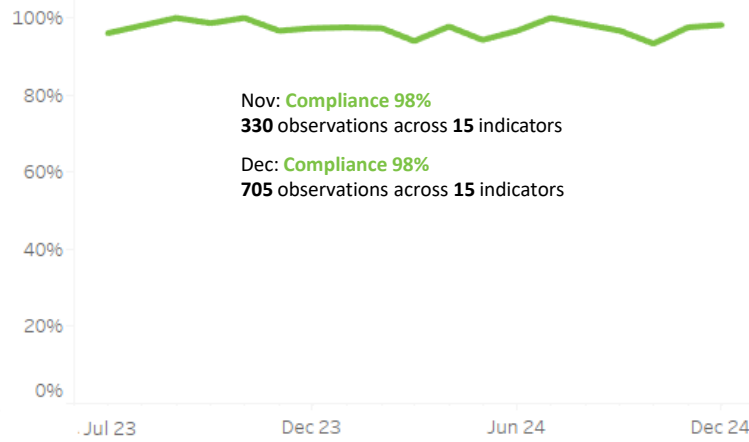
Daily Playground Safety



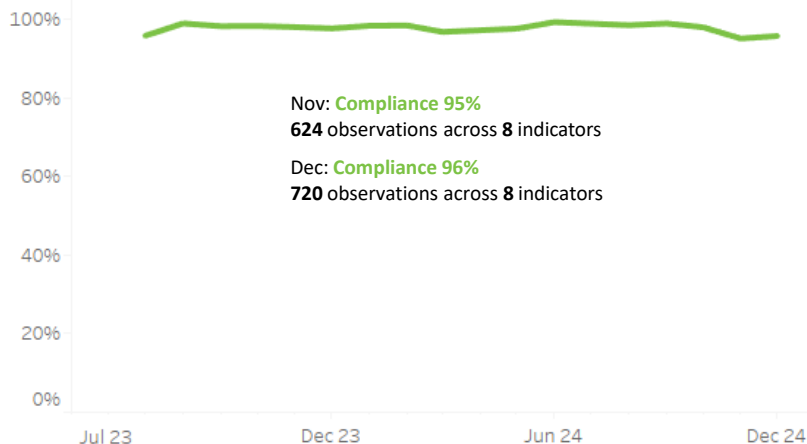
Daily Classroom Health & Safety



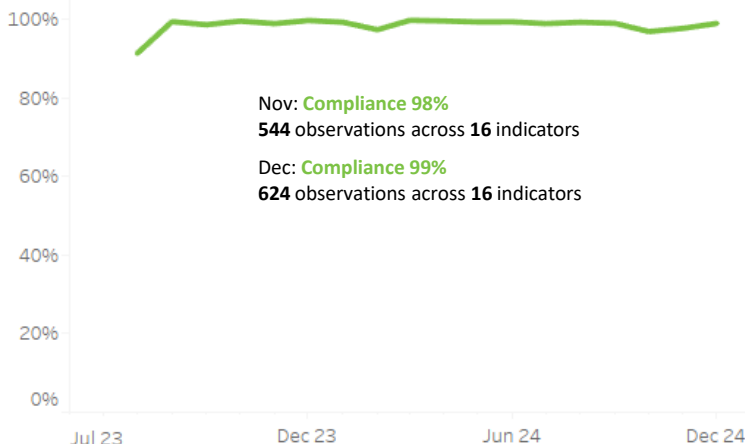
Child Transition & Safety



Weekly Facility Safety



Monthly Playground Safety



Indicators with non-compliances over 10% in November 2024:

- Alarms and locks in hallways, front doors, and gates are in working order.
(12/78 = 15% non-compliance)
- A review of self-monitoring data accurately reflect management monitoring.
(3/22 = 14% non-compliance)

No indicators had over 10% non-compliance in December 2024.

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- Contra Costa County Head Start Program
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Board Resolution No. 2023/274

Adopted: July 13, 2023

Subject: Resolution of the Board of Supervisors Establishing the Formal Governance Structure for the Contra Costa County Head Start Program

Information: Establishes the formal structure of program governance for the Contra Costa County Head Start program, including the oversight of quality services for children and families and procedures for making decisions related to program design and implementation. Outlines the roles for the Board of Supervisors (Governing Body), Head Start Oversight Committee, EHSD Director (Head Start Executive Director), and Policy Council.



Head Start Policy Council

Structure:

- Elected by parents of children currently enrolled in the Program, composed by parents and members at large of the community served
- Responsible for the direction of the Program

Submits to the Board decisions about:

- Activities to support active involvement of parents
- Program recruitment, selection and enrollment priorities
- Applications for funding and amendments
- Budget planning for program expenditures
- Policy Council bylaws
- Program personnel policies
- Procedures for how Policy Council members are elected
- Recommendations on selection of delegate agencies

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Board Resolution No. 2023/498

Adopted: July 13, 2023

Subject: Resolution of the Board of Supervisors Establishing the Formal Process for Resolving Complaints Involving the Contra Costa Head Start Program

Information: Establishes the formal process for documenting and resolving complaints involving the Head Start program and complaints involving the Director or Executive Director of the Head Start program.



Board Resolution No. 2023/499

Adopted: July 13, 2023

Subject: Resolution of the Board of Supervisors Establishing the Internal Controls that Apply to Contra Costa County Head Start Program Funds, Assets, and Equipment

Information: Identifies the County's fiscal accountability rules, policies, and procedures under which the program operates. Establishes the fiscal monitoring roles and responsibilities for the Governing Board (Board of Supervisors), the Head Start Oversight Committee, and staff.



Role of Head Start Oversight Committee

Structure:

- 2 Board members appointed annually by the Board who meet every other month
- Make recommendations to the Board on key responsibilities related to program governance and improvement of the Head Start Program

Fiscal Monitoring:

- Detailed program financial statements of expenditures at object level (i.e., Salaries and Benefits, Services and Supplies, Other Charges, Fixed Assets, and Expenditure Transfers) and revenue by major federal and state grant type
- Details of self-monitoring activities by staff, including schedules for planned monitoring activities, updates of ongoing monitoring activities, final results of monitoring activities and status of internal monitoring of corrective action plans
- Details of staff fiscal trainings, including copies of training agendas, materials, and employee attendance as well as listing of how many employees have not received training and plan for when those employees are to receive training

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Future Committee Meetings

All meetings are Mondays at 9am:

- March 17, 2025
- May 19, 2025
- July 21, 2025
- September 15, 2025
- November 17, 2025

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