

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b)(2)).

## Agenda

|   |                             |
|---|-----------------------------|
| <b>Group/Meeting Name:</b> CSB Policy Council Meeting |                             |
| <b>Date:</b> April 21, 2021                           | <b>Time:</b> 6:00 - 8:00 PM |
| <b>Zoom Meeting ID:</b> 82911447514 Password: 303022  |                             |
| <b>Meeting Leader:</b> Jasmine Cisneros               |                             |
| <b>Purpose:</b> Conduct Regular Monthly Meeting       |                             |

*The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.*

*Please contact Rita Loza at least 48 hours before the meeting at (925) 864-0837 or at [araujo@ehsd.cccounty.us](mailto:araujo@ehsd.cccounty.us) or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.*

**Opportunities for Public Comment:** *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to [araujo@ehsd.cccounty.us](mailto:araujo@ehsd.cccounty.us) before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes comment.*

*All votes taken during a teleconference will be by roll call.*

**Desired Outcome:** By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

A discussion to gather input from the public in order to identify high priority needs of low-income and under-served populations in Contra Costa County.

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An icebreaker to open communication and build connection among Policy Council members.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

An approval of the 1.22% Cost of Living Adjustment (COLA) for Early Head Start, Head Start, and Early Head Start Child Care Partnership.

An approval of the Early Head Start Child Care Partnership Grant Extension.

An approval of the March 17, 2020 Policy Council Minutes.

An understanding of Child Abuse Prevention.

An understanding of Site Reports so that we may celebrate our children, families, and staff co-partnering efforts to build partnerships and community.

An understanding of announcements so that we may be informed of Bureau news and/or available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

| Agenda                  |   |                 |                   |
|-------------------------|---|-----------------|-------------------|
| What<br>(Content)       | How<br>(Process)                              | Who             | Time<br>(Minutes) |
| Review Desired Outcomes | Present<br>Clarify<br>Check for understanding | Matthew Carlson | 2 Minutes         |

|  |  |   |            |
|--|--|---|------------|
| Meeting Ground Rules   | Present<br>Clarify<br>Check for understanding                        | Matthew Carlson                             | 1 Minute   |
| Public Comment <ul style="list-style-type: none"> <li>Economic Opportunity Council Public Hearing</li> </ul>   | Present<br>Clarify<br>Check for understanding                        | Nancy Sparks                                | 40 Minutes |
| Correspondence   | Present<br>Clarify   | Karen Medrano                               | 1 Minute   |
| Parent Recognition of Staff Excellence Award recognition   | Present<br>Clarify   | Jasmine Cisneros                            | 5 Minutes  |
| <b>Ice Breaker</b>   | Present<br>Clarify<br>Check for understanding                        | Jasmine Cisneros                            | 5 Minutes  |
| <b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>CSB Interim Director</li> <li>Interim Division Manager</li> <li>Fiscal</li> </ul>  | Present<br>Clarify<br>Check for understanding                        | Katharine Mason<br>Amy Wells<br>Sarah Reich | 20 Minutes |
| <b>Report:</b> <ul style="list-style-type: none"> <li>Subcommittee Updates</li> </ul>  | Present<br>Clarify<br>Check for understanding                        | Subcommittee Leads                          | 4 Minutes  |
| <b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of 1.22% Cost of Living Adjustment (COLA) for Early Head Start, Head Start, and Early Head Start Child Care Partnership</li> </ul> | Present<br>Clarify<br>Check for understanding<br>Check for Agreement | Sarah Reich                                 | 13 Minutes |
| <b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of Early Head Start Child Care Partnership Grant Extension</li> </ul>  | Present<br>Clarify<br>Check for understanding<br>Check for Agreement | Sarah Reich                                 | 8 Minutes  |
| <b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of March 17, 2020 Policy Council Minutes</li> </ul>  | Present<br>Clarify<br>Check for understanding<br>Check for Agreement | Carmina Hernandez                           | 3 Minutes  |
| <b>Training:</b> <ul style="list-style-type: none"> <li>Child Abuse Prevention</li> </ul>  | Present<br>Clarify<br>Check for understanding                        | Sally Lowder<br>Stephanie Kraus             | 15 Minutes |
| Site Reports   | Present<br>Clarify<br>Check for Understanding                        | Site Representatives                        | 1 Minute   |
| Announcements  | Present<br>Clarify<br>Check for Understanding                        | Ana Araujo                                  | 1 Minute   |
| Meeting Evaluation   | Plus/Delta   | Volunteer                                   | 1 Minute   |

Contra Costa County  
Economic Opportunity Council  
**PUBLIC HEARINGS**

Every two years, the Contra Costa County Economic Opportunity Council (EOC) is required to hold public hearings to gather information on priority needs of our low-income population.

Comments from the public are used to inform the County's Community Action Plan and determine how Community Services Block Grant dollars are spent.

**Wednesday, April 21, 2021**

**6:00 PM – 6:40 PM**

Please join via Zoom:

<https://cccouny-us.zoom.us/j/82911447514?pwd=aGdYM1BZaXlRTlR3YVVUcmRycVNEZz09>

Meeting ID: 82911447514

Password: 303022

Telephone: Dial

USA 214 765 0478

USA 8882780254 (US Toll Free)

Conference code: 379008



For more information contact: Mele Tupou at 925.681.6311 or email [mtupou@ehsd.cccounty.us](mailto:mtupou@ehsd.cccounty.us).

Visit us at: <http://ehsd.org/headstart/community-action/eoc-members/>



## Video Conference Meeting – Ground Rules

1. **Join Meeting on time** - Set alarm reminders to call in five minutes before starting the meeting. We need to meet quorum (9 Representatives) before 6:00 PM
2. **Be prepared**
  - Review documents ahead and be ready to participate as required.
  - Familiarize yourself with your phone settings, mute/unmute buttons.
  - Choose a quiet location to connect to the call.
3. **When logging-in, state your name first**- This will help us identify who is calling and add you to the participant's role. (e.g., Hi this "XXX Representative" calling for "XXX Center").
4. **Limit background noise** - Mute/Unmute your phone accordingly throughout your participation.
5. **Speak one at a time, slowly and clearly** – Speaker will ask for questions after their presentations. Introduce yourself and briefly state your comment or question.
6. **Voting on Action items** - As you sign in- the Parliamentarian will create a participant's role.
  - Before approving agenda items, a CSB Staff supporting the PC Chair will ask to hear your vote by requesting you to say "Yes," "No" or "Abstain."
  - The Parliamentarian will take a role to listen to your vote. When you hear your name, unmute the phone and respond, "Yes," "No" or "Abstain."
  - Do not leave the call or put your phone on hold, if you are called, and no response is heard, you will be considered "absent."
  - To determine vote decision, a CSB Staff supporting the PC Chair will summarize the vote count:
    - A YES (list names of members voting aye)
    - NOES (list names of members voting no)
    - ABSTAIN (list names of members who abstained)
    - ABSENT (list names of members absent)
  - The chair will announce the proposed decision by stating(Samples):
    - "The motion passes 3-2, with Smith and Jones dissenting. Item X is **approved.**"
    - Or, "The motion passes 4-0, with Smith abstaining. Item X is **approved.**"
    - Or, "The motion fails 3-2, with Smith, Jones, and Black voting against. Item X is **not approved.**"
7. **Avoid multi-tasking** - It's easy to get distracted during a conference call. Our agenda items require your full attention.

1. **New Director and Fiscal Officer:** Interviews for CSB Director are completed and final selection is still in process. Interviews for Fiscal Officer are tentatively scheduled for early May.
2. **State Review :** We have just completed our State Contract Monitoring Review (CMR) and Error Rate Review (ERR) of Stage 2, Alternative Payment, CCTR (ages 0-3) and CSPP (preschool) programs. **We have a 0% error rate and No Findings of Noncompliance!** This is a rare and significant accomplishment!
  - a. The reviewers were especially impressed with: our well organized family files, having one “comprehensive and reliable” system for accounting, record-keeping and reporting (CLOUDS) as well as staff’s strong knowledge of the system, our attendance and eligibility determination systems, and our adaptations to services for and communication methods with families and children during the pandemic. They made a point to thank us for the “warm welcome” from our staff and an “easy” review process.
3. Our Board of Supervisors signed on to a Letter of Concern spearheaded by California Head Start Association around **Assembly Bill 22** (McCarty), a bill to expand Transitional Kindergarten (TK). The main concerns are that this bill does not address what at-risk children need or what working parents need.

## **Enrollment and Attendance Report to Policy Council March 2021**

### Enrollment:

- **HS – 60.85%**
- **EHS –89.07%**
- **EHS-CCP2 –75.0%**

### Attendance:

- **HS – 79.61%**
- **EHS – 84.12%**
- **EHS-CCP2 – 84.63%**

Low enrollment and attendance numbers due to Covid-19 concerns & class size restrictions.

Enrollment reflects both in-class and distance learners. Attendance reflects ONLY in-class children.

## ***Informe de Inscripción y Asistencia al Consejo de Políticas Marzo 2021***

### *Inscripción:*

- ***HS – 60.85%***
- ***EHS –89.07%***
- ***EHS-CCP2 –75.0%***

### *Asistencia:*

- ***HS – 79.61%***
- ***EHS – 84.12%***
- ***EHS-CCP2 – 84.63%***

Bajos números de inscripción y asistencia debido a preocupaciones de Covid-19 y restricciones de tamaño de clase.

Inscripción refleja tanto a los alumnos en clase como a distancia. La asistencia refleja SOLAMENTE a los niños en clase

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2021 HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2021**

**AS OF FEBRUARY 2021**

| <b>DESCRIPTION</b>                    | <b>FEBRUARY<br/>YTD Actual</b> | <b>Total<br/>Budget</b> | <b>Remaining<br/>Budget</b> | <b>17%<br/>%YTD</b> |
|---------------------------------------|--------------------------------|-------------------------|-----------------------------|---------------------|
| a. PERSONNEL                          | \$ 616,525                     | \$ 4,147,590            | \$ 3,531,065                | 15%                 |
| b. FRINGE BENEFITS                    | 407,083                        | 2,834,447               | 2,427,364                   | 14%                 |
| c. TRAVEL                             | -                              | 22,060                  | 22,060                      | 0%                  |
| d. EQUIPMENT                          | -                              | 30,000                  | 30,000                      | 0%                  |
| e. SUPPLIES                           | 56,437                         | 213,000                 | 156,563                     | 26%                 |
| f. CONTRACTUAL                        | 60,531                         | 4,027,919               | 3,967,388                   | 2%                  |
| g. CONSTRUCTION                       | -                              | -                       | -                           | 0%                  |
| h. OTHER                              | 67,175                         | 5,545,028               | 5,477,853                   | 1%                  |
| <b>I. TOTAL DIRECT CHARGES</b>        | <b>\$ 1,207,751</b>            | <b>\$ 16,820,044</b>    | <b>\$ 15,612,293</b>        | <b>7%</b>           |
| j. INDIRECT COSTS                     | -                              | 788,042                 | 788,042                     | 0%                  |
| <b>k. TOTAL-ALL BUDGET CATEGORIES</b> | <b>\$ 1,207,751</b>            | <b>\$ 17,608,086</b>    | <b>\$ 16,400,335</b>        | <b>7%</b>           |
| <i>In-Kind (Non-Federal Share)</i>    | <i>\$ 301,938</i>              | <i>\$ 4,402,022</i>     | <i>\$ 4,100,084</i>         | <i>7%</i>           |

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2021 EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2021**

**AS OF FEBRUARY 2021**

| <b>DESCRIPTION</b>                    | <b>FEBRUARY<br/>YTD Actual</b> | <b>Total<br/>Budget</b> | <b>Remaining<br/>Budget</b> | <b>8%<br/>%YTD</b> |
|---------------------------------------|--------------------------------|-------------------------|-----------------------------|--------------------|
| a. PERSONNEL                          | \$ 64,039                      | \$ 479,714              | \$ 415,675                  | 13%                |
| b. FRINGE BENEFITS                    | 38,931                         | 295,675                 | 256,744                     | 13%                |
| c. TRAVEL                             | -                              | 2,000                   | 2,000                       | 0%                 |
| d. EQUIPMENT                          | -                              | -                       | -                           | 0%                 |
| e. SUPPLIES                           | 4,604                          | 17,100                  | 12,496                      | 27%                |
| f. CONTRACTUAL                        | 124,253                        | 1,877,348               | 1,753,096                   | 7%                 |
| g. CONSTRUCTION                       | -                              | -                       | -                           | 0%                 |
| h. OTHER                              | 2,136                          | 1,114,151               | 1,112,015                   | 0%                 |
| <b>I. TOTAL DIRECT CHARGES</b>        | <b>\$ 233,963</b>              | <b>\$ 3,785,988</b>     | <b>\$ 3,552,025</b>         | <b>6%</b>          |
| j. INDIRECT COSTS                     | -                              | 91,146                  | 91,146                      | 0%                 |
| <b>k. TOTAL-ALL BUDGET CATEGORIES</b> | <b>\$ 233,963</b>              | <b>\$ 3,877,134</b>     | <b>\$ 3,643,171</b>         | <b>6%</b>          |
| <i>In-Kind (Non-Federal Share)</i>    | <i>\$ 58,491</i>               | <i>\$ 969,284</i>       | <i>\$ 910,793</i>           | <i>6%</i>          |



**CONTRA COSTA COUNTY - EHS COMMUNITY SERVICES BUREAU**  
**EARLY HEAD START - CHILDCARE PARTNERSHIP PROGRAM**  
**BUDGET PERIOD: SEPTEMBER 01, 2020 THROUGH AUGUST 31, 2021**  
**AS OF FEBRUARY 2021**

| DESCRIPTION                           | FEBRUARY<br>YTD Actual | Original<br>Budget<br>Sep 20-Aug 21 | Remaining<br>Budget<br>Mar-Aug 21 | 50%<br>Budget<br>% YTD |
|---------------------------------------|------------------------|-------------------------------------|-----------------------------------|------------------------|
| <b>a. PERSONNEL</b>                   | 561,049                | 1,044,684                           | 483,635                           | 54%                    |
| <b>b. FRINGE BENEFITS</b>             | 349,747                | 676,672                             | 326,925                           | 52%                    |
| <b>c. TRAVEL</b>                      | -                      | 7,000                               | 7,000                             | 0%                     |
| <b>d. EQUIPMENT</b>                   | -                      | -                                   | -                                 | 0%                     |
| <b>e. SUPPLIES</b>                    | 16,245                 | 27,000                              | 10,755                            | 60%                    |
| <b>f. CONTRACTUAL</b>                 | 319,518                | 1,181,455                           | 861,937                           | 27%                    |
| <b>g. CONSTRUCTION</b>                | -                      | -                                   | -                                 | 0%                     |
| <b>h. OTHER</b>                       | 677,490                | 1,918,123                           | 1,240,633                         | 35%                    |
| <b>I. TOTAL DIRECT CHARGES</b>        | 1,924,048              | 4,854,934                           | 2,930,886                         | 40%                    |
| <b>j. INDIRECT COSTS</b>              | 130,539                | 175,440                             | 44,901                            | 74%                    |
| <b>k. TOTAL-ALL BUDGET CATEGORIES</b> | <b>2,054,587</b>       | <b>5,030,374</b>                    | <b>2,975,787</b>                  | <b>41%</b>             |

**Note:** Administration for Children and Families (ACF) approved the non-federal share waiver request for this budget year [Head Start Act Section 640.(b)(4)]. The non-federal share requirement is now \$0 at 0%.

**COMMUNITY SERVICES BUREAU  
SUMMARY CREDIT CARD EXPENDITURE  
February 2021**

| <b>Stat. Date</b> | <b>Amount</b>     | <b>Program</b>                | <b>Purpose/Description</b> |
|-------------------|-------------------|-------------------------------|----------------------------|
| 02/22/21          | 2.64              | Indirect Admin Costs          | Office Exp                 |
|                   | 2.64              |                               |                            |
| 02/22/21          | 2,082.83          | HS CARES COVID-19             | Books, Periodicals         |
|                   | 2,082.83          |                               |                            |
| 02/22/21          | 127.75            | Indirect Admin Costs          | Minor Furniture/Equipment  |
| 02/22/21          | 127.75            | HS Basic Grant                | Minor Furniture/Equipment  |
| 02/22/21          | 80.69             | Indirect Admin Costs          | Minor Furniture/Equipment  |
| 02/22/21          | 161.55            | Indirect Admin Costs          | Minor Furniture/Equipment  |
| 02/22/21          | 161.55            | HS Basic Grant                | Minor Furniture/Equipment  |
| 02/22/21          | 179.40            | HS Basic Grant                | Minor Furniture/Equipment  |
| 02/22/21          | 1,649.30          | HS CARES COVID-19             | Minor Furniture/Equipment  |
|                   | 2,487.99          |                               |                            |
| 02/22/21          | 108.36            | EHS-Child Care Partnership #2 | Training & Registration    |
| 02/22/21          | 125.00            | Head Start T & TA             | Training & Registration    |
|                   | 233.36            |                               |                            |
| 02/22/21          | 65.24             | EHS-Child Care Partnership #2 | Educational Supplies       |
| 02/22/21          | 477.87            | EHS Basis Grant               | Educational Supplies       |
| 02/22/21          | 141.30            | HS CARES COVID-19             | Educational Supplies       |
|                   | 684.41            |                               |                            |
| <b>Total</b>      | <b>\$5,491.23</b> |                               |                            |

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2020-21

February 2021

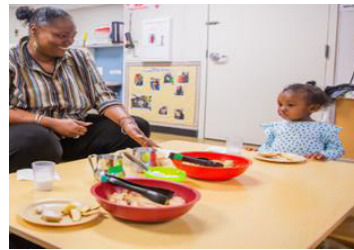
**13** Approved Sites



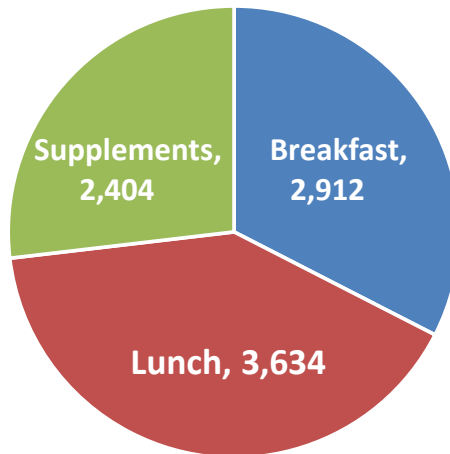
**19** Days Meals Served



**191** Daily Participation



**8,950 Meals Served**



**Claim Reimbursement**

**Total: \$ 21,619**

**Contra Costa County Employment and Human Services Department**  
**Community Services Bureau**  
**2021 Head Start Program**  
**1.22% Cost of Living Adjustment (COLA) Funding Request**

Contra Costa County Employment and Human Services Department (EHSD) Community Services Bureau (CSB) is submitting this request for supplemental funding, as outlined in the Administration For Children and Families' Program Instruction ACF-PI-HS-21-01 dated March 18, 2021.

CSB would like to allocate this supplemental funding to the three percent (3%) increases in cost-of-living adjustments that will be awarded countywide as a result of a Memorandum of Understanding (MOU) agreed upon by the County and by the labor unions representing county employees effective July 1, 2021. This request is also to provide a pro-rata increase to the bureau's Delegate Agency, First Baptist Head Start (FBHS), as well as to increase the rate per slot for CSB's partners/sub-recipients that operate the Head Start Program.

CSB is requesting waiver of the non-federal share match because of the difficulty in gathering volunteer hours from the community as a result of the 2019 novel coronavirus or COVID-19.

The table below summarizes the Head Start supplemental funds being requested:

|                   | <b>CSB Head Start</b> | <b>Delegate Agency First Baptist Head Start</b> | <b>Total</b>     |
|-------------------|-----------------------|---|------------------|
| 1.22% COLA        | \$184,523             | \$27,888  | \$212,411        |
| Non Federal Match | \$ -0-                | \$ -0-  | \$ -0-           |
| <b>TOTAL</b>      | <b>\$184,523</b>      | <b>\$27,888</b>                                 | <b>\$212,411</b> |

**HEAD START BUDGET NARRATIVE FOR COLA:**

The following sections provide more detailed information on the proposed use of the supplemental funds of **\$212,411** being requested by CSB. The supplemental funds will be allocated between CSB, FBHS Delegate Agency, as well as to increase the rate per slot for CSB’s Partners/sub recipients. CSB’s federal allocation is \$184,523 and FBHS Delegate Agency’s allocation is \$27,888 which is submitted in a separate tab marked “Head Start Delegate Agency”.

**(6a) PERSONNEL \$89,348**

The 1.22% cost-of-living-adjustment (COLA) will augment the 3% average increase granted by the County to its employees effective July 1, 2021, which will increase the hourly rate of pay and permanently increased the Head Start pay scale for staff. The increases in salaries will be for the following personnel:

**1. Program Managers \$42,408**

These include eight (8) Comprehensive Services Managers-Project (CSM) and eleven (11)

Comprehensive Services Assistant Managers-Project (CSAM) who will devote 100% of their time to the Head Start Program. It also includes one (1) Children Services Manager-Project who will devote 100% of her time.

**2. Teachers** **\$14,025**

These include six (6) Teachers' salaries being funded by Head Start who will charge 100% of their time and three (3) Master Teachers who will devote 100% of their time to the Head Start Program. All other teaching staff are charged under the collaboration program with the State of California Department of Education. Head Start services for majority of the enrolled children are being accomplished through a collaborative partnership with the California State Child Development Program. This collaboration effort is made to ensure that all children enrolled in this blended program are receiving full day/full year services and at the same time meeting Head Start Performance Standards.

**3. Health/Mental Health Services Personnel** **\$ 1,767**

Included are two (2) Mental Health Clinical Supervisors who will devote 50% of their time to the Head Start Program.

**4. Head Start Director** **\$ 2,076**

The Head Start Director is also the Director of Community Services Bureau who will devote 50% of her time to the Head Start Program. This pay adjustment in the Director's annual salary will not exceed the Executive Level II threshold of \$197,300 per year.

**5. Managers** **\$ 1,759**

Included is one (1) Division Manager who will devote 45% of her time to the Head Start Program.

**6. Clerical Personnel** **\$18,429**

Included in this section are ten (10) Senior Clerks for comprehensive services who will devote approximately 40% of their time, eighteen (18) Intermediate Clerks who will provide services with a comprehensive team approach at approximately 40% of their time, and one (1) Experienced Level Clerk who will devote approximately 40% of her time to the Head Start Program.

**7. Fiscal Personnel** **\$ 2,258**

Included is one (1) Accountant III who will devote approximately 80% of her time to the Head Start Program.

**8. Other Administrative Personnel** **\$ 6,626**

Included are four (4) Administrative Services Assistant III, and two (2) Administrative Services Assistant II, who will devote approximately 40% of their time with activities that can be directly related to the Head Start Program.

**6b) FRINGE BENEFITS** **\$64,503**

Due to the increase in salaries, fringe benefits also increased for permanent employees, estimated at 72.2% of permanent salaries of \$64,503 with details as follows:

|                                  |               |                 |
|----------------------------------|---------------|-----------------|
| 1. Social Security (FICA), State | 6.74%         | 6,016           |
| Disability, Unemployment (FUTA)  | 0.35%         | 313             |
| Workers Compensation             | 3.36%         | 3,002           |
| 2. Health/Dental/Life Ins        | 30.58%        | 27,322          |
| 3. Retirement                    | 30.50%        | 27,251          |
| 4. Other Fringe                  | 0.67%         | 599             |
| <b>Total</b>                     | <b>72.20%</b> | <b>\$64,503</b> |

**6f) CONTRACTUAL**

**\$13,517**

**1. Delegate Agency Costs – First Baptist Head Start (FBHS)**

FBHS’s budget is not included in this narrative but is included under the tab “HS Delegate Agency” Head Start Program. Pro-rata supplemental funding is allocated for CSB’s Delegate Agency to absorb increases in FBHS’s operational budget for salaries and benefits.

**2. Other Contracts**

**\$13,517**

The bureau allocated 1% increase per slot from \$231.75 to \$234 for its CSB partners to keep up with higher costs in operating the Head Start Program. Head Start children are receiving enhanced services at these contractors’ centers to bring them up to Head Start Performance



Standard by adding family services and children/family outcome measures through the Head Start comprehensive services provided to the children. The reason for not allocating the COLA increase of 1.22% to its partners/subrecipients is because CSB has already allocated additional funding in the Partners contracts for Health and Safety and Staff development. Below is the computation for the increased rate per slot for FY2021-22.

| <b>Partner/Sub-recipient</b> | <b>Slots</b> | <b>Rate Increase Per Slot</b> | <b>Total</b>    |
|------------------------------|--------------|-------------------------------|-----------------|
| Martinez ECC                 | 50           | 2.32                          | \$1,392         |
| Tiny Toes                    | 24           | 2.32                          | \$ 668          |
| First Baptist-Fairgrounds    | 135          | 2.32                          | \$3,758         |
| First Baptist-East Leland    | 35           | 2.32                          | \$ 975          |
| YMCA                         | 136          | 4.12                          | \$6,724         |
| <b>Total increase</b>        |              |                               | <b>\$13,517</b> |

**6j) INDIRECT COST**

**\$17,155**

The proposed Indirect Cost Rate which is under negotiation for FY 2021 is 19.2%. Provision for indirect cost is calculated at 19.2% of direct salaries and wages.

|  |                  |
|--|------------------|
| <b>CSB TOTAL FEDERAL BUDGET (COLA)</b> | <b>\$184,523</b> |
|--|------------------|

|                              |               |
|------------------------------|---------------|
| <b>CSB NON-FEDERAL SHARE</b> | <b>\$ -0-</b> |
|------------------------------|---------------|

CSB is requesting waiver of the non-federal share match because of the difficulty in gathering volunteer hours from the community as a result of the 2019 novel coronavirus or COVID-19.

**DELEGATE AGENCY BUDGET – FIRST BAPTIST HEAD START (FBHS)**

FBHS, the only delegate agency of CSB, provides services to 257 children and their families in the City of Pittsburgh, as well as portions of the adjacent town of Bay Point. The 1.22% COLA allocated to FBHS is proportionately allocated based on their base grant from CSB. FBHS is requesting waiver of the non-federal share match because of the difficulty in gathering volunteer hours from the community as a result of the 2019 novel coronavirus or COVID-19.

|                                |                 |
|--------------------------------|-----------------|
| <b>FBHS FEDERAL BUDGET</b>     | <b>\$27,888</b> |
| <b>FBHS NON-FEDERAL BUDGET</b> | <b>\$ -0-</b>   |

**Contra Costa County Employment and Human Services Department**  
**Community Services Bureau**  
**2021 Early Head Start Program**  
**1.22% Cost of Living Adjustment (COLA) Funding Request**

Contra Costa County Employment and Human Services Department (EHSD) Community Services Bureau (CSB) is submitting this request for supplemental funding, as outlined in the Administration For Children and Families’ Program Instruction ACF-PI-HS-21-01 dated March 18, 2021.

CSB would like to allocate this supplemental funding to the three percent (3%) increase in cost-of-living adjustments that will be awarded countywide as a result of a Memorandum of Understanding (MOU) agreed upon by the County and by the labor unions representing county employees effective July 1, 2021. This request is also to provide a pro-rata increase in rate per slot to the bureau’s partners/sub-recipients that operate the Early Head Start Program. CSB is requesting waiver of the non-federal share match because of the difficulty in gathering volunteer hours from the community as a result of the 2019 novel coronavirus or COVID-19.

The table below summarizes the Early Head Start supplemental funds being requested:

|                   | <b>Early Head Start</b> |
|-------------------|-------------------------|
| 1.22% COLA        | \$46,289                |
| Non Federal Match | \$ -0-                  |
| <b>TOTAL</b>      | <b>\$46,289</b>         |

**EARLY HEAD START BUDGET NARRATIVE FOR COLA:**

The following sections provide more detailed information on the proposed use of the supplemental funds of **\$46,289** being requested by CSB. The supplemental funds will be allocated between CSB and its Partners/sub-recipients, to increase the rate per slot in order to effectively operate the Early Head Start Program.

**(6a) PERSONNEL**

**\$16,386**

The 1.22% cost-of-living-adjustment (COLA) will augment the 3% average increase granted by the County to its employees effective July 1, 2021, which increased the hourly rate of pay and permanently increased the Early Head Start pay scale for staff. The increases in salaries will be for the following personnel:

**1. Program Managers**

**\$2,232**

These include one (1) Comprehensive Services Managers-Project (CSM) and one (1) Comprehensive Services Assistant Managers-Project (CSAM) who will devote approximately 50% of their time to the Early Head Start Program.

**2. Teachers**

**\$4,608**

These include one (1) Infant Toddler Teacher's salaries being funded by Early Head Start who will devote approximately 50% of her time, eight (8) Master Teachers who will devote approximately 20% of their time and three (3) Infant Toddler Master Teachers who will devote approximately 30% of their time to the Early Head Start Program. All other teaching

staff are charged under the collaboration program with the State of California Department of Education. Early Head Start services for majority of the enrolled infant/toddlers are being accomplished through a collaborative partnership with the California State Child Development Program. This collaboration effort is made to ensure that all infant/toddlers enrolled in this blended program are receiving full day/full year services and at the same time meeting Head Start Performance Standards.

**3. Head Start Director** **\$ 830**

The Head Start Director is also the Director of Community Services Bureau who will devote approximately 20% of her time to the Early Head Start Program. This pay adjustment in the Director's annual salary will not exceed the Executive Level II threshold of \$197,300 per year.

**4. Managers** **\$ 4,759**

Included is one (1) Division Manager who will devote approximately 30% of her time and three (3) Assistant Directors who will devote approximately 40% of their time to the Early Head Start Program.

**5. Clerical Personnel** **\$2,420**

Included in this section is one (1) Senior Clerk for comprehensive services who will devote approximately 50% of her time, one (1) Intermediate Clerk who will provide services with a comprehensive team approach at approximately 50% of her time, and one (1) Experienced

Level Clerk who will devote approximately 50% of her time to the Early Head Start Program.

**6. Fiscal Personnel**

**\$1,537**

Included is one (1) Accountant III who will devote approximately 40% of her time and one (1) Account technician who will devote approximately 30% of his time to the Early Head Start Program.

**6b) FRINGE BENEFITS**

**\$11,840**

Due to the increase in salaries, fringe benefits also increased for permanent employees, estimated at 72.2% of permanent salaries of \$16,386 with details as follows:

|                                  |               |                 |
|----------------------------------|---------------|-----------------|
| 1. Social Security (FICA), State | 6.74%         | 1,113           |
| Disability, Unemployment (FUTA)  | 0.35%         | 57              |
| Workers Compensation             | 3.36%         | 551             |
| 2. Health/Dental/Life Ins        | 30.58%        | 5,011           |
| 3. Retirement                    | 30.50%        | 4,998           |
| 4. Other Fringe                  | 0.67%         | 110             |
| <b>Total</b>                     | <b>72.20%</b> | <b>\$11,840</b> |

**6f) CONTRACTUAL**

**\$14,917**

**Other Contracts**

CSB allocated 1% increase per slot from \$515 to \$520 for its Partners/sub-recipients to keep up with higher costs in operating the Early Head Start Program. Early Head Start

infant/toddlers are receiving enhanced services at these contractors' centers to bring them up to Head Start Performance Standard by adding family services and children/family outcome measures through the Early Head Start comprehensive services provided to the infants/toddlers. The reason for not fully allocating the COLA increase of 1.22% to its partners/subrecipients is because CSB has already allocated additional funding in the Partners contracts for Health and Safety and Staff development.

Below is the computation for the increased rate per slot for FY 2021-2022.

| <b>Partner/Sub-recipient</b> | <b>Slots</b> | <b>Rate Increase</b> | <b>Total</b>  |
|------------------------------|--------------|----------------------|---------------|
| Aspiranet                    | 134          | 5.15                 | 8,281         |
| Martinez ECC                 | 16           | 5.15                 | 989           |
| Kindercare                   | 16           | 5.15                 | 989           |
| First Baptist-Fairgrounds    | 19           | 5.15                 | 1,174         |
| First Baptist-East Leland    | 30           | 5.15                 | 1,854         |
| YMCA                         | 24           | 5.66                 | 1,630         |
| <b>Total increase</b>        | <b>239</b>   |                      | <b>14,917</b> |

**6j) INDIRECT COST**

**\$3,146**

The proposed Indirect Cost Rate which is under negotiation for FY 2021 is 19.2%. Provision for indirect cost is calculated at 19.2% of direct salaries and wages.

|                                    |                 |
|------------------------------------|-----------------|
| <b>TOTAL FEDERAL BUDGET (COLA)</b> | <b>\$46,289</b> |
|------------------------------------|-----------------|

|  |               |
|--|---------------|
| <b>TOTAL NON-FEDERAL BUDGET (COLA)</b> | <b>\$ -0-</b> |
|--|---------------|

CSB is requesting waiver of the non-federal share match because of the difficulty in gathering volunteer hours from the community as a result of the 2019 novel coronavirus or COVID-19.



**Contra Costa County Employment and Human Services Department**  
**Community Services Bureau**  
**2021 Early Head Start Child Care Partnership Program**  
**1.22% Cost of Living Adjustment (COLA) Funding Request**

Contra Costa County Employment and Human Services Department (EHSD) Community Services Bureau (CSB) is submitting this request for supplemental funding, as outlined in the Administration For Children and Families’ Program Instruction ACF-PI-HS-21-01 dated March 25, 2021.

CSB would like to allocate this supplemental funding to the three percent (3%) increase in cost-of-living adjustments that will be awarded countywide as a result of a Memorandum of Understanding (MOU) agreed upon by the County and by the labor unions representing county employees effective July 1, 2021. This request is also to provide a pro-rata increase in rate per slot to the bureau’s partners/sub-recipients that operate the Early Head Start Child Care Partnership Program. CSB is requesting waiver of the non-federal share match because of the difficulty in gathering volunteer hours from the community as a result of the 2019 novel coronavirus or COVID-19.

The table below summarizes the Early Head Start Child Care Partnership supplemental funds being requested:

|                             | <b>Early Head Start Child Care Partnership</b> |
|-----------------------------|--|
| 1.22% COLA                  | \$20,000                                       |
| Waiver of Non-Federal Match | \$ -0-   |
| <b>TOTAL</b>                | <b>\$20,000</b>                                |

**EARLY HEAD START CHILD CARE PARTNERSHIP BUDGET NARRATIVE FOR COLA:**

The following sections provide more detailed information on the proposed use of the supplemental funds of **\$20,000** being requested by CSB. The supplemental funds will be allocated between CSB and its Partners/sub-recipients, to increase the rate per slot in order to effectively operate the Early Head Start Child Care Partnership Program.

**(6a) PERSONNEL \$7,277**

The 1.22% cost-of-living-adjustment (COLA) will augment the 3% average increase granted by the County to its employees effective July 1, 2021, which increased the hourly rate of pay and permanently increased the Early Head Start Child Care Partnership pay scale for staff.

The increases in salaries will be for the following personnel:

**FAMILY AND COMMUNITY PARTERNSHIP PERSONNEL**

1. Program Managers and Content Area Experts \$3,280

Six (6) Comprehensive Services Managers (CSMs) will devote between 30% and 50% of their time at monthly rates between \$6,306 and \$6,952. Seven (7) Comprehensive Services Assistant Managers (CSAMs) will devote between 30% and 45% of their time at monthly rates of \$5,449.

2. Clerical Personnel \$1,472

Two (2) Senior Clerks will devote 30% of their time to the program at a monthly rate of \$4,989. Eight (8) Intermediate Clerks will devote 30% of their time to the program at monthly rates between \$3,740 and \$4,330.

### 3. Managers

\$986

Two (2) Division Managers (DMs) will devote 10% of their time to the program at monthly rates between \$9,078 and \$10,791. One DM is responsible for the overall operations of the grantee's children and family services, which includes planning and implementing quality programs. The other DM is responsible for the Bureau's Partners Unit and ensures good working relationships with the Partners who receive pass-through funding for carrying out the child care services.

Four (4) Assistant Directors (ADs) will devote 15% of their time to the program at monthly rates between \$7,528 and \$8,300. The Lead AD will oversee the Early Head Start Child Care Partnership program, while the other ADs will oversee the following aspects: education, health, mental health/disabilities, nutrition, and professional development.

### 4. Other Administrative Personnel

\$520

Four (4) Administrative Services Assistant IIIs (ASA III) will devote 10% of their time at monthly rates ranging from \$7,153 to \$8,280. Two (2) Administrative Services Assistant IIs (ASA II) will devote 10% of their time at monthly rates ranging from \$6,757 to \$7,095. These ASA IIIs and ASA IIs will be responsible for overseeing the following areas: federal compliance, Comprehensive Services, Mental Health/Disabilities, Professional Development, Contracts/Grants, Policy Council, facilities management, and the Centralized Eligibility Unit (CEU).

## **PROGRAM DESIGN AND MANAGEMENT PERSONNEL**

### 1. Head Start Director

\$282

The Head Start Director is also the Director of Community Services Bureau. The grantee is estimating that the Director will allocate approximately 20% of her time at a monthly rate of \$12,109. This percentage is based on the Director’s time spent on overall leadership guidance and activities (e.g. trainings, Policy Council activities) directly related to the Early Head Start Child Care Partnership program.

2. Fiscal Personnel \$737

The Departmental Fiscal Officer will allocate approximately 15% of his time at a monthly rate of \$9,614. The Accountant III will allocate 40% of her time at a monthly rate of \$7,841. The Accounting Technician will allocate approximately 30% of his time at a monthly rate of \$5,868.

**6b) FRINGE BENEFITS \$5,253**

Due to the increase in salaries, fringe benefits also increased for permanent employees, estimated at 64.87% of permanent salaries of \$5,837 with details as follows:

|                                  |               |                |
|----------------------------------|---------------|----------------|
| 1. Social Security (FICA), State | 6.74%         | 490            |
| Disability, Unemployment (FUTA)  | 0.35%         | 25             |
| Workers Compensation             | 3.36%         | 245            |
| 2. Health/Dental/Life Ins        | 30.58%        | 2,225          |
| 3. Retirement                    | 30.50%        | 2,219          |
| 4. Other Fringe                  | 0.67%         | 49             |
| <b>Total</b>                     | <b>72.20%</b> | <b>\$5,253</b> |

**6e) SUPPLIES****\$2,685**

Health/Safety Supplies are allocated some funds for the purchase of cleaning materials for the prevention of Covid-19 in the classrooms where infant/toddlers are located.

**6f) CONTRACTUAL****\$3,388****Other Contracts**

For FY 2020-2021, CSB will increase the childcare service rate by 1% for each of the EHS-CCP subrecipients. For the following subrecipients, the rate will increase from \$515 per slot to \$520: Aspiranet, COCOKids, First Baptsit Church, KinderCare, and Tiny Toes Preschool. For YMCA of the East Bay, the rate will increase from \$630 to \$636. Below is the computation for the increased rate per slot for FY2021-22.

| <b>Partner/Sub-recipient</b> | <b>Slots</b> | <b>Rate Increase Per Slot</b> | <b>Total</b>   |
|------------------------------|--------------|-------------------------------|----------------|
| Aspiranet                    | 15           | 5.00                          | \$ 300         |
| Cocokids                     | 52           | 5.00                          | \$1,040        |
| First Baptist-Fairgrounds    | 24           | 5.00                          | \$ 480         |
| KinderCare                   | 32           | 5.00                          | \$ 640         |
| Tiny Toes                    | 8            | 5.00                          | \$ 160         |
| YMCA                         | 32           | 6.00                          | \$ 768         |
| <b>Total increase</b>        |              |                               | <b>\$3,388</b> |

**6j) INDIRECT COST**

**\$1,397**

The proposed Indirect Cost Rate which is under negotiation for FY 2021 is 19.2%. Provision for indirect cost is calculated at 19.2% of direct salaries and wages.

|                                    |                 |
|------------------------------------|-----------------|
| <b>TOTAL FEDERAL BUDGET (COLA)</b> | <b>\$20,000</b> |
|------------------------------------|-----------------|

|  |               |
|--|---------------|
| <b>TOTAL NON-FEDERAL BUDGET (COLA)</b> | <b>\$ -0-</b> |
|--|---------------|

CSB is requesting waiver of the non-federal share match because of the difficulty in gathering volunteer hours from the community as a result of the 2019 novel coronavirus or COVID-19.

**SECTION II. BUDGET JUSTIFICATION NARRATIVE**

**1. DETAILED BUDGET NARRATIVE**

The Early Head Start Child Care Partnership four month extension budget of \$1,157,478 supports all direct costs of \$1,096,355 and indirect cost of \$61,123. The budget provides all required comprehensive services to eligible children and families in a cost-effective manner. The budgeted expenses to operate the Early Head Start Child Care Partnership program are: the cost of salaries and benefits for staff working for this program; the costs of supplies; contractual costs with Community Services Bureau’s (CSB) child care partners; and comprehensive services. For this four month extension, CSB will not budget any Training and Technical Assistance expenses.

**Operational Budget (SF-424A Section B-6)**

**(6a) Personnel** **\$321,701**

For FY 2021-2022, Contra Costa County Employment and Human Services Department (EHSD) will make a 3% across the board increase in salaries because of a Memorandum of Understanding (MOU) agreed upon by the County and by the labor unions representing county employees. Personnel cost is computed based on the monthly rate of the position of staff working full time for four months. The percentage of personnel costs varies from 15% to 100%, depending on the time each position is expected to devote to the Early Head Start Child Care Partnership program.

1. Program Managers and Content Area Experts \$118,935

Contra Costa County Employment and Human Services Department  
Community Services Bureau  
Year-04 Extension of Four Months Budget Narrative – 09HP000111

Two (2) Comprehensive Services Managers (CSM) will devote 50% of their time at a monthly rate of \$6,621. Four (4) CSMs will devote 30% of their time at monthly rates ranging from \$6,306 to \$6,952. One (1) Comprehensive Services Assistant Manager (CSAM) will devote 100% of their time at a monthly rate of \$5,449. Six (6) CSAMs will devote 30% of their time at a monthly rate of \$5,449.

2. Clerical Personnel \$60,558

One (1) Senior Clerk will devote 50% of their time at a monthly rate of \$4,989. One (1) Senior Clerk will devote 30% of their time at a monthly rate of \$4,989. Two (2) Intermediate Clerks will devote 50% of their time at a monthly rate of \$3,740 and \$3,928. Six (6) Intermediate Clerks will devote 30% of their time at monthly rates ranging from \$3,740 to \$4,330.

3. Managers \$41,682

One (1) Division Manager (DM) will devote 20% of their time at a monthly rate of \$9,078. This DM is responsible for the overall operations of the grantee's children and family services, which includes planning and implementing quality programs. One (1) DM will devote 20% of their time at a monthly rate of \$10,791. This DM is responsible for the Bureau's Partners Unit and ensures good working relationships with the Partners who receive pass-through funding for carrying out the child care services.

One (1) Assistant Director (AD) will devote 25% of their time at a monthly rate of \$7,528. One (1) AD will devote 25% of their time at a monthly rate of \$8,300. Two (2) ADs will devote 15% of their time at a monthly rate of \$8,300. The Lead AD will oversee the Early Head Start Child



Care Partnership program, while the other ADs will oversee the following aspects: education, health, mental health/disabilities, nutrition, and professional development.

4. Other Administrative Personnel \$65,535

Three (3) Administrative Services Assistant IIIs (ASA III) will devote 35% of their time at monthly rates ranging from \$7,153 to \$7,886. One (1) ASA III will devote 44% of their time at a monthly rate of \$8,280. Two (2) Administrative Services Assistant IIs (ASA II) will devote 35% of their time at monthly rates ranging from \$6,757 to \$7,095. These ASA IIIs and ASA IIs will be responsible for overseeing the following areas: federal compliance, Comprehensive Services, Mental Health/Disabilities, Professional Development, Contracts/Grants, Policy Council, facilities management, and the Centralized Eligibility Unit (CEU).

5. Head Start Director \$9,687

The Head Start Director is also the Director of Community Services Bureau. The grantee is estimating that the Director will allocate approximately 20% of their time at a monthly rate of \$12,109. This percentage is based on the Director's time spent on overall leadership guidance and activities (e.g. trainings, Policy Council activities) directly related to the Early Head Start Child Care Partnership program.

6. Fiscal Personnel \$25,304

The Fiscal Officer will allocate approximately 15% of their time at a monthly rate of \$9,614. The Accountant III will allocate 40% of their time at a monthly rate of \$7,841. The Accounting Technician will allocate approximately 30% of their time at a monthly rate of \$5,868.

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**(6b) Fringe Benefits** **\$208,678**

Calculated at approximately 64.87% with percentages as follows:

|                                 |               |                  |
|---------------------------------|---------------|------------------|
| Social Security (FICA), State   | 7.69%         | \$24,739         |
| Disability, Unemployment (FUTA) | 0.76%         | 2,445            |
| Workers' Comp                   | 2.58%         | 8,300            |
| Health/Dental/Life Insurance    | 22.29%        | 71,707           |
| Retirement                      | 29.55%        | 95,053           |
| Other Fringe                    | 2.00%         | 6,434            |
| <b>Total Fringe Benefits</b>    | <b>64.87%</b> | <b>\$208,678</b> |

**(6c) Travel** **\$ -0-**

**(6d) Equipment** **\$ -0-**

**(6e) Supplies** **\$4,000**

Includes office supplies of \$1,000, children and family services supplies of \$1,500, computer supplies of \$500, miscellaneous supplies of \$500, and household supplies of \$500.

**(6f) Contractual** **\$360,920**

Contractual costs includes the collaboration cost with our Child Care partners, the subsidy replacement costs for children losing their subsidies during the four month extension period, the cost of children and family supplies, and the cost of emergency health and safety repairs for the Family Child Care Providers.

Contra Costa County Employment and Human Services Department  
 Community Services Bureau  
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1. Other Contracts \$360,920

Aspiranet child care (15 slots x 4 months x \$515) \$30,900

COCOKids Contract \$117,540

The COCOKids contract is comprised of childcare services for \$107,120 (52 slots x 4 months x \$515); loss of subsidy of \$1,000; children/family supplies of \$6,087; emergency health and safety repairs of \$3,333.

First Baptist child care (24 slots x 4 months x \$515) \$49,440

KinderCare child care (32 slots x 4 months x \$515) \$65,920

TinyToes Preschool child care (8 slots x 4 months x \$515) \$16,480

YMCA child care (32 slots x 4 months x \$630) \$80,640

**(6g) Construction \$ -0-**

**(6h) Other \$201,056**

1. Rent \$3,400

This amount is based on the expected allocated share of cost for the following buildings:

1. Civic Court Ste. 200 and Ste. 370, Concord, CA

2. Fairgrounds Center, Antioch, CA

2. Utilities/Telephone \$1,300

Contra Costa County Employment and Human Services Department  
Community Services Bureau  
Year-04 Extension of Four Months Budget Narrative – 09HP000111

Projected costs are related to EHS-CCP Program's share of utility and phone costs based on the available EHS-CCP slots at the sites.

3. Building Maintenance, Repair, and Other Occupancy \$800

Projected costs are related to share of proper maintenance and repair of facilities that have EHS-CCP slots.

4. Local Travel \$100

This is to reimburse EHS-CCP staff for mileage incurred during work related travel estimated at 56 cents per mile.

5. Data Processing \$200

This covers EHS-CCP share of data processing costs to run the program.

6. Other \$195,256

Collaboration with Child Development Program (\$184,256):

CSB's Center-based slots are funded by State's Child Development Program as follows:

- In centers and classrooms where there is combination of federal and state program for childcare, CSB has a collaborative partnership with California State under the General Child Care and Development Program (CCTR) for Early Head Start Child Care Partnership program. With this collaboration, children receive comprehensive services at CSB's centers to bring them up to Early Head Start standards by adding family services and children/family outcome measures through the Comprehensive Services Model.

Contra Costa County Employment and Human Services Department  
Community Services Bureau  
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- The salaries and benefits of comprehensive services staff are being charged directly to the Early Head Start Child Care Partnership Program. Due to the provision of comprehensive services, the salary and benefit increases of teaching staff due to expanded hours of operation, required training, increases in classroom supplies and site costs are charged to Early Head Start Child Care Partnership Program.
- The expenditures for the salaries of most teaching staff, classroom and site costs expenses and classroom materials are paid for by the California Child Development program and pro-rated based on the number of slots in the Early Head Start Child Care Partnership program.
- The State’s Child Development Program funds the overall cost of collaboration estimated at \$184,256 for four months.

Vehicle Operating/Maintenance & Repair (\$2,500): These are the EHS-CCP program’s share of the estimated costs associated with maintaining CSB’s county vehicles.

Equipment Maintenance Repair and Rental (\$2,800): These are the EHS-CCP program’s share of classroom equipment maintenance and repair costs.

Other Operating Expenses (\$5,700): These are other allocated costs to the EHS-CCP program such as county administration, processing or payroll, contracts, purchasing, and other County functions.

|  |                    |
|--|--------------------|
| <b>(6i) Total Direct Charges</b> [Summary of line (6a) – (6h)] | <b>\$1,096,355</b> |
| <b>(6j) Indirect Costs</b>                                     | <b>\$61,123</b>    |

Contra Costa County Employment and Human Services Department  
Community Services Bureau  
Year-04 Extension of Four Months Budget Narrative – 09HP000111

Indirect cost rate is 19.0% of salaries and wages only based on personnel assignment in the Early Head Start Child Care Partnership.

|  |                    |
|--|--------------------|
| <b>(6k) TOTAL FEDERAL BUDGET (PA 25)</b> | <b>\$1,157,478</b> |
|--|--------------------|

|                                      |              |
|--------------------------------------|--------------|
| <b>(6k) TOTAL NON-FEDERAL BUDGET</b> | <b>\$-0-</b> |
|--------------------------------------|--------------|

Due to the COVID-19 virus, the current Tier status of Contra Costa County, and the California Department of Public Health’s guidance for the prevention of COVID-19 transmission for gatherings, it has been difficult to generate volunteer hours from parents or businesses within the community. It is unknown what restrictions would be put in place during the months of September through December 2021 that would cause a hindrance of generating the non-federal match. For this reason, Early Head Start Child Care Partnership program is requesting an extension of the current waiver of non-federal match based on the Head Start Act Section 640(b)(4).

|  |                    |
|--|--------------------|
| <b>(6k) TOTAL FEDERAL AND NON-FEDERAL BUDGET</b> | <b>\$1,157,478</b> |
|--|--------------------|



**Policy Council Meeting Minutes**  
Virtual Meeting



**Date:** 3/17/2021

**Time Convened:** 6:07 PM

**Time Terminated:** 7:54 PM

**Recorder:** Zully Acosta

| TOPIC  | RECOMMENDATION / SUMMARY   |
|--|--|
| Review Desired Outcomes and Meeting Rules  | Jasmine Cisneros, Chair, called the meeting to order at 6:07 PM. Matthew Carlson, Vice Chair, reviewed the desired outcomes and meeting ground rules.  |
| Public Comment   | None   |
| Correspondence   | None   |
| Staff Recognition  | <p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> <li>Josephine Diaz, Teacher at Lavonia Allen, Gemma Monreal Master Teacher, Chan Sivilay and Roxana Quintanilla Associate Teachers at George Miller III Richmond, were presented with a certificate and a book to acknowledge their dedication to the children and families.</li> </ul>  |
| Ice Breaker  | Policy Council Representatives participated in an icebreaker activity - "What personal skills have you developed or have you been working on during quarantine?" - To open communication and build connections among members.  |
| <b>Administrative Reports</b> <ul style="list-style-type: none"> <li>CSB Interim Director</li> <li>Interim Division Manager</li> <li>Fiscal</li> </ul> | <p>Katharine Mason, CSB Interim Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> <li>New Director and Fiscal Officer: Interviews for CSB Director are scheduled for March 17, 2020 and we hope to know the final selected candidate in April. Interviews for Fiscal Officer may happen as soon as April; the announcement is expected to go out the week of March 15th.</li> <li>Coming soon.... COLA and COVID response funding: We will receive from Office of Head Start (OHS) a 1.22% COLA and additional COVID response funds for 2021, amount still to be determined. We are waiting for guidance from OHS around how and when to apply for this; at that time we will know how much COVID Response funding has been made available to us. We plan to apply.</li> <li>Racial Equity and Social Justice efforts: The County has established an Office of Racial Equity and Social Justice, and activities are happening at all levels of the Department and Bureau around this important issue including: EHSD Equity &amp; Inclusion Core Team to guide the work of the department; Advancing Equity training series for Head Start staff to explore and understand issues of equity, racialized bias, and disparities and the impact on early childhood settings; and Gateways 4 Growth initiative to promote immigrant inclusion in our community.</li> <li>CSB Strategic Priorities update: As a separate agenda item, I'll provide an update on our three Bureau Strategic priorities.</li> </ul> <p>Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of February as follows:</p> |


- The month's enrollment was 58.25% for Head Start, 87.46% for Early Head Start, and 73% for Early Head Start Child Care Partnership #2.
- The month's attendance was 73.68% for Head Start, 82.81% for Early Head Start, and 82.60% for Early Head Start Child Care Partnership #2.

Program updates:

- **Classroom Operations** - Recently moved to the less restrictive Red tier. Must remain in current tier for three weeks before moving to less restrictive tier.
  - At present, CSB goes above and beyond any requirements from CA Dept. of Public Health and CCHSD-such as when to close, cleaning procedures, etc. We will be relooking at our currently laid out plan and make modifications in alignment to the Red tier. Classroom health/safety will not be impacted.
  - Currently enrolling families to reach max classroom capacity at this time (3, 4, 8, 10). Further enrollment increases and modifications to the classroom for in-class services will occur as we move to the Orange tier. Gradual process-still held to 16 person max capacity.
- CSB Connect-web portal for families/staff. No new updates from last month-just working hard to have it ready for roll out shortly.
- Dr. Seuss birthday celebrations occurred in many classrooms on March 2 with various activities including read-alouds, writing activities, and dressing up (hats included!).
- **Tandem** expansion- Book sharing program now expanded to all Infant Toddler classrooms. More info will be shared with your Site Supervisor in regards to virtual workshops for families and virtual read-alouds.
- **Making Parenting a Pleasure**- is focusing on Stress (Unit 4) this month. Key concepts include: stress is a normal part of parenting, managing stress effectively is critical to parenting children effectively, and as parents, we teach and model how to cope with stress.
- Virtual Professional Development continues
  - UCLA Health Care Institute Trauma Informed Care
  - CoP-Select CSB managers, teachers, and Site Supervisors participated in the first of a series of training sessions for the Office of Head Start's sponsored Community of Practice (CoP) in Advancing Equity series. The goal of the sessions are to begin to explore and understand issues of equity, racialized bias, and disparities and the impact on early childhood settings.
  - The Comprehensive Services team has started annual refresher trainings. Staff will attend trainings twice a month from January- April, to review on content areas.
  - Site Supervisors participated in a Peer Learning Community (PLC) meeting in collaboration with San Mateo Head Start in early Feb. The PLC was established as a way for site supervisors to share concerns, areas of strength, and feedback with one another while building partnerships with staff in another agency.

Haydee Ilan, Accountant III, presented the following fiscal reports:



|                        |   |
|------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• <b>2020-2021 Head Start Program: January 2021</b> year-to-date cash expenditures were \$570,413 YTD, representing 3% of the program budget.</li> <li>• <b>2020-2021 Early Head Start Program: January 2021</b> year-to-date cash expenditures were \$49,506 YTD, representing 1% of the program budget.</li> <li>• <b>2020-2021 Early Head Start – CC Partnership: January 2021</b> year-to-date cash expenditures were \$1,441,746 YTD, representing 29% of the program budget.</li> <li>• <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>January 2021</b> were \$15,589.52.</li> <li>• <b>Child and Adult Care Food Program: January 2021</b>, total meals served, including breakfast, lunch, and supplements, were 7,885.</li> </ul>   |
| Bureau’s Stragic Goals | <p>Katharine Mason, CSB Interim Director, presented Community Services Bureau Strategic Goals Update.</p> <p><b>Strategic Goal #1:</b><br/> <b>Technology</b></p> <ul style="list-style-type: none"> <li>• <b>CSB will implement and refine technology projects, ensuring that they meet the needs of the organization by streamlining processes and enhancing efficiency.</b></li> </ul> <p><b>2020 Accomplishments</b></p> <ul style="list-style-type: none"> <li>• QR Code sign-in <ul style="list-style-type: none"> <li>○ Touchless sign-in/out process to promote health &amp; safety</li> <li>○ Expedite child drop-off</li> <li>○ Support recordkeeping using electronic signatures</li> </ul> </li> <li>• Communication tools: SMS, Email, Calling-out feature <ul style="list-style-type: none"> <li>○ Send text messages or emails to individual families or groups</li> <li>○ Support remote work through web-based voice calls</li> <li>○ Automates communication log</li> </ul> </li> </ul> <p><b>Strategic Goal #1:</b></p> <ul style="list-style-type: none"> <li>• Touchless Attendance using QR Code</li> <li>• QR System Kiosk Main Page</li> <li>• Teacher Scanning Parent QR Code</li> <li>• After Scan, Teacher can select</li> <li>• Stored Signature automatically fills</li> </ul> <p>Upcoming Technologies</p> <ul style="list-style-type: none"> <li>• Digital Work Place Hub (CSBConnect) <ul style="list-style-type: none"> <li>○ Public website to share information with parents, staff and partners</li> <li>○ Support community access to services via online applications/appointment scheduling</li> <li>○ Staff and Parent Portals</li> </ul> </li> </ul>  |

- Share classroom/child specific information through secure log-in
- Staff/family communication
- Virtual classroom (Zoom lessons, academic activities, resources)

### Digital Work Place Hub for Public and Staff/Partners



### Strategic goal #2:

#### Staff retention & wellness program update

- CSB will develop and implement a comprehensive staff retention and wellness program to ensure that once hired, staff are invested in the interests of the program and find CSB a healthy and positive work environment.

#### 2020 Accomplishments

- **Staff Health Improvement Plan (SHIP)** – 3 pilot sites were chosen to complete an extensive survey called the Center for Disease Control and Prevention CDC Scorecard regarding staff wellness: Bayo Vista, GMC, and GMIII; results are in and the team is planning to review them and create an action plan in April.
- **Trauma Team and Trauma Informed Practice:** CSB is now working on level three of becoming a trauma-informed agency and has created a trauma team for staff to access to help cope with stressors.
- **Multiple Staff Trainings on Wellness:** Most notable are Workplace Wellness Academy™ by Generation Wellness and UCLA Health Care Institute Trauma Informed Care Training.
- **New break rooms and break room enhancements:** We have installed two new break sheds and are in the process of installing two more so staff at small centers have a place to take a nice break.
- **Motivation by Appreciation:** Continue to acknowledge and appreciate staff in the way they want to be appreciated by using the results of an assessment that accompanies this book.
- **3R's Staff Recognition Program: Respect, Responsiveness, and Relationship** – the 3 R's are by staff to recognize peers who embodies these qualities. Staff get a mug and a certificate when recognized.
- **Policy Council Recognition:** Each month the Policy Council recognizes staff and it is so appreciated!
- **Strength Finders:** This book and training also includes an assessment that give each employees top 5 strengths and helps staff work with one another in a new and exciting way that allows us to leverage what each person brings to the table.
- **EHSD Walking Challenge:** Each year the department organizes a walking challenge and this year, CSB took all top awards!
- **Motivation Monday and Wellness Wednesday:** Each Monday and Wednesday CSB sends out emails to help staff be well and motivated!

### 2021 – The Work Ahead

- **Build the Team:** Currently in the process of onboarding new members that have shown interest in the work.
- **Creating Outcomes** to be accomplished by June 2022.
- **Continue the work of the SHIP.**
- **Continue to enhance break** areas by replacing old furniture and having wellness messaging in abundance that is beautiful to see.
- **Create opportunities for CSB staff to get together outside of work, centered on wellness.** For example, a bowling league, Zumba, or yoga.
- **Implement the plan that emerges from the UCLA Trauma Informed Practice** training.
- **Build resource library for wellness.**
- **Continue with Motivation Monday and Wellness Wednesday.**
- **Identify gym/fitness center discounts** for CSB Employees.
- **Create a “Welcome Packet”** for new employees.
- **Create multiple ways to appreciate employees.**
- **Do more walking challenges** and other similar challenges more than once a year.
- **Continue to LISTEN** to staff and learn what we can do better.

### Strategic Goal #3:

#### Staffing & Professional Development Strategic Goal Update

- CSB will meet the staffing and professional development the needs of the bureau by enhancing the Grow our Own programs, addressing compensation, and conducting innovative recruitment practices.

### 2020 Accomplishments

- **ECE Work Study Programs:** Partnerships with Contra Costa College and Diablo Valley College (DVC)
  - July 2020, 1 apprentice graduated, 4 completed the classes despite the pandemic.
  - Fall 2020, 5 TATs in the TAP Track of the ECE work study program
  - End of Fall 2020, 1 apprentice graduated and has submitted application for AT permit
- **Family Development Credential (FDC)**
  - 2020: 13 FDC graduates
- **Teaching Pyramid:**
  - 2020 – Cohort 3: 13 graduates from GMIII and GMC
- **Salaries & Stipends**
  - Completed as of January 2021, Salary increases in effect for select classifications
- **Recruitment & Onboarding**
  - Recruitment efforts included expanding to various websites/agencies such as Craigslist, EdJoin-21 varying agencies. Some efforts halted due to pandemic/shelter in place
  - Master Teacher (MT) positions at each site
  - Onboarding & Orientation system in place for all new CSB hires
  - Buddy System for newly hired staff

- 2021 – What’s Ahead/ In Progress**
- **ECE Work Study Programs:**
    - March 24th info session with Diablo Valley College DVC for prospective participants (TATs looking to get the AT permit)
    - AA/AS Track with CCC- Part of the ECE Work Study Program in an effort to continue our initiative to grow our own – Professional Development for ATs, 3+ years of the track, program begin Fall 2021. The goal is to accept 3 ATs into the program and have them all obtain AS Degree in Early Childhood Education from CCC by Fall 2025
  - **Family Development Credential (FDC)**
    - 2021 - In progress: Classes began March 2, 2021 thru August 2021, 14 participants
  - **Teaching Pyramid**
    - Cohort 4, January to July 2021; 39 participants include teaching staff/Site Supervisor from Bayo Vista, Balboa, GMC, GMIII, Lavonia, Los Nogales, YMCA, Partner Ed Manager
    - Plan for Infant Toddler module for 21-22 Part Year
  - **Salaries & Stipends**
    - 2021-stipends; Exploring options in regards to voluntarily permitting up, obtaining AA, obtaining BA
  - **Recruitment & Onboarding**
    - April 2021-Reinstating New Employee Orientation NEO in collaboration with EHSD; look at strengthen current systems to align with daily practice
    - In 2021 we will look to strengthen and refine recruitment strategies

**Action:** Conduct Executive Committee Secretary Election consider approval of elected PC Executive Committee Secretary

Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement and Michelle Mankewich, ASAIII, conducted the Executive Committee Secretary Election. Nomination forms to be considered for the election of secretary were read. Nomination for the secretary was seconded before voting took place. The 2020-2021 PC Executive Secretary is as follows:

- Secretary: Carmina Hernandez

**A motion to approve the 2020-2021 Executive Committee Secretary was seconded by Matthew Carlson. The motion was approved.**

| Ayes                  |                     | Nays | Abstentions       | Not Present       |
|-----------------------|---------------------|------|-------------------|-------------------|
| Deniedre Henry        | Melanie Gravez      |      | Melrease Epperson | Kara Simmons      |
| Joel Nickelson-Shanks | Devlyn Sewell       |      |                   | Jasmine Jackson   |
| Delia Zarges          | Deanna Carmona      |      |                   | Evelyn Garcia     |
| Dana Von Austin       | Nivette Moore-Abalo |      |                   | Myriah Herrington |
| Matthew Carlson       |                     |      |                   | Denae Johnson     |
| Folakemi Omole        |                     |      |                   | Karen Medrano     |
| Maria Palestino       |                     |      |                   | Jason Streffery   |
| Maria Chavez          |                     |      |                   |                   |

**Subcommittee Updates**

**Fiscal:** Nivette Moore-Abalo shared the information reviewed during their subcommittee meeting, including Fiscal reports from January.

**Action:**  
Consider approval of 2020 Self-Assessment Plan of Corrections

Monica DeVera, ASA III, provided an overview of the 2020 Self-Assessment Report. The Community Services Bureau (CSB) conducted its annual Program Self-Assessment for the 2020-21 year on December 7 – 11, 2020. The purpose of the annual self-assessment is to implementing Federal regulations. CSB’s self-assessment was made up of the following:

- Select Directly-Operated and Partner sites, including Family Childcare Providers (FCC)
- Teams comprised of both grantee and delegate staff, board members, community partners and parents
- The 2021 FA1 Monitoring Protocol and the COVID Addendum
- Ten Centers/areas were assessed during the week of the self-assessment

The six self-assessment program components were reviewed utilizing six instruments; Program Management & Quality Improvement, Quality Health Services, Education & Child Development, Family & Community Engagement, ERSEA/Fiscal Infrastructure and Health & Safety .

Areas of concern: There were no areas of concern or non-compliances identified during the 2020 Self-Assessment.

Key Findings – Strengths

| Components  | Areas of Strength   |
|---|---|
| <b>Program Management &amp; Quality Improvement</b> | <ul style="list-style-type: none"> <li>• Communication Systems: Management system and organization structure allows for two-way information sharing with staff and governing bodies; effective systems for communicating with families remotely.</li> <li>• Adaptations to service design during the pandemic: virtual socialization opportunities connecting in-class and distance learning children.</li> </ul> |
| <b>Quality Health Services</b>                      | <ul style="list-style-type: none"> <li>• Staff knowledge of key policies and procedures, and collaborative efforts between staff and parents.</li> <li>• Training around COVID, extra measures set in place: i.e. to eliminate cross contamination in high touch point areas.</li> </ul>  |
| <b>Education &amp; Child Development</b>            | <ul style="list-style-type: none"> <li>• Staff shift and adaptation to distance learning and its techniques, preserving effective engagement with families.</li> <li>• Implementation of evidence-based curriculum at critical times of a new parent’s and child’s life that provides comprehensive support.</li> </ul>   |
| <b>Family &amp; Community Engagement</b>            | <ul style="list-style-type: none"> <li>• Transparent communication with parents; diverse ways in implementing parent engagement throughout all service areas.</li> <li>• Strong and effective communication between staff and parents regarding resources, engagement opportunities and wellness check-ins.</li> </ul>  |

|                                      |  |
|--------------------------------------|--|
| <b>ERSEA/Fiscal</b>                  | <ul style="list-style-type: none"> <li>Both ERSEA &amp; Fiscal teams employ multiple layers of oversight and checks and balances to ensure the accuracy of their respective work. Fiscal includes data and input from the various groups within CSB when developing the budget.</li> </ul> |
| <b>Health &amp; Safety Checklist</b> | <ul style="list-style-type: none"> <li>Health and safety practices observed and followed well, including implementation of COVID health and safety guidelines and other measures set in place to enhance health and safety for our staff and families.</li> </ul>                          |

**A motion to approve the 2020 Self-Assessment Plan of Corrections was made by Matthew Carlson and seconded by Delia Zarges. The motion passed**

| Ayes                  |                     | Nays | Abstentions       | Not Present       |
|-----------------------|---------------------|------|-------------------|-------------------|
| Deniedre Henry        | Melanie Gravez      |      | Carmina Hernandez | Kara Simmons      |
| Joel Nickelson-Shanks | Devlyn Sewell       |      |                   | Jasmine Jackson   |
| Delia Zarges          | Deanna Carmona      |      |                   | Evelyn Garcia     |
| Dana Von Austin       | Nivette Moore-Abalo |      |                   | Myriah Herrington |
| Matthew Carlson       |                     |      |                   | Denae Johnson     |
| Folakemi Omole        |                     |      |                   | Karen Medrano     |
| Maria Palestino       |                     |      |                   | Jason Streffery   |
| Maria Chavez          |                     |      |                   |                   |
| Melrease Epperson     |                     |      |                   |                   |

**Action:**  
Consider Approval of February 17, 2021, Policy Council Minutes

The minutes of the February 17, 2021, Policy Council meeting were reviewed and no corrections were noted.  
**A motion to approve the minutes from the February 17, 2021, Policy Council meetings was made by Matthew Carlson and seconded by Nivette Moore-Abalo. The motion was approved.**

| Ayes                  |                     | Nays | Abstentions | Not Present       |
|-----------------------|---------------------|------|-------------|-------------------|
| Deniedre Henry        | Melrease Epperson   |      |             | Kara Simmons      |
| Joel Nickelson-Shanks | Devlyn Sewell       |      |             | Jasmine Jackson   |
| Delia Zarges          | Deanna Carmona      |      |             | Evelyn Garcia     |
| Dana Von Austin       | Nivette Moore-Abalo |      |             | Myriah Herrington |
| Matthew Carlson       | Melanie Gravez      |      |             | Denae Johnson     |
| Folakemi Omole        |                     |      |             | Karen Medrano     |
| Maria Palestino       |                     |      |             | Jason Streffery   |
| Maria Chavez          |                     |      |             |                   |
| Carmina Hernandez     |                     |      |             |                   |

**Report:**

Ron Pipa & Afi Fiaxe, Education Managers, provided an overview of the 1<sup>st</sup> DRDP Child Outcomes Baseline Assessment and School Readiness Goals for 2020-2021. Community Services Bureau (CSB) utilizes DRDP-2015 © to assess the development of all children

1<sup>st</sup> DRDP Child Outcomes Baseline Assessment report and School Readiness Goals for 2020-2021

enrolled in the program. The tool assesses children based on different domains, measures, and levels. Three assessments are conducted each program year using this instrument to monitor children's development. Results of the **first assessment**, also called the **baseline**:

This program year we used the **Modified Essential Domains & Measures tool**

Using the DRDP-2015© Modified Essentials, CSB staff assesses the development of preschoolers on the following 3 thematic **domains**:

- Social and Emotional Development (**SED**)
- Language and Literacy Development (**LLD**)
- English Language Development (**ELD**)
- Cognition Including Math and Science. (**COG**)

**DRDP 2015 Assessment Developmental Levels**



**Key Findings for Infants & Toddlers**

The scores for all infants and toddlers in Language and Literacy Development, Cognition, including Math and Science, and Social Emotional Development are as follows:

- 54.5% of infants and toddlers scored at the Exploring Later and Above level in the Language and Literacy measure of Interest in Literacy
- 41.7% of infants and toddlers scored at the Exploring Later and Above level in the Cognition measure of Spatial Relationships
- 34% of infants and toddlers scored at the Exploring Later and Above level in the Social Emotional Development Measure of Identify of Self in Relation to Others.

**School Readiness Goals for Infants & Toddlers**

| Domain & Measures   | Goals   |
|---|---|
| <b>Social and Emotional Development: Identify to self in Relation to Others (SED 1)</b> | <i>Children will develop the ability to identity of self in relation to others.</i>   |
| <b>Language and Literacy Development: Interest in Literacy (LLD 5)</b>                  | <i>Children will show interest in books, songs, rhymes, stories and other literacy activities in increasingly complex ways.</i> |
| <b>Cognition Including Math and Science: Spatial Relationships (COG 1)</b>              | <i>Children will increasingly show an understanding of how objects move in space or fit in different spaces</i>                 |

**Baseline and Year End Expected Outcomes**

| Baseline  | Expected   |
|---|--|
| <b>Baseline 2020 results: 34% of all combined infants and toddlers at the developmental level of Exploring Later and above for Identify to self in Relation to Others (SED 1)</b> | By June 2021, 65% of all infants and toddlers will have reached the developmental level of Exploring Later and above on the measure: Identify to Self in Relation to Others. |
| <b>Baseline 2020 results: 54% of all combined infants and toddlers at the developmental level of Exploring Later and above for Interest in Literacy (LLD 5)</b>                   | By June 2021, 65% of all infants and toddlers will have reached the developmental level of Exploring Later and above on the measure: Interest in Literacy.                   |
| <b>Baseline 2020 results: 41% of all combined infants and toddlers at the developmental level of Exploring Later and above Spatial Relationships (COG 1)</b>                      | By June 2021, 65% of all infants and toddlers will have reached the developmental level of Exploring Later and above on the measure: Spatial Relationships.                  |

**Key Findings for Preschool**

The scores for all preschool children in Social Emotional Development, Language and Literacy Development, Cognition, including Math and Science, and English Language Development are as follows:

- 62% of preschoolers scored at the Building Earlier and Above level in the Social Emotional Development Measure of Social Emotional Understanding
- 53% of preschoolers scored at the Building Earlier and Above level in the Language and Literacy measure of Phonological Awareness
- 44% of preschoolers scored at the Building Earlier and Above level in the Cognition measure of Number Sense of Math Operations
- 43% of preschoolers scored at the Building Earlier and Above level in English Language Development measure of Symbol, Letter and Print Knowledge in English

**School Readiness Goals for Preschool & Pre Kindergarten**

| Domain & Measures  | Goals   |
|--|---|
| <b>Social and Emotional Development:<br/>Social Emotional Understanding (SED 2)</b>          | <i>Children will show developing understanding of people’s behaviors, feelings, thoughts, and individual characteristics</i>                        |
| <b>Language and Literacy Development:<br/>Phonological Awareness (LLD 8)</b>                 | <i>Children will show increasing awareness of the sounds (elements) that make up language, including the ability to manipulate them in language</i> |
| <b>Cognition Including Math and Science:<br/>Number Sense of Math Operations (COG 4)</b>     | <i>Children will show increasing ability to add and subtract small quantities of objects</i>  |
| <b>English Language Development: Symbolic, Letter and Print Knowledge in English (ELD 4)</b> | <i>Children will show increased understanding that print in English carry meaning</i>   |



**Baseline and Year End Expected Outcomes for Preschool**

| Baseline  | Expected   |
|---|--|
| Baseline 2020 results: 62% of all combined preschoolers are at Building Earlier and above for Social and Emotional Understanding (SED 2).                               | By June 2021, 75% of all preschool children will have reached the developmental level of Building Earlier and Above for the measure: Social and Emotional Understanding            |
| Baseline 2020 results: 53% of all combined preschool children are at Building Earlier or above for measure Phonological Awareness (LLD 8).                              | By June 2021, 75% of all preschool children will have reached the developmental level of Building Earlier and Above for the measure: Phonological Awareness                        |
| Baseline 2020 results: 44% of all combined preschool children will be at Building Earlier or above for measure Number Sense of Math Operations (COG 4).                 | By June 2021, 75% of all preschool children will have reached the developmental level of Building Earlier and Above for the measure: Number Sense of Math Operations               |
| Baseline 2020 results: 43% of all combined preschool children will be at Building Earlier or above for measure , Symbol, Letter and Print Knowledge in English (ELD 4). | By June 2021, 75% of all preschool children will have reached the developmental level of Building Earlier and Above for the measure: Symbol, Letter and Print Knowledge in English |

**Key Findings for Pre Kindergarten**

The scores for all pre kindergarten children in Social Emotional Development, Language and Literacy Development, Cognition, including Math and Science, and English Language Development are as follows:

- 52% of pre kindergarteners scored at the Building Later and Above level in the Social Emotional Development Measure of Social Emotional Understanding
- 40% of pre kindergarteners scored at the Building Later and Above level in the Language and Literacy measure of Phonological Awareness
- 49% of pre kindergarteners scored at the Building Later and Above level in the Cognition measure of Number Sense of Math Operations
- 47% of pre kindergarteners scored at the Building Later and Above level in English Language Development measure of Symbol, Letter and Print Knowledge in English

**Baseline and Year End Expected Outcomes for Pre Kindergarten**

| Baseline  | Expected  |
|---|---|
| <b>Baseline 2020 Outcomes: (52%) of all combined pre kindergarten are at Building Later and Above for Social and Emotional Understanding (SED 2).</b> | By June 2021, 75% pre kindergarten children will have reached the developmental level of Building Later and Above for the measure: Social and Emotional Understanding |

|                     |   |   |
|---------------------|---|---|
|                     | <p><b>Baseline 2020 Outcomes: (40%) of all combined pre kindergarten children are at Building Later and Above for measure Phonological Awareness (LLD 8).</b></p>   | <p>By June 2021, 75% pre kindergarten children will have reached the developmental level of Building Later and Above for the measure: Phonological Awareness</p>                        |
|                     | <p><b>Baseline 2020 Outcomes: (49%) of all combined pre kindergarten children will be at Building Later and Above for measure Number Sense of Math Operations (COG 4).</b></p>  | <p>By June 2021, 75% pre kindergarten children will have reached the developmental level of Building Later and Above for the measure: Number Sense of Math Operations</p>               |
|                     | <p><b>Baseline 2020 Outcomes: (47%) of all combined pre kindergarten children will be at Building Later and above for measure , Symbol, Letter and Print Knowledge in English (ELD 4).</b></p>  | <p>By June 2021, 75% pre kindergarten children will have reached the developmental level of Building Later and Above for the measure: Symbol, Letter and Print Knowledge in English</p> |
| <p>Site Reports</p> | <p><b>Balboa</b></p> <ul style="list-style-type: none"> <li>Distance Learners continue to be supported with Zoom circle times and activities, weekly check in's and Grab and Go bags.</li> <li>Preschool in person students have been enjoying The Tree Study and The Ball Project in their classrooms.</li> <li>Toothbrushes and Dental Health family activities were sent home with each student (In person and Distance learners).</li> </ul> <p><b>Contra Costa College</b></p> <ul style="list-style-type: none"> <li>We are celebrating the success of Ms. GG completing her AA Degree from Contra Costa College in the field of Early Childhood Education. Way to go Ms. GG.</li> <li>Contra Costa College Janitorial Staff has cleaned all carpets in the facility.</li> <li>Dr. Seuss was the special project this month. Teacher's did activities and did many wonderful decorations.</li> <li>We shared with the parents about the rental help they can receive from COVID 19 Rental Assistance, as well as Cal Fresh.</li> <li>The teachers are receiving their vaccinations, most teachers have taken their first dose and some are finished. We are excited to participate in stopping the spread of COVID 19!!</li> </ul> <p><b>George Miller</b></p> <ul style="list-style-type: none"> <li>Dr. Seuss Birthday was celebrated with wonderful activities and parent involvement. Parents engaged in at-home activities that teachers provided and brought their pieces back to the classroom.</li> <li>Evangeline Ward of the Dental Hygiene Program, Diablo Valley College, and Catherine Lucero, CSB Health Manager, came to George Miller to donate toothbrushes and toothpaste from the National Dental Hygiene Association and National Dental Association.</li> <li>New student interns supporting the site.</li> <li>Andrea Lebron of Rocketship Academy discussed the Transitional Kindergarten and Kindergarten program during the Parent meeting.</li> <li>Andrea Lebron shared information about the registration and program services of Rocketship Academy.</li> </ul> <p><b>GMIII</b></p> <ul style="list-style-type: none"> <li>Some teaching staff are currently taking classes towards professional ECE growth.</li> <li>Classroom #3- Study of buildings project.</li> <li>Classroom #8- Water Cycle Project.</li> </ul> |   |

|               |  |
|---------------|--|
|               | <ul style="list-style-type: none"> <li>• CalFresh Food Stamp program informational pamphlets distributed to all families this week.</li> </ul> <p><b>Lavonia Allen</b></p> <ul style="list-style-type: none"> <li>• Ms. Josie was recognized for her outstanding teaching and commitment to the children.</li> <li>• Teachers received new education supplies for their classrooms.</li> <li>• Teachers are presenting oral health to children and families.</li> <li>• Parents are given information for vaccinations.</li> </ul> <p><b>Los Arboles</b></p> <ul style="list-style-type: none"> <li>• The center celebrated Dr. Seuss Birthday; children had a great time reading Dr. Seuss’s books, doing art activities, and dressing up.</li> <li>• Preschool children got new chairs &amp; many art materials. Toddlers got new books that help with their social-emotional development.</li> <li>• Children are getting better at wearing their masks in the preschool room. Toddlers are still struggling with wearing a mask.</li> <li>• Preschool children are working on insects project “reading about insects, making collages, drawing &amp; shading insects body parts.” Toddlers are working on exploring balls.</li> <li>• Patricia Dalbey from La Clinica will be presenting about “The Importance of COVID Vaccine” in our parent meeting</li> <li>• Distance learner children are receiving bi-weekly educational packets.</li> </ul> <p><b>Marsh Creek</b></p> <ul style="list-style-type: none"> <li>• Thursday, March 11, 2021, Marsh Creek had a parent meeting; the presenter was Ms. Claudia Guerrero and Ms. Francesca from Nutrition &amp; Physical Activity Promotion Program. The topic was “18 Reasons Virtual Cooking Class.” The program provided all the recipes and ingredients to the parents. It was a big success! Parents were cooking the vegetables, cooking the pasta, and, of course, tasting the delicious food they prepared at the end. All the families in CSB should benefit from this beautiful program, “18 Reasons Virtual Cooking Class.”</li> <li>• We just started the “Insects Study.” Children are so excited learning about insects.</li> <li>• To motivate children to help their parents at home in preparing meals, Today March 10, we made lemonade with the children as a hands-on activity. It was a WOW! And delicious experience.</li> <li>• Mrs. Amy Wells came to visit Marsh Creek children on Monday, March 18. On Friday, March 12, Mrs. Isabel came to Marsh Creek to talk with teachers. We shared with her about the great success with the virtual cooking class we had a day before her visit.</li> </ul> <p><b>Review</b></p> <ul style="list-style-type: none"> <li>• A new Associate Teacher started this month. She comes to us with many years of experience, and she will be in room 1.</li> <li>• We just got a big art order in from Lakeshore, so we are looking forward to making many beautiful projects.</li> <li>• Both classrooms are working on animals. Room 1 is concentrating on zoo animals, and room 2 is working on farm animals. Room 2 is also using some unique materials given to us by the dairy farmers association.</li> <li>• We are looking forward to seeing Mrs. Isabel in person when she drops by later this week.</li> </ul> |
| Announcements | <p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements and resources:</p> <ul style="list-style-type: none"> <li>• California COVID-19 Rent Relief Program - Check Eligibility and apply at <a href="http://www.housingiskey.com">www.housingiskey.com</a> or call (833) 430-2122</li> <li>• Strength Breakthrough Training</li> </ul>   |

|                    |   |  |
|--------------------|---|--|
|                    | <ul style="list-style-type: none"> <li>• Opportunity Junction – Administrative Career Training</li> <li>• COPE Family Support Center – Family Transitions Co-Parenting Counseling</li> </ul> <p>The next meeting is scheduled for April 21, 2021.</p> |  |
| Meeting Evaluation | <p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Excellent facilitation from Jasmine Cisneros</li> <li>• Informative discussion</li> </ul>  | <p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> |

DRAFT