



[The Shared Governance Board – PSD \(sbcounty.gov\)](http://sbcounty.gov)

San Bernardino County Head Start Shared Governance Board Meeting Agenda for October 26, 2023

JOE BACA, JR., CHAIR
SBC 5th District Supervisor

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

MICHAEL SEQUEIRA, MD, PUBLIC HEALTH OFFICER
SBC Public Health

DR. GEORGINA YSHIOKA, DIRECTOR
SBC Behavioral Health

KRISTIN HINDS, CHILDREN’S NETWORK OFFICER
SBC Children’s Network

KARI TURNER
Head Start Policy Council Chair
29 Palms Head Start
SGB Representative

VACANT
Head Start Policy Council Member

SGB Representative

VACANT
Head Start Policy Council Member

SGB Representative

TIME: 2:00 P.M. to 4:00 P.M.
LOCATION: SBC Preschool Services Administration
662 S. Tippecanoe Avenue
San Bernardino, CA 92415

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours’ notice. Please call PSD at (909) 383-2078 to request the service. PSD will accept public comments in advance of the meeting by email to Sharmaine.Robinson@psd.sbcounty.gov, comments will be distributed to the SGB. If you wish to address a specific agenda item, please identify the item number in your email. To ensure timely submission, please submit your comments by 12:00 p.m. on Wednesday, October 25, 2023.

- | | |
|--|--------------------------------|
| 1. CALL TO ORDER | Supervisor Joe Baca Jr., Chair |
| 2. WELCOME/INTRODUCTIONS | Supervisor Joe Baca Jr., Chair |
| 2.1 Introduction of Kristin Hinds, Children’s Network Officer | |
| 2.2 Introduction of 2023-24 elected PSD Head Start Parent Policy Council Representatives | |
| 3. PUBLIC COMMENT | Supervisor Joe Baca Jr., Chair |
| 4. PRESENTATION OF THE AGENDA | Shar Robinson, Secretary |
| Notice of minor revisions to agenda items, items removed or continued. | |
| 5. EXECUTIVE REPORTS/PROGRAM UPDATES | |
| 5.1 Receive Report of Program Updates (Oral Report) | Jacquie Greene, Director |

- 5.2 Receive Monthly 2023-24 Program Information Report Melinda Cerda, Program Specialist
- 5.3 Receive Finance Budget to Actual Report(s) Madeline Tsang, Administrative Manager
 - 5.3.1 Fiscal Year 2022-23
 - 5.3.2 Fiscal Year 2023-24

- 6. SGB TRAINING/REFRESHER**
 - 6.1 Receive – Overview of Governance Responsibilities LaShawn Love-French, Program Manager
 - 6.2 Receive – Overview of School Readiness Shannon Rodriguez, Program Manager

- 7. CONSENT ITEMS** Supervisor Joe Baca Jr., Chair
 - 7.1 Approve SGB Minutes
 - 7.1.1 August 24, 2023

- 8. DISCUSSION ITEMS**
 - 8.1 Approve for 2023-24 Equipment & Budget Transfer Request Madeline Tsang, Administrative Manager

- 9. INFORMATIONAL ITEMS** Supervisor Joe Baca Jr., Chair
 - 9.1 Next Shared Governance Board Meeting – January 18, 2024

- 10. EXECUTIVE COMMENT** Supervisor Joe Baca Jr., Chair

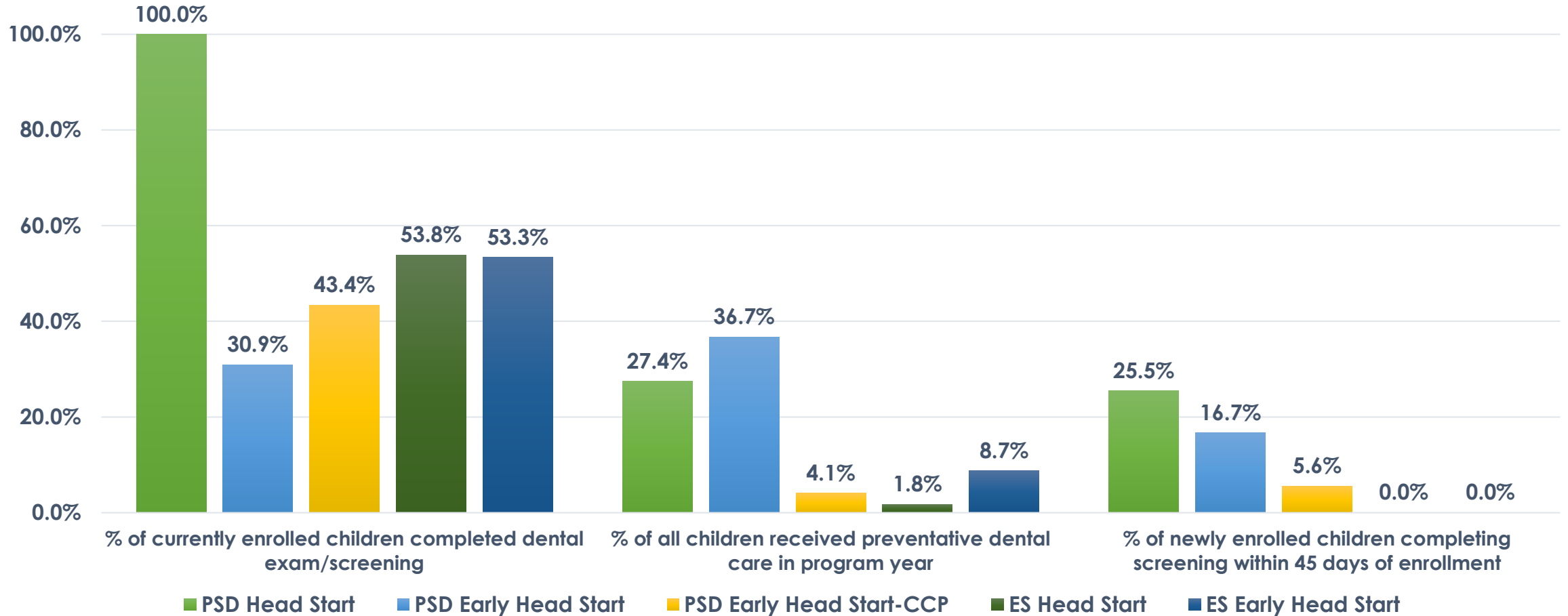
- 11. ADJOURNMENT** Supervisor Joe Baca Jr., Chair



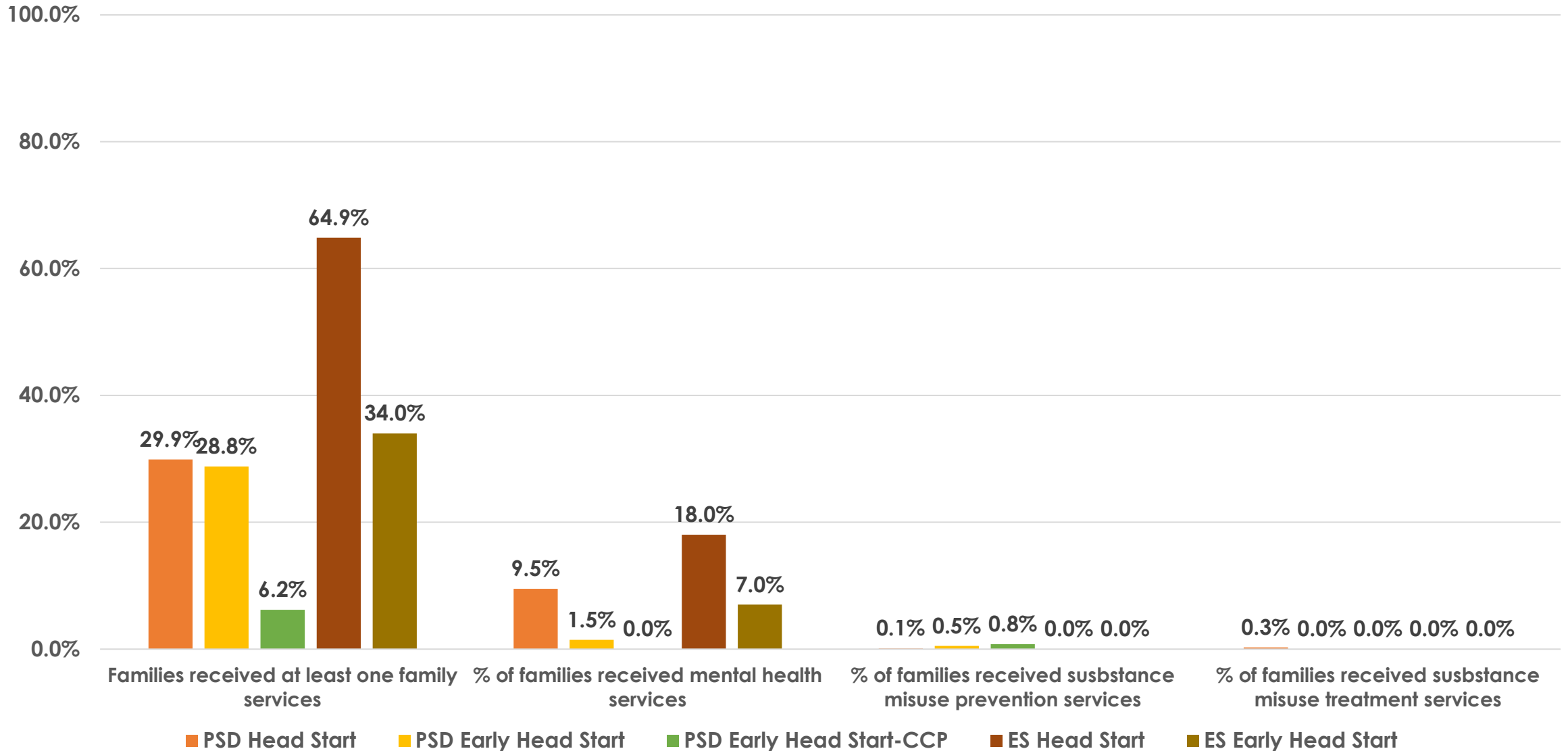
Preschool Services Department
 Program Information Report
 For Policy Council
 October 2023

All Data Below Collected from Child Plus Database on October 3, 2023

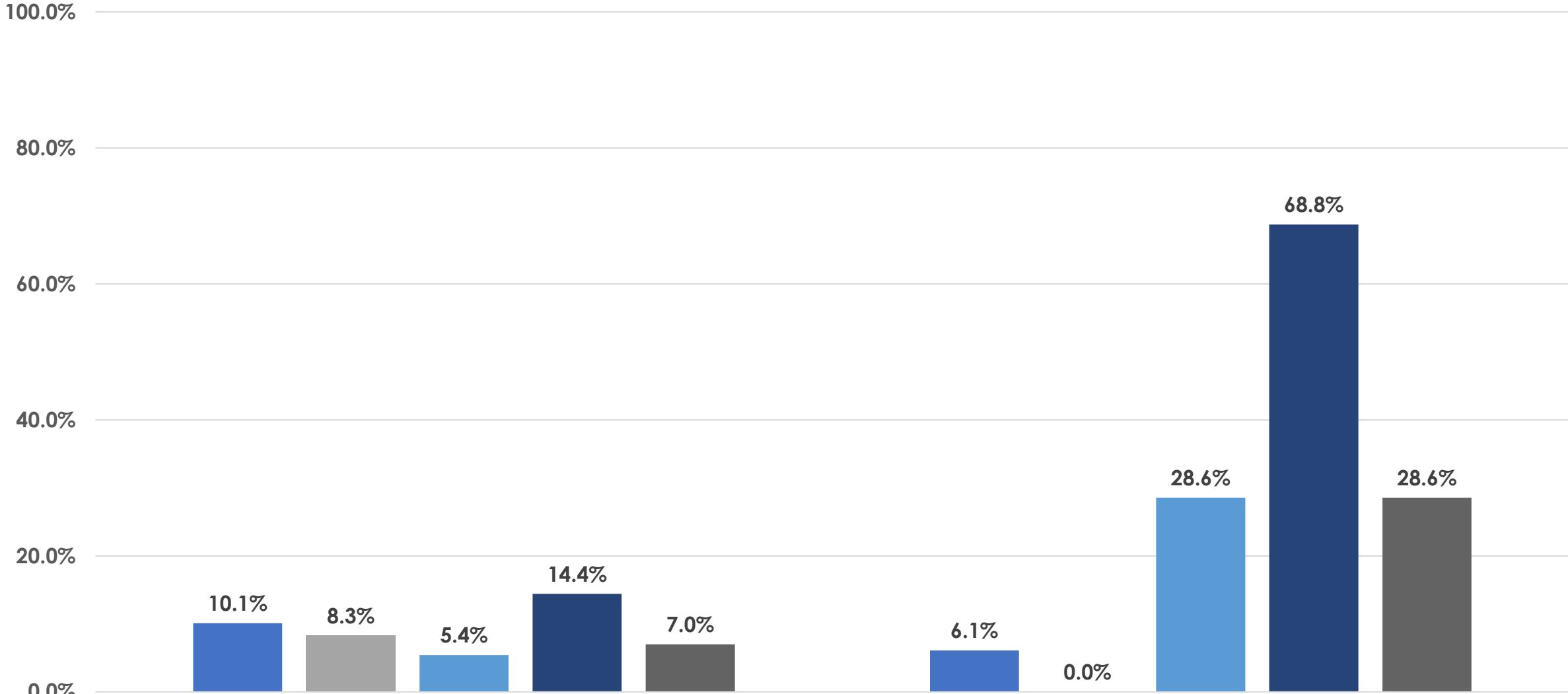
Dental Exams/Screenings, Dental Preventative Care, and 45-Day Screenings for Developmental, Sensory and Behavioral Concerns



Family Services



Homelessness Services



% of McKinney-Vento eligible families at enrollment

% of families acquired housing during program year

■ PSD Head Start

■ PSD Early Head Start

■ PSD Early Head Start-CCP

■ ES Head Start

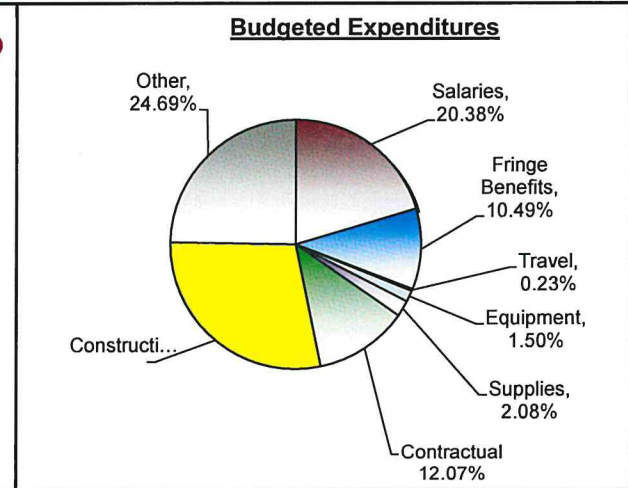
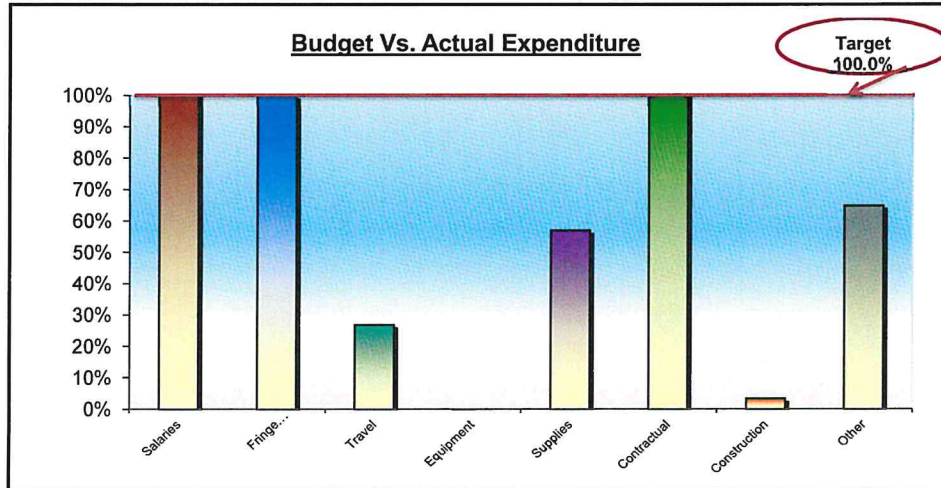
■ ES Early Head Start

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County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2022-23 As of September 30, 2023

Combined

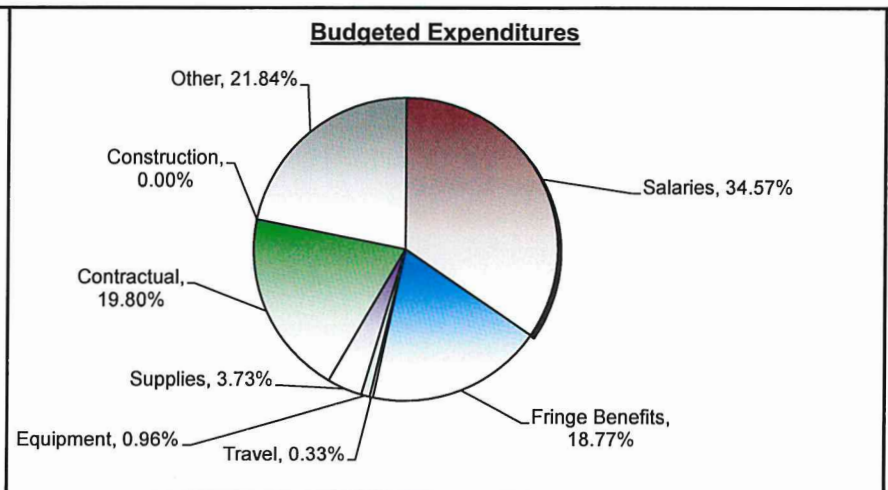
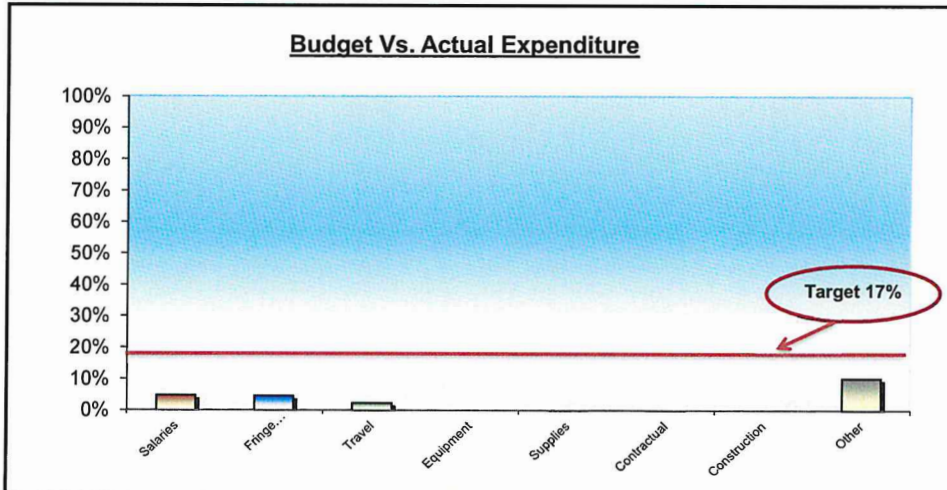
	(A)	(B)	(C)	(D)	(E)	(F)	(H)	(G)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Accr/Oblig Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)	Final Budget Balance (F) + (G)	Budget vs. Actual Exp.% (B) / (A)
Expenditures								
A Salaries	14,911,242	14,984,984	(73,742)	-	14,984,984	(73,742)	-	100.5%
B Fringe Benefits	7,676,582	7,666,683	9,899	-	7,666,683	9,899	-	99.9%
C Travel	171,689	46,129	125,560	-	46,129	125,560	-	26.9%
D Equipment	1,096,825	(2,186)	1,099,011	-	(2,186)	1,099,011	-	-0.2%
E Supplies	1,524,078	867,122	656,956	54,139	921,261	602,817	-	56.9%
F Contractual	8,829,406	9,434,793	(605,387)	50,213	9,485,006	(655,600)	-	106.9%
G Construction	20,876,980	685,423	20,191,557	-	685,423	20,191,557	-	3.3%
H Other	18,064,698	11,705,972	6,358,726	75,798	11,781,770	6,282,928	-	64.8%
Total Direct Costs	73,151,500	45,388,919	27,762,581	180,150	45,569,069	27,582,431	-	62.0%
Percentage (%) Analysis	100.0%	62.0%	38.0%	0.2%	62.3%	37.7%	0.0%	4.6%



County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2023-24 As of September 30, 2023

Combined

Budget Categories	(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)	(G)
	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)	Budget Transfer		Final Budget Balance (F) + (G)	Budget vs. Actual Exp.% (B) / (A)
							Transfer-In (i)	Transfer-out (ii)		
Expenditures										
A Salaries	22,312,193	1,057,378	21,254,815	21,254,815	22,312,193	-	(100,000)		(100,000)	4.7%
B Fringe Benefits	12,110,845	548,718	11,562,127	11,562,127	12,110,845	-	(58,000)	-	(58,000)	4.5%
C Travel	215,830	5,053	210,777	210,777	215,830	-	-	-	-	2.3%
D Equipment	618,682	-	618,682	618,682	618,682	-		158,000	158,000	0.0%
E Supplies	2,406,386	(22,073)	2,428,459	2,428,459	2,406,386	-	-	-	-	-0.9%
F Contractual	12,778,816	(81,480)	12,860,296	12,860,296	12,778,816	-	-	-	-	-0.6%
G Construction	-	-	-	-	-	-	-	-	-	0.0%
H Other	14,091,090	1,449,370	12,641,720	12,641,720	14,091,090	-	-	-	-	10.3%
Total Direct Costs	64,533,842	2,956,966	61,576,876	61,576,876	64,533,842	-	(158,000)	158,000	-	4.6%
Percentage (%) Analysis	100.0%	4.6%	95.4%	95.4%	100.0%	0.0%	-0.2%	0.2%	0.0%	





SBC PSD Head Start Shared Governance Board Training

October 26, 2023

PSD Mission Statement

“To Improve the Well-Being of Children, Empower Families and Strengthen Communities.”

- 1. BOS Resolution Establishing the SGB**
- 2. SGB By-laws**
- 3. Head Start Governing Body and Tribal Council - Certification
Glossary of Documents and Reports**

RESOLUTION NO. 2017-76

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN BERNARDINO,
STATE OF CALIFORNIA, ESTABLISHING IMPASSE PROCEDURES OF THE HEAD START
SHARED-
GOVERNANCE BOARD**

On Tuesday May 2, 2017, on motion of Supervisor Hagman, duly seconded by Supervisor Gonzales and carried, the following resolution is adopted by the Board of Supervisors of San Bernardino County, State of California.

WHEREAS, the County of San Bernardino Board of Supervisors has determined that it will continue to be the Grantee agency and governing body for the Head Start Program in San Bernardino County and will have legal and fiscal responsibility for the program; and

WHEREAS, the Code of Federal Regulations requires that the governing body be involved in shared decision-making with the Head Start Policy Council to develop, review and approve various program procedures and objectives, including all funding applications, program planning, enrollment priorities, selection of delegate agencies, contract agencies, and dispute resolution; and

WHEREAS, the Assistant Executive Officer for Human Services has recommended creating a Head Start Shared Governance Board which will operate as a representative of the Board of Supervisors and be involved in the Head Start decision-making process prior to the point of final approval and which will operate to continue and improve the shared decision making process mandated by federal law.

NOW THEREFORE BE IT RESOLVED, by the County of San Bernardino Board of Supervisors as follows:

SECTION 1. Establishment of Board – The Head Start Shared Governance Board is created and established.

SECTION 2. Purpose – The purpose of the Head Start Shared Governance Board is to develop, review and advise the Board of Supervisors on policies and procedures affecting the operation of the Head Start Program. The Head Start Shared Governance Board shall operate as a representative of the Board of Supervisors and shall be involved in the decision-making process prior to the point of final approval.

SECTION 3. Membership – The Head Start Shared Governance Board shall be comprised of the following:

- a) One member of the San Bernardino County Board of Supervisors as determined by the Board of Supervisors.
- b) The Network Officer for the Children's Network.
- c) The Superintendent of County Schools.
- d) The Director of the Department of Public Health, or the County Health Officer.
- e) The Director of the Department of Behavioral Health.
- f) Three (3) advisory representatives of the Head Start Policy Council, to include the Chair of the Head Start Policy Council and two representatives selected by that Council.

A member of the Head Start Shared Governance Board from categories (b) through (e) above may designate, in writing, a delegate from his or her agency/department to represent the member in case the member must be absent from a meeting. The designation must be renewed every twelve months and is subject to disapproval by a majority of the remaining Head Start Shared Governance Board members. The designee shall have full power and authority to act as if the designee were the member, including for purposes of a quorum and voting privileges.

SECTION 4. Powers and Duties – The Head Start Shared Governance Board shall have the following powers and duties:

- a) The Head Start Shared Governance Board shall meet quarterly. All meetings shall be determined by an annual meeting calendar, as adopted and amended by the Head Start Shared Governance Board each year. The Chair, which shall be the member representing the Board of Supervisors, or in his/her absence the Vice Chair, shall preside over the meetings. If both the Chair and Vice Chair are absent, the Head Start Shared Governance Board shall elect an acting Chair for that meeting.
- b) Provide professional advice and direction to the decision-making process that is shared by the Board of Supervisors and the Head Start Policy Council.
- c) In cooperation with the Head Start Policy Council, develop procedures for implementation of shared decision making and for amending those procedures.
- d) Develop procedures for Head Start Program planning in accordance with 45 Code of Federal Regulations (CFR) sections 1301.2(b)(1) and 1302.11 and in cooperation with the Head Start Policy Council.
- e) Establish the philosophy and long-and short-range program goals and objectives for the Head Start Program in cooperation with the Head Start Policy Council.
- f) In cooperation with the Head Start Policy Council, identify delegate agencies and their services areas.
- g) Develop criteria, policies and procedures for recruitment, selection, and enrollment priorities in cooperation with the Head Start Policy Council, as provided in 45 C.F.R. section 1302.
- h) Review Head Start Program funding applications and amendments to funding applications for approval by the Board of Supervisors in cooperation with the Head Start Policy Council prior to submission to the federal Department of Health and Human Services.
- i) Develop policies and procedures for Head Start Policy Council member expense reimbursements in cooperation with the Head Start Policy Council.
- j) In cooperation with the Head Start Policy Council, prepare the annual self-assessment of the Head Start Program's effectiveness in carrying out the programmatic and fiscal intent of the County's grant application.
- k) In cooperation with the Head Start Policy Council, review and provide recommendations on the composition of the Head Start Policy Council and procedures by which its members are selected.

- l) Ensure that the Head Start Program has written policies that define the roles and responsibilities of the Board of Supervisors, the Head Start Shared Governance Board, and the Head Start Policy Council.
- m) Ensure that the Head Start Program has written policies that inform the governing bodies of the program's management procedures and the functions necessary to implement the program.
- n) Establish and maintain procedures for hearing and resolving community complaints about the program.
- o) Ensure that appropriate internal controls are established and implemented to safeguard Federal funds.
- p) Ensure that an annual independent audit of the Head Start Program is conducted in accordance with 45 C.F.R. section 1301. 2(b).
- q) In cooperation with the Head Start Policy Council, develop procedures for and make recommendations regarding the hiring and termination of the Head Start Director.
- r) In cooperation with the Head Start Policy Council, recommend personnel policies and procedures for the Head Start Program, in accordance with 45 C.F.R. section 1302.90, including standards of conduct for staff, consultants and volunteers.

SECTION 5. Dispute Resolution – 45 C.F.R. section 1301.6 requires that the Board of Supervisors, in its capacity as the Grantee agency and governing body for the Head Start Program in San Bernardino County, maintain shared decision making powers as described in Section 4, subdivisions (c), (d), (e), (f), (g), (h), (i), (j), (k), (q), and (r). When internal disputes arise between the Head Start Shared Governance Board as the representative of the Board of Supervisors, and the Head Start Policy Council, the dispute shall be referred to a dispute resolution committee.

a) Dispute Resolution Committee – The Dispute Resolution Committee (“Committee”) shall be made up of four (4) members comprised of the Chair and Vice-Chair from both the Head Start Shared Governance Board and the Head Start Policy Council.

b) Purpose – The purpose of the Dispute Resolution Committee is to resolve disputes between the Head Start Shared Governance Board and the Head Start Policy Council within the scope of their shared decision making powers.

i. Procedures for Informal Dispute Resolution – Within five (5) County business days of non-approval by either the Head Start Shared Governance Board and the Head Start Policy Council of any item within the scope of shared decision making, either the Head Start Shared Governance Board or the Head Start Policy Council may give written notice to the San Bernardino County Head Start Director (“Director”) requesting that the Committee be convened and the dispute resolution process commenced. At the time written notice is provided, the Head Start Shared Governance Board or Head Start Policy Council requesting dispute resolution, shall provide the Director and the other party with a written statement of the issue at dispute and a recommendation for resolution.

The Director shall have five (5) County business days from the date the written notice was officially filed to notify the members of the Committee of the notice and to provide the written statement of issue.

The Committee shall convene a meeting within five (5) County business days of receipt of the statement of issue. The Committee shall first determine whether the subject falls within the scope of shared decision making. If it does, then the Committee may request additional information from the Director, the Head Start Shared Governance Board or the Head Start Policy Council. The Committee shall have ten (10) County business days from the first meeting convened to determine the validity of the issue(s) and provide a written solution to the Head Start Shared Governance Board, Head Start Policy Council and the Director.

The written solution must be presented to:

- (a) The Head Start Policy Council for acceptance or rejection; and
- (b) The Head Start Shared Governance Board for acceptance or rejection, and then submitted to the Board of Supervisors for final acceptance or rejection.

Both parties must inform the other in writing of their determination to either accept or reject the written solution. If the Committee does not reach a consensus, the Committee so shall inform the Head Start Policy Council, the Head Start Shared Governance Board and the Director. If the Committee cannot reach a consensus, or if the written solution is rejected by either body, the dispute shall proceed to mediation.

ii. Procedures for Mediation. Within fifteen (15) County business days from written notification that a consensus could not be reached, or rejection of the written solution, mediation shall be initiated by the Committee. The mediation shall be conducted by the Head Start Director from a neighboring County. The mediator shall work with the Committee to make a final decision. A written proposed resolution shall be provided within ten (10) County business days from the beginning of the mediation process.

The proposed resolution shall be presented to:

- (a) The Head Start Policy Council for acceptance or rejection; and
- (b) The Head Start Shared Governance Board for acceptance or rejection and then submitted to the Board of Supervisors for final acceptance or rejection.

Both parties must inform the other in writing of their determination to either accept or reject the written solution. If either body rejects the proposed resolution, the dispute shall proceed to arbitration for issuance of a binding decision in accordance with the Head Start Performance Standards.

iii. Process for Binding Arbitration. Within fifteen (15) County business days from written notification that the proposed solution was rejected by either body, binding arbitration shall be initiated by the Committee. The Committee shall utilize the services of a professional arbitrator in accordance with the County's procurement policy. The arbitration must take place within fifteen (15) days of initiation of the process, unless a greater time is needed to secure an arbitrator or arbitration location. A written resolution must be provided by the arbitrator to the Committee. The Committee shall present the resolution to their respective bodies. The written resolution shall be presented by the Head Start Shared Governance Board to the Board of Supervisors for final notification.

PASSED AND ADOPTED by the Board of Supervisors of the County of San Bernardino, State of California, by the following vote:

AYES: SUPERVISORS: Robert A. Lovingood, Janice Rutherford, James Ramos, Curt Hagman, Josie Gonzales

NOES: SUPERVISORS: None

ABSENT: SUPERVISORS: None

* * * * *

STATE OF CALIFORNIA)
)
COUNTY OF SAN BERNARDINO) ss.

I, **LAURA H. WELCH**, Clerk of the Board of Supervisors of the County of San Bernardino, State of California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Supervisors, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of April 19, 2016. #39 jr

LAURA H. WELCH
Clerk of the Board of Supervisors

By _____
Deputy





662 South Tippecanoe Avenue • San Bernardino, CA 92415-0630

**Head Start Shared Governance Board
By-Laws**

ARTICLE I

NAME AND PURPOSE:

SECTION 1: The name of this Board shall be the Head Start Shared Governance Board.

SECTION 2: The purpose of the Head Start Shared Governance Board is to serve as a representative of and on behalf of the Board of Supervisors of San Bernardino County in the development, participation, and monitoring of Head Start shared decision making with the Head Start Policy Council. This includes the development, review and approval of various program procedures and objectives as described in the Federal Head Start Performance Standards (PS) 45 Code of Federal Regulations sections 1301.1 and 1301.2(a)(b)(c) and San Bernardino County Resolution Nos. 98-243-A1, A2, A3, A4, 2016-73 and 2017-76.

ARTICLE II

POWERS AND DUTIES:

SECTION 1: The Head Start Shared Governance Board shall exercise all such powers, duties and functions as granted by the San Bernardino County Board of Supervisors.

SECTION 2: No action of the Head Start Shared Governance Board shall be contrary to the Board of Supervisors or be contrary to or conflict with the law, administrative regulations, or policies that are established by the United States Department of Health and Human Services, Administration for Children and Families.

SECTION 3: The Head Start Shared Governance Board will represent the Board of Supervisors by working cooperatively with the Head Start Policy Council, to develop, monitor and implement written shared decision making policies and procedures and necessary amendments that will ensure compliance with all Head Start governance and management responsibilities as outlined in PS section 1301.2(b)(c). These governance and management responsibilities include:

- A. Procedures for program planning in accordance with PS section 1301.2(b).
- B. The program's philosophy and long and short-range goals and objectives in accordance with PS section 1302.102(a).

- C. The selection of delegate agencies and their service areas in accordance with PS sections delegates -1303.31 and service areas - 1302.11(a).
- D. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with PS section 1302 Subpart A.
- E. Ensure that the Head Start Policy Council and the Head Start Shared Governance Board approve / disapprove all PSD funding applications and amendments prior to submission to the Board of Supervisors and subsequent submission to the Department of Health & Human Services and in accordance with PS section 1301.2 (b).
- F. Develop policies and procedures for Head Start Policy Council member expense reimbursements in cooperation with the Head Start Policy Council and in accordance with PS section 1301.3(e).
- G. Annual program self-assessment in accordance to PS section 1302.102(b).
- H. Composition of the Head Start Policy Council and selection procedures in accordance with PS section 1301.2(a).
- I. Written policies that define the roles and responsibilities of the Head Start Shared Governance Board and the communication system necessary to implement a high quality program in accordance with PS section 1301.2(b).
- J. Written procedures describing how the Head Start Shared Governance Board and the Policy Council will implement shared decision-making in accordance with PS section 1301.6.
- K. Written procedures for resolving internal disputes, including impasse procedures between the Head Start Shared Governance Board and the Policy Council in accordance with PS section 1301.6.
- L. Establish and maintain written procedures for hearing and resolving community complaints about the program in accordance with HS Act 642(c)(1)(E)(iv)(X)(bb).
- M. Ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with PS section 1301.2(b).
- N. Conduct annual independent audit in accordance with PS section 1301.2(b).
- O. Develop personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants and volunteers in accordance with PS section 1302.90(a).
- P. In cooperation with the Head Start Policy Council, develop procedures for and make recommendations regarding the hiring and termination of the Early Head Start and/or Head Start Director in accordance with PS section 1301.2(b).

- Q. Decisions to hire or terminate any person who works primarily for the Head Start program of the grantee agency in accordance with PS section 1301.2(b).

ARTICLE III

MEMBERSHIP AND SELECTION:

SECTION 1: The Head Start Shared Governance Board shall be comprised of the following:

- a) One member of the San Bernardino County Board of Supervisors as determined by the Board of Supervisors.
- b) The Network Officer for the Children's Network.
- c) The Superintendent of County Schools.
- d) The Director of the Department of Public Health or the County Health Officer.
- e) The Director of the Department of Behavioral Health.
- f) Three (3) advisory representatives from the Head Start Policy Council, to include the Chair of the Head Start Policy Council and two representatives selected by that Council. The three Head Start Policy Council advisory representatives shall not have voting privileges.

A member of the Head Start Shared Governance Board from categories (b) through (e) above may designate, in writing, a delegate from his or her agency/department to represent the member in case the member must be absent from a meeting. The designation must be renewed every twelve months and is subject to disapproval by a majority of the remaining Head Start Shared Governance Board members. The designee shall have full power and authority to act as if the designee were the member, including for purposes of a quorum and voting privileges.

ARTICLE IV

OFFICERS AND THEIR SELECTION:

SECTION 1: The Chair of the Head Start Shared Governance Board shall be the member representing the Board of Supervisors.

SECTION 2: A Vice-Chair shall be elected at the first meeting of the calendar year by majority vote of the members present at the meeting. The Vice-Chair shall serve for a one year term.

ARTICLE V

MEETINGS:

SECTION 1: The Head Start Shared Governance Board shall meet quarterly. All meetings shall be determined by an annual meeting calendar, as adopted and amended by the Head Start Shared Governance Board at the first meeting of the calendar year.

SECTION 2: Special meetings or emergency meetings shall be called in compliance with the Brown Act.

SECTION 3: Meetings shall be presided over by the Chair, or in the Chair's absence the Vice-Chair. In the event both the Chair and the Vice-Chair are absent, the Head Start Shared Governance Board shall elect an acting Chair for that meeting.

ARTICLE VI

RULES OF OPERATION:

SECTION 1: Meetings shall be conducted in conformity with Rosenberg's Rules of Order, revised.

ARTICLE VII

QUORUM:

SECTION 1: The quorum for conducting business, whether at a regular or special meeting, shall consist of not less than fifty-one (51) percent of the number of voting members on the Head Start Shared Governance Board.

ARTICLE VIII

COMMITTEES:

SECTION 1: The Dispute Resolution Committee was formally approved by the Head Start Shared Governance Board as a sub-committee in December of 1998. The Dispute Resolution Committee shall operate in conformity with the Resolution adopted by the Board of Supervisors concerning the Head Start Shared Governance Board.

ARTICLE IX

AMENDMENTS:

SECTION 1: The Head Start Shared Governance Board may amend these by-laws at any time as determined necessary in the best interest of meeting the Federal Head Start Performance Standards and San Bernardino County grantee responsibilities.



Josie Gonzales, San Bernardino County Supervisor
Head Start Shared Governance Board Chair

05-23-17

Date

Revised and Approved by Shared Governance Board - March 24, 2016

Revised and Approved by Shared Governance Board - March 23, 2017

Head Start Governing Body and Tribal Council Certification: Glossary of Documents and Reports

eclkc.ohs.acf.hhs.gov/organizational-leadership/article/head-start-governing-body-tribal-council-certification-glossary

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

Head Start governing board members have a multitude of responsibilities. Among them is reviewing a wide variety of documents and reports, from personnel policies to federal directives. Head Start directors and governing board members may use this tip sheet to explore why these documents are important in their role in program governance. **Note: This resource is under review.**

As part of their responsibilities, Head Start governing body and Policy Council members regularly review a wide variety of documents and reports, from personnel policies to federal directives. This glossary will help executive directors, Head Start directors, governing body members, and Policy Council members learn more about these different documents and reports and the role they play in making sure they are effective stewards of their Head Start programs.

Section 642(d)(2) of the Head Start Act of 2007 lists the documents and reports that must be regularly reviewed by the governing body and Policy Council. The section reads as follows:

- (2) CONDUCT OF RESPONSIBILITIES—Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including:
 - (A) monthly financial statements, including credit card expenditures;
 - (B) monthly program information summaries;
 - (C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
 - (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture;
 - (E) the financial audit;
 - (F) the annual self-assessment, including any findings related to such assessment;
 - (G) the community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
 - (H) communication and guidance from the Secretary; and
 - (I) the program information reports.

Sec. 644(a)(2) of the Head Start Act of 2007 requires Head Start programs to produce annual reports that contain the following information:

- - (A) The total amount of public and private funds received and the amount from each source.
 - (B) An explanation of budgetary expenditures and proposed budget for the fiscal year.

- (C) The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.
- (D) The results of the most recent review by the Secretary and the financial audit.
- (E) The percentage of enrolled children that received medical and dental exams.
- (F) Information about parent involvement activities.
- (G) The agency's efforts to prepare children for kindergarten.
- (H) Any other information required by the Secretary.

Listed here are brief descriptions of the key documents and reports that governing body and Policy Council members develop and review as a part of their governance responsibilities:

Annual Report: An annual report includes an organization’s programmatic and financial highlights for the year and may be distributed at the annual meeting. An organization often uses its annual report as an information and public relations tool. Many public agencies and publicly funded organizations are required to produce annual reports.

Articles of Incorporation: This legal document defines the purpose and scope of an organization and is registered with the state. (Sec. 642(c)(1)(E)(iii))

Audit Report: Head Start agencies are required to have an annual independent audit. The purpose of the audit is to determine whether: (a) the organization’s financial reports are accurate; (b) the organization is complying with the terms and conditions of the Head Start Act; and (c) the organization has and follows appropriate financial and administrative procedures. The audit report includes the opinion letter, financial statements, and any findings identified by the auditor. (Sec. 642(c)(1)(E)(iv)(V)(aa)(VII)(cc)(dd); Sec.642(d)(2)(E); Sec. 647 (c)(2))

Bylaws: This document determines the structure, function, and rules of an organization’s governing board. In Head Start, both the governing body and the Policy Council must have their own bylaws. The governing body writes and approves its bylaws, while the Policy Council writes (with management staff), approves, and then submits its bylaws to the governing body for final approval. (Sec. 642(c)(1)(E)(iii); Sec. 642(c)(2)(D)(v))

Community Assessment: All Head Start and Early Head Start grantees must conduct and regularly update a community assessment and use the information from this assessment to help determine program goals. The community assessment looks at the needs and resources of eligible families, the program, and the community within the program’s service area. (Sec. 642(d)(2)(G); §1304.51(a)(1)(i))

Communication from the HHS Secretary: Documents from the Secretary of the U.S. Department of Health and Human Services (HHS) include [Information Memorandums](#) (IMs), [Program Instructions](#) (PIs), and **Policy Clarifications** that are generated by the Office of Head Start (OHS) and sent to Head Start and Early Head Start programs. (Sec. 642(d)(2)(H))

Head Start Grant Application: This document is written and submitted by an organization that wants to be considered for Head Start or Early Head Start funding. It responds to the Head Start funding guidance, which describes what is needed for initial five-year funding and every year thereafter. Agencies must be able to demonstrate in their application the impacts and outcomes for children and families as a result of their Head Start experience. The Policy Council approves and submits to the governing body decisions about the grant application, and the governing body reviews and approves the grant application. (Sec. 642(c)(1)(E)(iv)(III)(V); Sec. 642(c)(2)(D)(iii))

Head Start Program Plan: This plan sets the direction for the Head Start program. It includes the program’s long-term program goals, school readiness goals, and programmatic and fiscal objectives. The

process of developing this plan involves the Policy Council, governing body, and program management. (Sec. 642(c)(2)(A); Sec. 642(d)(2)(G); §1304.51(a))

Monthly Enrollment Reports: All Head Start programs are required to report on a monthly basis their actual enrollment. If the actual enrollment is less than the funded enrollment, programs must report the reasons for shortfall. In addition, enrollment reports often include average daily attendance rates as center-based Head Start programs are required to have at least an 85 percent monthly average daily attendance rate. If the monthly rate is less than 85 percent, the Head Start program must analyze the causes of absenteeism. (Sec. 641A(h)(2); Sec. 642(d)(2)(C); §1305.8(a); ACF-PI-HS-08-06 Monthly Enrollment Reporting)

Monthly Financial Statements: These documents are monthly summaries of a Head Start program's income and expenses. The monthly financial report is usually viewed alongside the annual budget so that governing body and Policy Council members can see if the program is on track to meet its financial goals. Credit card expenditures are included in the monthly financial report, which helps to ensure that only authorized staff are using the cards and that purchases support reasonable program expenditures. (Sec. 642(d)(2)(A))

Monthly Reports of Meals and Snacks: The Head Start Program Performance Standards require grantee agencies to use funds from the U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) and Child Nutrition Programs as the primary source of payment for meal services. To receive payment for meals consumed, Head Start programs must file a monthly report. For more details, consult the USDA Costs Narrative on the ECKLC. (Sec. 642(d)(2)(D); §1304.23(b)(1)(i))

OHS Monitoring Report: This report contains results from the on-site monitoring review conducted in the third year of a program's five-year funding cycle. It is a component of the five-year oversight process. Data gathered about a grantee during the monitoring review is used by OHS to evaluate multiple levels of performance and includes program strengths, areas of compliance, areas of concern, noncompliances, deficiencies, and immediate deficiencies.

Personnel Policies and Procedures: Each program maintains employee policies and procedures tailored to its own program structure and operation. (Sec. 642(c)(1)(E)(iv)(V)(cc); Sec. 642(c)(2)(D)(vii))

Program Information Report (PIR): The PIR is an important source of descriptive and service data for the Head Start community, program partners, Congress, and the general public. All grantees and delegate agencies are required to submit an annual PIR to OHS for each Head Start or Early Head Start program. The data are used at the federal, regional, and local levels. (Sec. 642(d)(2)(I))

Program Information Summaries: These written reports provide information about the programs and services within a Head Start program. They can help governing body and Policy Council members see if their program is on target to meet Head Start requirements as well as its program goals. Ongoing program monitoring by the management staff is needed to produce good fiscal and program reports. (Sec. 642(d)(2)(B))

Proof of Nonprofit Status: This legal document from the Internal Revenue Service certifies that an organization is incorporated as a tribal or local government, an educational institution, or a charitable or religious group. Agencies with Head Start programs typically, but not always, have nonprofit status. (Sec. 642(c)(1)(E)(iii))

Self-Assessment Report: The self-assessment report is a summary of the results of a Head Start program's annual self-assessment process. Along with the community assessment, it is used in the program planning process to set the program's direction and priorities. The report may include the following information:

- Results of an in-depth analysis of program data over time
- Progress on achieving program goals and objectives
- Progress on achieving school readiness goals and objectives
- Summary of program strengths and innovations
- Recommendations for growth and improvement

(Sec. 642(c)(1)(E)(iv)(V)(aa); Sec. 642(c)(2)(F))

Written Plans: Sometimes referred to as service plans, these plans are a result of the program planning process and describe how services will be implemented in each of the Head Start program areas. All written plans for implementing services must be reviewed and approved by the Policy Council or policy committee at least annually, and revised and updated as needed. (§1304.51(a)(2))

References

- [Head Start Act of 2007](#)
- [Head Start Program Performance Standards](#)
- [Five Steps to Community Assessment: A Workbook for Head Start and Early Head Start Programs Serving Hispanic and Other Emerging Populations](#)
- [Program Information Report \(PIR\)](#).

Topic: [Organizational Leadership](#)

Keywords: [Program governance](#)

Last Updated: December 26, 2017



PRESCHOOL SERVICES DEPARTMENT

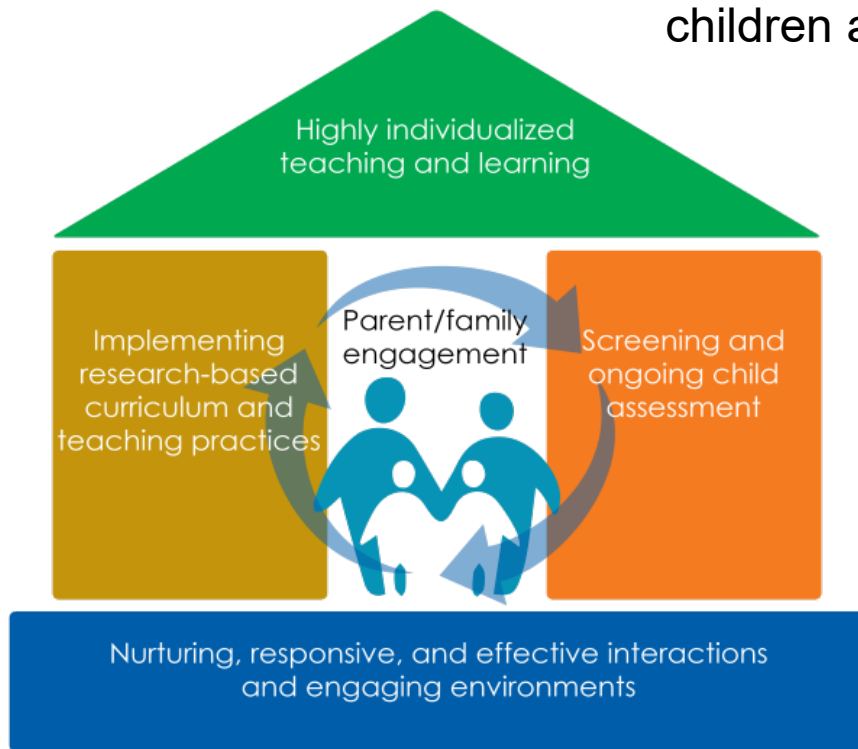
SCHOOL READINESS GOALS OVERVIEW

2023-2024



Framework for Effective Practice Supporting School Readiness for All Children

The Framework for Effective Practice Supporting School Readiness for All Children is depicted as a house with five integral elements of quality teaching and learning for children ages birth to 5.



When these elements are connected, they form a single structure that surrounds the family in the center. The family is at the heart of the house because each house element is implemented in partnership with parents and families in their cultural and community context. Staff use this House Framework to foster children's development and learning.

Head Start Early Learning Outcomes Framework (ELOF)

The Head Start Early Learning Framework outlines the key areas and expectations for child development and learning.

CENTRAL DOMAINS					
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

CURRICULUM & ASSESSMENTS

Head Start views school readiness as children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning in life.

The Curriculum: “Creative Curriculum” along with the Assessment: “Desired Results Developmental Profile” (DRDP) aligns with the Frameworks and supports child individualized goal achievement.



Examples of School Readiness Goals

Head Start

School Readiness Defined: Section 641A(g)(2)(A) of the Act requires that each agency establish program goals for improving the school readiness of children participating in its program that align with the Head Start Child Development and Early Learning Framework

DOMAIN	CHILDREN'S GOALS	DATA SOURCES
<p>APPROACHES TO LEARNING – SELF-REGULATION</p>	<p>Children will :</p> <ol style="list-style-type: none"> 1. Curiosity And Initiative In Learning <ul style="list-style-type: none"> • Caries out simple investigations using familiar strategies, tools, or sources of information 2. Self-Control Of Feelings And Behavior <ul style="list-style-type: none"> • Uses simple strategies to regulate own feeling or behavior 3. Engagement And Persistence <ul style="list-style-type: none"> • Works through challenges on own while engaged in self-selected activities 4. Shared Use Of Space And Materials <ul style="list-style-type: none"> • Follows expectations or procedures for sharing, most of the time, without adult prompting 	<p>Teaching Staff will:</p> <ul style="list-style-type: none"> • Utilize <i>DRDP (2015): Preschool Fundamental Review</i> - Approaches to Learning – Self-Regulation • <i>ASQ-3: Communication, Gross Motor, Fine Motor, Problem Solving & Personal-Social</i> • Utilize <i>CLASS</i> in: <ol style="list-style-type: none"> 1. Emotional Support: Teacher Sensitivity and Regard for Student Perspective 2. Classroom Organization: Behavior Management, Productivity and instructional learning formats 3. Instructional Support: Concept Development and Quality of Feedback • Utilize <i>ECER's</i> scores in Interaction subscales #28-32 and Program Structure # 33-35 • Utilize parent conferences and home visits to help involve parents in their child's success • Utilize Creative Curriculum studies • Utilize California Preschool Learning Foundations

Examples of School Readiness Goals

Early Head Start

School Readiness Defined: 'An increasing degree of self-regulation, the ability to pay attention, the development of memory, comfort & skills in maintaining relationships, curiosity, and confidence.' (EHS National Resource Center)

DOMAIN	CHILDREN'S GOAL	DATA SOURCES
<p>APPROACHES TO LEARNING – SELF-REGULATION</p>	<p>Children will:</p> <ol style="list-style-type: none"> 1. Attention Maintenance <ul style="list-style-type: none"> • Maintain attention on own during activities that last for extended periods of time. 2. Self-Comforting <ul style="list-style-type: none"> • Anticipate needs for comfort and prepares self by asking questions, getting a special thing, or in other ways. 3. Imitation <ul style="list-style-type: none"> • Imitate multiple steps of others actions or repeat phrases experienced at an earlier time. 4. Curiosity and Initiative in Learning <ul style="list-style-type: none"> • Explore through simple observations, manipulation, or asking simple questions. 5. Self-Control of Feelings and Behavior <ul style="list-style-type: none"> • Demonstrate capacity to regulate emotional or behavioral reactions and some moderately stressful situations occasionally needing adult support. 	<p>Teaching Staff will:</p> <ul style="list-style-type: none"> • Utilize DRDP (2015): INFANT-TODDLER Comprehensive View - Approaches to Learning – Self-Regulation • ASQ-3: Communication, Gross Motor, Fine Motor, Problem Solving & Personal-Social • Utilize CLASS in: <ol style="list-style-type: none"> 4. Emotional Support: Teacher Sensitivity and Regard for Student Perspective 5. Classroom Organization: Behavior Management, Productivity and instructional learning formats 6. Instructional Support: Concept Development and Quality of Feedback • Utilize ITER's scores in Interaction subscales #25-30 • Utilize parent conferences and home visits to help involve parents in their child's success • Utilize Creative Curriculum studies • Utilize California Preschool Learning Foundations

Parent, Family, and Community Engagement (PFCE) Framework

The Parent, Family, and Community Engagement (PFCE) Framework is a roadmap for progress in achieving the types of outcomes that lead to positive and enduring change for children and families.



Parent, Family, and Community Engagement (PFCE) Framework

Head Start Parent and Family Engagement Outcomes

1. FAMILY WELL-BEING	Parents and families are safe, healthy, and have increased financial security.
2. POSITIVE PARENT-CHILD RELATIONSHIPS	Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.
3. FAMILIES AS LIFELONG EDUCATORS	Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities.
4. FAMILIES AS LEARNERS	Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.
5. FAMILY ENGAGEMENT IN TRANSITIONS	Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.
6. FAMILY CONNECTIONS TO PEERS AND COMMUNITY	Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.
7. FAMILIES AS ADVOCATES AND LEADERS	Parents and families participate in leadership development, decision-making, program policy development, or in community and state organizing activities to improve children's development and learning experiences.



AGGREGATION OF DATA

- ❑ **Desired Results Developmental Profile – 2015**
- ❑ **Desired Results Parent Survey**
- ❑ **Environment Rating Scale (ERS)**
 - ❑ **Preschool (ECERS)**
 - ❑ **Infant/Toddler (I/TTERS)**
 - ❑ **Family Child Care (FCCERS)**
- ❑ **Family Services Assessment (FSA)**
- ❑ **Family Partnership Agreement (FPA)**
- ❑ **Community Assessment**

THANK YOU!



**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**Head Start Shared Governance Board Meeting
August 24, 2023**

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Ted Alejandre, County Superintendent, San Bernardino County Superintendent of Schools, SGB Vice Chair
3. Dr. Michael Sequeira, Health Officer, San Bernardino County Department of Public Health
4. Maribel Gutierrez, Senior Program Manager, San Bernardino County Department of Behavioral Health
5. Christine Davidson, Policy Council SGB Representative, Community Representative

Absent:

6. Dr. Georgina Yoshioka, Director, San Bernardino County Department of Behavioral Health
7. Wendy Alvarez, Interim Children's Network Officer, San Bernardino County Children's Network
8. Shelly Thomas, Policy Council Chair SGB Representative, Community Representative
9. Oretha Pakpahan, Policy Council SGB Representative, South Redlands Head Start



Head Start Shared Governance Board
Meeting Minutes

DATE: August 24, 2023
PLACE: Preschool Services Department
Zoom Video/Teleconference Meeting

1. & 2. Call to Order & Welcome/Introductions

The Shared Governance Board (SGB) meeting commenced at 2:01 P.M.

San Bernardino County (SBC) Board of Supervisors (BOS) 5th District Supervisor Joe Baca, Jr., SGB Chair, called the meeting to order and welcomed everyone.

3. Public Comment

There were no public comments.

4. Presentation of the Agenda

4.1 Modification to the Agenda

- No changes reported.

5. Executive Reports/Program Updates

5.1 US Department of Health & Human Services Communication

Jacque Greene, Director, presented the following communication from the Administration for Children and Families – Office of Head Start.

- 5.1.1 Information Memorandum 23-02 – American Indian and Alaska Native; Public Assistance
- 5.1.2 Information Memorandum 23-03 – Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings
- 5.1.3 Information Memorandum 23-04 – Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients

5.2 Program Updates

Jacque Greene, Director, informed the SGB members of the following Preschool Services Department updates.

Program Year 23-24

Jacquie reported the following for the new 2023-24 Program Year.

New PY 23/24, Year 4 of 5	Children’s First Day	Staff’s First Day
Full Day	July 6	July 3
Part-Day and Extended Duration	August 21	Aug 14

This year’s Preservice was held on Tuesday, August 15 and was a little different this year due to PSD being in a corrective action period. The trainings this year were focused primarily on updated policies and procedures, safety and supervision, monitoring, inclusion of children with disabilities, and working with children with challenging behaviors.

Quality Improvement Action Plan and Reviews

The Quality Improvement Action Plan is expected to be completed by October 15. PSD anticipates an onsite Federal Review/Follow-up following the corrective action period. Management will inform the SGB if the Office of Head Start schedules the review and if it is combined with Focus Area I review that is expected in Program Year 2024-25.

PSD Staff Improvement Efforts & Staffing

As of August 11, 2023, PSD has 800 funded positions. The following are the vacancy numbers.

- 274 total vacancies - 33.62% vacancy rate
- 69 of 120 Teacher Aides - 57% vacancy rate
- 84 of 223 Teachers - 37% vacancy rate

Enrollment

- Early Head Start - Child Care Partnership has 131 enrolled of 146 slots for 90% enrollment.
- Early Head Start/Head Start has 1,173 enrolled of the 2,471 slots for 47% enrollment. PSD is fully staffed in the classrooms that are currently operating. As staffing increases additional classrooms will be opened and children enrolled.
- PSD chooses to operate at a 1 to 8 ratio to improve child outcomes.

Recruitment /Retention Efforts

PSD, along with SBC Leadership and the Office of Head Start, has implemented a staffing plan to help improve staffing to open additional classrooms.

- Enrollment in Center-Based classrooms limited to the number of staff available to fully staff the classroom.
- 803 under-enrolled slots were reduced, which did not affect children, families, or staff.
- Utilizing temporary staffing for support in classrooms that have children with special needs and challenging behaviors.
- OHS has allowed PSD to apply for waivers for teachers. Staff in a program working towards an AA degree can be hired as teachers if the program is completed within 3 years.
- SBC Human Resources and PSD Personnel are working together to hold quarterly job fairs and are working with local colleges and universities to hold hiring events with expedited job processing and on-the-spot job offers.
- Advanced Step hiring depending on education and experience
- Finalizing approvals through Board of Supervisors to provide monetary supports and benefits to staff to increase marketability and retain our current Head Start contract staff to include Cost of Living Increase, increases minimum wage, increase in Medical Premium Subsidy, adding Dental Premium Subsidy, adding Longevity Pay and Remote Location hiring bonus.

Supervisor Baca Jr. thanked PSD for the work to increase staffing. Supervisor Baca Jr. asked about PSD’s waiting lists. Sean Segal, Program Manager, responded that there are long waiting lists at the larger full-day sites. There are openings at the sites with part-day or home-based classes. The parents on the waiting lists are offered the openings at the part-day or home-based classes.

5.3 Full Enrollment Initiative Plan

Jacque presented information regarding the Full Enrollment Initiative plan.

- May 16 PSD received notification that PSD has been placed on a Full Enrollment Initiative Plan
- On July 12 PSD along with CAO office, and Supervisor Rowe’s staff participated on an Office of Head Start meeting for guidance and support to meet enrollment expectations withing the next 12 months. Several agencies nationwide were on the call and are also experiencing low enrollment.
- PSD is to meet 97% enrollment within 12 months.
- OHS is providing training and technical assistance.
- PSD submitted the Enrollment Action Plan that was due August 11.
- PSD will provide the SGB with updates as applicable.

Supervisor Baca Jr. requested an update on the increased funding PSD has received. Jacque shared that PSD is receiving additional funding in CCTR State funding, Federal Cost of Living and Quality Improvement funding and the details will be shared at the next meeting.

5.4 Monthly 2022-23 Program Information Report updates for PSD and Easter Seals – August 2023

Debra Billings-Merlos, Deputy Director, shared the current Program Information Report (PIR) updates for PSD program options: Head Start (HS), Early Head Start (EHS) and Child Care Partnership (CCP) programs and PSD Delegate Agency, Easter Seals program options: HS and EHS. The following areas were highlighted.

- Dental Exams/Preventative Care, and 45-Day Screenings for Developmental, Sensory and Behavioral Concerns
- Family Services
- List of Family Services Promoting Family Outcomes
- Homelessness Services

Maribel Gutierrez, DBH Senior Program Manager, Office of Equity and Inclusion, inquired about the Mental Health Services. Debra explained that the Mental Health services may have been requested in a variety of ways including directly by the family, referrals by teacher or other staff, or it may have been discussed during the application process.

Supervisor Baca Jr. commented on the variety of services PSD provides to families and thanked everyone for the work they do.

5.5 School Readiness Child Outcomes Fall, Winter and Spring 2022-2023

Shannon Rodriguez, Education Program Manager, presented the Desired Results Developmental Profile Results 2022-2023 Rating Period comparison to the previous rating periods. Shannon highlighted the following:

- **All Infants & Toddlers – 283 children assessed were average age of 1 year 9 months and 17% were English Language Learners.**

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
○ Social & Emotional	50%	63%	70%
- **1 Yr Old Infants & Toddlers – 102 children assessed were average age of 1 year 9 months and 22% were English Language Learners.**

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
○ Social & Emotional	46%	55%	62%

- **2 Yr Old Infants & Toddlers – 104 children assessed were average age of 2 years 6 months and 13% were English Language Learners.**

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
○ Social & Emotional	47%	67%	76%
- **All Preschoolers – The following percentages for the 1,718 children assessed were average age of 4 year 3 months and 20% English Language Learners**

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
○ Literacy	31%	46%	58%
- **3 Yr Old – The following percentages for the 737 children assessed were average age of 3 years 9 months and 21% were English Language Learners**

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
○ Literacy	36%	51%	61%
- **4 Yr Old – The following percentages for the 847 children assessed were average age of 4 years 8 months and 19% were English Language Learners**

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
○ Literacy	27%	42%	57%

Dr. Sequeira, DPH Health Officer, inquired about the improvement and Shannon explained the improvement is a natural progression due to classroom individuation, diffraction and scaffolding throughout the year.

Supervisor Baca Jr. stated it is always great to see growth and improvements in the children’s outcomes and thanked Shannon for the report.

SBCSS Superintendent Alejandro inquired about the lower percentage of English Language Learners in 2-year-olds assessed in Spring. Jacquie and Arlene explained that the data comes from the parents at enrollment. Arlene added that this year we have a more intensive screening process for the for the 3- to 5-year-olds.

Dr. Sequeira inquired about a comparison in Social & Emotional scores due to the impact of the pandemic. Supervisor Baca Jr. requested pre-pandemic, pandemic, and post-pandemic comparisons. Jacquie stated we can report on this at the next meeting.

5.6 San Bernardino County 2022-23 Performance Measures – Final Quarter

Arlene Molina, Assistant Director, presented the draft of the 22/23 Quarter 4 PSD Performance Measures.

GOAL	22-23 Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Identify the number of Head Start/State Preschool children ages 3 – 5 not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in Literacy skills on the first quarter's assessment and reduce this count by 55% by June 30, 2023.	55%	N/A	N/A	21%	36%
Identify the number of Early Head Start children ages 18 – 36 months not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in social	30%	N/A	N/A	29%	49%

emotional skills on the first quarter's assessment and reduce this count by 30% by June 30, 2023.					
Enhance the referral process of enrollment with the Children and Family Services Department.	415	152	179	212	228
Decrease the number of children who are identified as obese or overweight from the higher level of Body Mass Index (BMI) classification to the next lower level by children's height and weight.	60%	N/A	38%	59%	66%

Supervisor Baca Jr. asked if PSD works closely with SBC Children and Family Services (CFS). Arlene responded that PSD does work with CFS and will be working to improve the referral process through more outreach. Supervisor Baca Jr. suggested Jacque and Arlene meet and discuss a countywide strategy with Jeany Zepeda, CFS Director.

5.7 Child and Adult Care Food Program (CACFP) Application Fiscal Year 2023-24

Madeline Tsang, Administrative Manager, presented the annual CACFP Application for the 2023-24 program year. The State funding portion totals 2,589,914 covering approximately 31 sites throughout San Bernardino County. The application has been approved by the Board of Supervisors and PSD Management will be submitting the application next week.

5.8 Finance Reports

5.8. Budget to Actual Reports Ending July 31, 2023

Madeline Tsang, Administrative Manager, provided the Budget-to-Actual and Projected Expenditure Reports for the following programs as follows:

Combined HS/EHS FY 2022-23	Budget/Balance	Percentage Analysis
Budget	73,151,500	
Projected Budget Balance	\$29,176,925	39.9%
Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) & American Rescue Plan (ARP) April 1, 2021 – March 31, 2023		
Budget	5,302,888	
Projected Budget Balance	\$0	0.0%

Dr. Sequeira inquired about the carryover funding. Madeline explained that the carryover funding has been previously obligated per Office of Head Start regulations. Supervisor Baca Jr. inquired about facility improvements. Madeline explained that the current funding can be used for facility improvements that have not yet been obligated and are identified in this current program year.

6. SGB Training/Refresher

6.1 Program Information Report

Debra Billings-Merlos, Deputy Director, presented the PIR training and highlighted the following:

- Background and Purpose – designed to collect and make public program information of every Head Start recipient in the nation due each year by August 31.
- PIR Sections – Program Information, Program Staff and Qualifications, Child and Family Services and Grant Level Questions

6.2 Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

Sean Segal, Program Manager, presented the ERSEA training and highlighted the following:

- Regulations
- Determining Community Strengths, Needs and Resources
 - Training Policies and Procedures
- Determining, Verifying, and Documenting Eligibility
 - Socio-economic diversity
 - Income eligible families, foster children and children experiencing homelessness must be served first
- Additional Allowances for Programs
 - 35% income at 101 – 130% of Federal Poverty Level
 - Maximum of 10% of children may fall above this level.
- Eligibility
- Eligibility Criteria Violations Policy
- Selection Process
- Enrollment
- Continuity of Enrollment and Transitioning Between Programs
- Reserved Slots
- State Immunization Enrollment Requirements
- Attendance
- Supporting Attendance of Homeless Children
- Suspension and Expulsion

Supervisor Baca Jr. thanked Sean for the presentation and appreciated the staff working with families on attendance and transitioning. Sean added that PSD even helps families that do not enroll with us. Supervisor Baca Jr. suggested a conversation later to discuss how the County can provide more resources on site.

7. Consent Items

The following consent items were approved.

7.1 Revised PSD Planning Road Map 2023-24

7.2 SGB Minutes

7.2.1 May 17, 2023

7.2.2 July 19, 2023

APPROVED

Motion/Second: Superintendent Alejandre/Dr. Sequeira

AYES: Supervisor Baca Jr., Superintendent Alejandre, Dr. Sequeira, Maribel Gutierrez

ABSENT: Dr. Yoshioka, Wendy Alvarez

ABSTAIN: None

8. Discussion Items – No items

There were no Discussion Items.

9. Informational Items

9.1 Next SGB Meeting

The next SGB meeting is scheduled for October 24, 2023.

10. Executive Comment

Maribel Gutierrez commented on Sean's presentation and appreciated the efforts of removing barriers to assist families and children participation and attendance. Superintendent Alejandro commented on the excellent presentations.

Supervisor Baca Jr. said it is exciting that PSD is going to open the new site Colton Las Terrazas. Jacquie added that Victorville Amethyst and San Bernardino Whitney Young will also be opening this program year for a total of 3 new sites.

11. Adjournment

The meeting adjourned at 3:04 P.M.



**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**FY 2023-24 Head Start (09CH011719-04)
Equipment & Budget Transfer Request
Approval by the Policy Council and Shared Governance Board**

San Bernardino County Preschool Services Department (PSD) is requesting approval of the following equipment purchase and related budget transfer within the Head Start (HS) and Early Head Start (EHS) programs for the current fiscal year:

Equipment Purchase

San Bernardino County’s Preschool Services Department is requesting to install a shade structure at the PSD Yucca Valley Early Head Start site. Shade over the playground equipment and site playground area will keep the kids safe from prolonged sunlight exposure as the playground area is exposed to extreme heat and sunlight for extended periods. The shade structure will be 28’ x 31’ and will be adjacent to the school building, covering the entire playground area. The cost (\$ 147,000) to install the shade structure is one-time and there are no ongoing costs to maintain the shade structure.

In addition, PSD was approved by OHS to purchase three Ford Escapes (\$100,563) and one Subaru Legacy (\$50,309). After reassessing the needs of the Head Start program and the availability of the vehicles. PSD would like to purchase four Ford Broncos (4x4) instead of Ford Escapes and Subaru Legacy due to larger space available. Staff will utilize the vehicles mainly for HS/EHS program monitoring. The estimated cost of the Ford Broncos is \$161,872 (\$40,468 each) with a net budget increase of \$11,000 (\$161,872 - \$100,563 - \$50,309).

The table below shows the budget details for these equipment purchases:

GABI Code	Budget Category	Amount	Item
D	Equipment	\$147,000	Yucca Valley Site EHS Shade Structure
D	Equipment	\$11,000	Additional cost for 4 Ford Bronco (4x4)

Total: \$158,000

Budget Transfer

The funding of these equipment purchases will be transferred from the budget savings of Salaries and Benefits. The detailed budget transfers are as follows:

Head Start/Early Head Start (09CH011719-04)

GABI Codes	Budget Categories	Current Amount	CAN # 3-G094122		Revised Amount
			Transfer Out	Transfer In	
A	Salaries	22,312,193	(100,000)		22,212,193
B	Fringe Benefits	12,110,845	(58,000)		12,052,845
C	Travel	215,830			215,830
D	Equipment	618,682		158,000	776,682
E	Supplies	2,406,386			2,406,386
F	Contractual	12,778,816			12,778,816
G	Construction	\$0			-
H	Other	14,091,090			14,091,090
	Total	\$ 64,533,842	\$ (158,000)	\$ 158,000	\$64,533,842

The Head Start Shared Governance Board and Head Start Parent Policy Council approved this request at their respective meetings on October 16, 2023 and October 26, 2023.