



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

San Bernardino County Head Start Shared Governance Board Meeting Agenda for May 19, 2022

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 YOSHIOKA, INTERIM DIRECTOR
SBC Behavioral Health

JANKI PATEL, CHILDREN'S NETWORK OFFICER
SBC Children's Network

LORENA ALATORRE
Head Start Policy Council Chair
Crestline Head Start
SGB Representative

TANISHA BRADLEY
Head Start Policy Council Member
Community Representative
SGB Representative

JEANETTE SENEVIRATNE
Head Start Policy Council Member
Community Representative
SGB Representative

TIME: 2:00 P.M. to 4:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/82303351418?pwd=VjhGZTk3STJLZE05a0lpTVJOU3Q0QT09>

Meeting ID: 823 0335 1418

Password: 8Z6E8y

One tap mobile

+16699006833,,82303351418#,1#,532060# US (San Jose)

+12532158782,,82303351418#,1#,532060# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 823 0335 1418

Password: 532060

Find your local number: <https://us02web.zoom.us/u/kbssDxTvNT>

This meeting will utilize the "ZOOM" conferencing platform pursuant to the provisions of the Governor's Executive Order N-29-20 dated March 17, 2020, which suspends certain requirements of the Ralph M. Brown Act. Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours' notice. Please call PSD staff (909) 383-2078 to request the service. For Public Comments, you may join the meeting online via the Zoom application or by phone using the Zoom information provided above. 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 and read into the record at the Public Comment portion of the meeting. If you wish to address a specific agenda item, please identify the item number in your email. In order to ensure timely submission, please submit your comments by 12:00 p.m. on Wednesday, May 18, 2022.

- 1. CALL TO ORDER** Supervisor Joe Baca Jr., Chair
- 2. WELCOME/INTRODUCTIONS** Supervisor Joe Baca Jr., Chair
- 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 US Department of Health & Human Services Communication Jacquie Greene, Director
 - 5.2.1 Information Memorandum 22-03 Head Start Categorical Eligibility for families Eligible for the supplemental Nutrition Assistance Program
- 5.3 Receive Monthly 2021-22 Program Information Report Debra Billings-Merlos, Deputy Director
- 5.4 Receive Draft Quarterly Performance Measures Program Year 2021/22 2nd and 3rd Quarter Report Arlene Molina, Deputy Director
- 5.5 Receive State Program Self-Evaluation Report 2021/22 Julia Chukumerije, Program Manager
- 5.6 Receive School Readiness Goals/Child Outcomes 2021/22 Comparison of Assessments I and 2 Claudia Godoy de Cienfuegos, Program Manager
- 5.7 Receive Finance Report(s) – Budget to Actuals Madeline Tsang, Administrative Manager
 - 5.7.1 Fiscal Year 2019-20
 - 5.7.2 Fiscal Year 2020-21
 - 5.7.3 Fiscal Year 2021-22

6. SGB TRAINING/REFRESHER

- 6.1 Receive Overview of Annual Program Information Report Arlene Molina, Deputy Director

7. CONSENT ITEMS

- 7.1 Approve SGB Delegate Appointment(s) - July 1, 2022 – June 30, 2023 Supervisor Joe Baca Jr., Chair
- 7.2 Approve Annual SGB and PSD Items
 - 7.2.1 Revised Governance Calendar of Activities – 2021/22
 - 7.2.2 Governance Calendar of Activities – 2022/23
 - 7.2.3 Planning Road Map – 2022/23
 - 7.2.4 SGB Calendar – 2022/23
- 7.3 Approve SGB Minutes
 - 7.3.1 January 21, 2022 Revised
 - 7.3.2 March 24, 2022
 - 7.3.3 April 21, 2022

8. DISCUSSION ITEMS

- 8.1 Resolution No. 2022-5-19 Supervisor Joe Baca Jr., Chair
 - 8.1.1 Consider Resolution finding that meeting in person may present an imminent risk to the health or safety of some meeting attendees as a result of the COVID-19 state of emergency
 - 8.1.2 Make alterations if necessary to the Resolution
 - 8.1.3 Adopt Resolution No. 2022-5-19
- 8.2 Approve PSD Policy – Selection Criteria Debra Billings-Merlos, Deputy Director
- 8.3 Approve Fiscal Year 2021-22 Application Submissions Madeline Tsang, Administrative Manager
 - 8.3.1 Quality Improvement (QI)
 - 8.3.2 Cost of Living Adjustment (COLA)
- 8.4 Approve Fiscal Year 2021-22 Budget Transfer Request Madeline Tsang, Administrative Manager
- 8.5 Approve Fiscal Year 2021-22 Non-Federal Share Waiver Request Madeline Tsang, Administrative Manager

9. INFORMATIONAL ITEMS

- 9.1 Next Shared Governance Board Meeting – August 18, 2022 Supervisor Joe Baca Jr., Chair
- 9.2 PSD Annual Preservice – August 25, 2022

10. EXECUTIVE COMMENT

Supervisor Joe Baca Jr., Chair

11. ADJOURNMENT

Supervisor Joe Baca Jr., Chair

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-03	2. Issuance Date: 04/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start; Eligibility; Supplemental Nutrition Assistance Program; SNAP; Categorical	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program

INFORMATION:

The Administration for Children and Families (ACF) strives to ensure that programs minimize the burden on families seeking public assistance and to coordinate benefit programs in such a way that families who are eligible for one benefit program can more easily participate in other services for which they are eligible. ACF issues this Information Memorandum (IM) to set forth its interpretation of the phrase “public assistance” in Sec. 645 of the Head Start Act to include the Supplemental Nutrition Assistance Program (SNAP). Adopting this interpretation will make it easier for eligible families to enroll children in Head Start services by allowing families to demonstrate proof of SNAP receipt or eligibility to enroll in Head Start and will simplify the process of determining program eligibility for grantees.

For the purposes of Head Start eligibility determination, the Office of Head Start (OHS) will expand its interpretation of “public assistance,” as used in the Head Start statute, to include SNAP. OHS’s interpretation of the statute has been to consider only Temporary Assistance for Needy Families (TANF) and Supplemental Security Income (SSI) as public assistance. Previously, we had not considered including SNAP in this definition because it had slightly higher income threshold than the base income threshold for Head Start services. However, recently there has been a sharp reduction in families that establish eligibility through the current public assistance definition, so we have reconsidered this interpretation to make the public assistance route more available to families and grantees.

Upon issuance, this IM adds SNAP to public assistance to determine recipients as categorically eligible for Head Start programs. Recently, we have found that SNAP households with young children have equivalent level of need to families currently receiving Head Start services¹. Note that this approach does not guarantee a SNAP recipient enrollment in a Head Start program. Programs must adhere to their recruitment and selection criteria to ensure they prioritize enrollment for those who may benefit most from Head Start services. The sole purpose of this

¹ U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, Characteristics of Supplemental Nutrition Assistance Program Households: Fiscal Year 2019. Alexandria, VA, 2021.

document is to make clear that Head Start programs can consider SNAP as public assistance for purposes of determining Head Start eligibility.

Enhanced Public Assistance Eligibility to Support Enrollment

Congress established Head Start eligibility criteria in [Sec. 645\(a\)\(1\)\(B\)\(i\)](#) of the Head Start Act to include families with incomes at or below the federal poverty level and families that are eligible for public assistance. Congress also allowed for other categorical eligibility allowances which consider family need rather than income. For example, children experiencing homelessness and children in foster care are categorically eligible for Head Start services.

The interpretation provided herein, that SNAP is considered public assistance” for purposes of section 645(a)(1)(B)(i) of the Head Start Act, does not change statutory eligibility criteria. Given the flexibilities inherent in the statute and the duty of programs to ensure they are serving the most needy families in their communities ([45 CFR §1302.13](#)), the primary effect of this IM is to eliminate barriers to families who are already eligible for, and in many cases already enrolled in, Head Start services by providing a streamlined way for such families to demonstrate eligibility. Moreover, inclusion of SNAP as public assistance reduces the challenge of navigating multiple federal program eligibility processes and supports better alignment and coordination across federal programs, a factor that President Biden’s [Executive Order on Transforming Federal Customer Experience and Service Delivery to Rebuild Trust in Government](#) called for federal agencies to consider.

Since 2015, the share of families enrolling in Head Start services based on the statute’s public assistance receipt prong has declined from 16% of the total enrollment to just 10% in 2019. This drop represents more than 50,000 slots and comes at a time when there have been vacant Head Start slots. This has caused unnecessary burden for families and grantees during eligibility determinations and needlessly undercuts the use of public assistance categorical eligibility and has impacted the number of vacant slots. The need for public assistance and the share of Head Start participants receiving public assistance has remained stable over the same timeframe despite the decline in programs using public assistance categorical eligibility. Between 2015 and 2019, nearly half of Head Start enrollees were also receiving SNAP benefits. The addition of SNAP would greatly facilitate the enrollment of children on SNAP who have demonstrated the need for services. Furthermore, the interpretation put forth in this IM will reduce undue burden in the eligibility determination process for these children and their families.

This interpretation is reasonable under the statute, and it furthers the important policy goal of better reaching families who could already benefit from Head Start services but are not currently enrolled. The great majority of young children in SNAP households are in families with incomes below 100% of poverty; but currently, these families must document their income eligibility, which can be burdensome to both families and grantees. Documenting income eligibility requires a large number of pay stubs or other income documentation while SNAP eligibility can be determined by a single document. Allowing programs to count receipt of SNAP as establishing categorical eligibility will reduce these administrative burdens and improve access for these families.

Most (about 3 million) of these families, according to SNAP data, have incomes at or below 100% of the poverty line.² This IM provides a new way for such families to more easily prove their eligibility. Some SNAP recipients (about 600,000) have family incomes above the 100% poverty line but only about 150,000 of these families have incomes above 130% of the poverty line. Those families with incomes above 100% but below 130% of poverty could already be eligible for Head Start services through existing allowances for programs to enroll families above the 100% of the poverty line with demonstrated need for program services.

Importantly, all Head Start programs must continue to use their selection criteria to prioritize the enrollment of the families most in need of services as required in 45 CFR §1302.13. Therefore, the inclusion of SNAP is unlikely to substantially expand the number of Head Start participants with incomes exceeding 100% of poverty.

This interpretation also facilitates cross-program recruitment and eliminates duplicative and burdensome paperwork for families who are already eligible for a federal public assistance benefit. Removing the frustration of multiple eligibility processes will allow families to easily access the vital early childhood services that Head Start programs provide.

Implementation of Policy Guidance

Upon issuance of this IM, public assistance includes SNAP for purposes of determining categorical eligibility. Head Start programs can use this guidance in determining eligibility and in enrolling those children that met their selection criteria consistent with the Head Start Program Performance Standards at [45 CFR §§1302.10-16](#). If a program has vacant slots, this guidance can support enrolling additional families.

To verify SNAP receipt or potential eligibility, a program would need to examine and maintain a copy of documentation from the state, local, or tribal public assistance agency as required in [45 CFR §1302.12\(i\)\(2\)](#). For example, a family could present a copy of notice of approval, other documentation of eligibility or benefits from the SNAP agency, or an Electronic Benefit Transfer card with SNAP ID number to become categorically eligible for Head Start services.

Programs should consider revisiting their [Eligibility, Recruitment, Selection, Enrollment, and Attendance \(ERSEA\)](#) policies and procedures in light of this guidance. Policies and procedures must always support a program's eligibility determinations to ensure they are meeting all requirements under 45 CFR §1302. Annual review of the community needs assessment at 45 CFR §1302.11(b) will allow programs to determine if, based on SNAP recipients in the community, they need to address their selection criteria as previously referenced. Programs may also examine community partnerships and outreach efforts for ways to encourage SNAP recipients to apply for Head Start services.

Please refer any questions to your ACF regional office.

² Ibid

Thank you for your work on behalf of children and families.

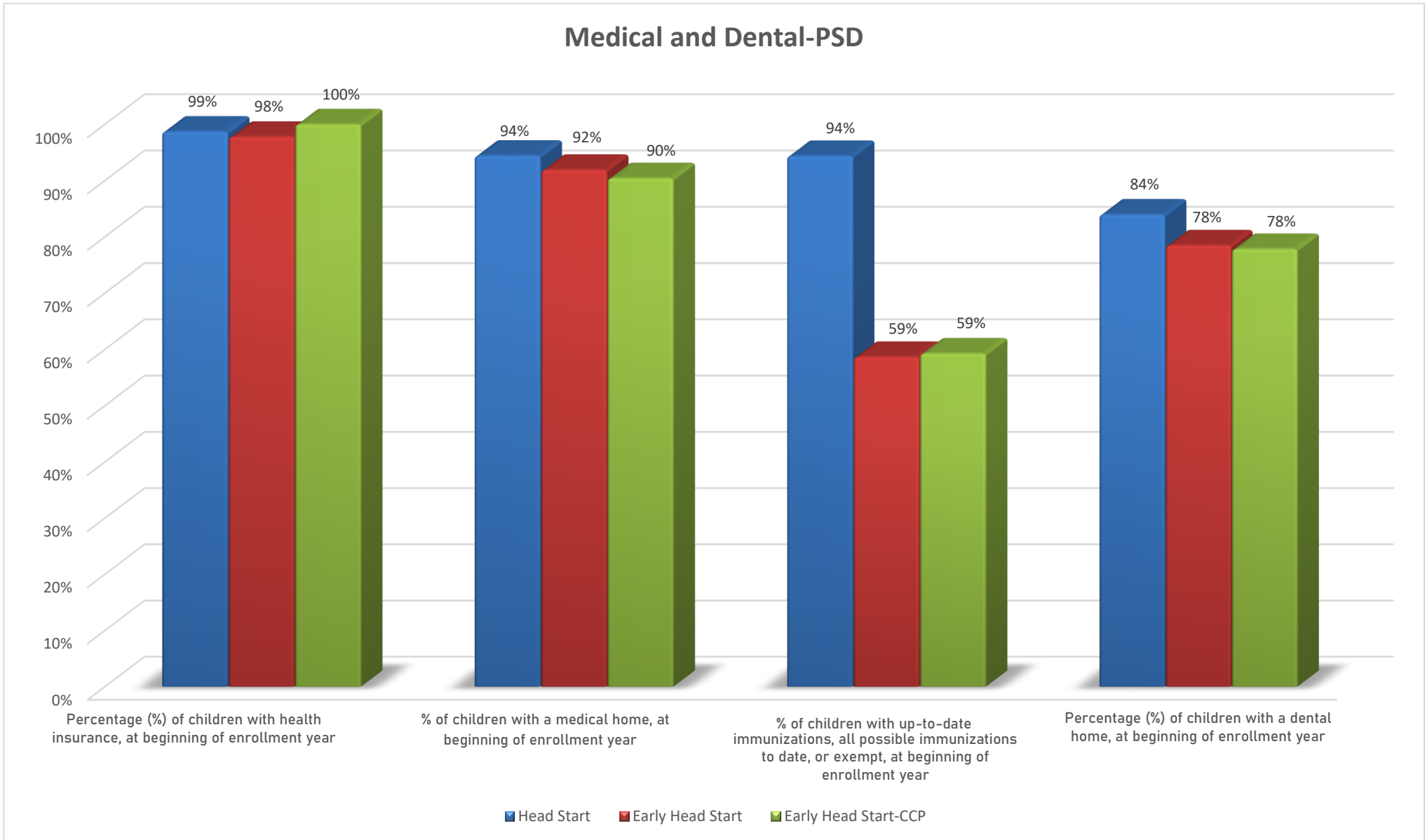
/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start

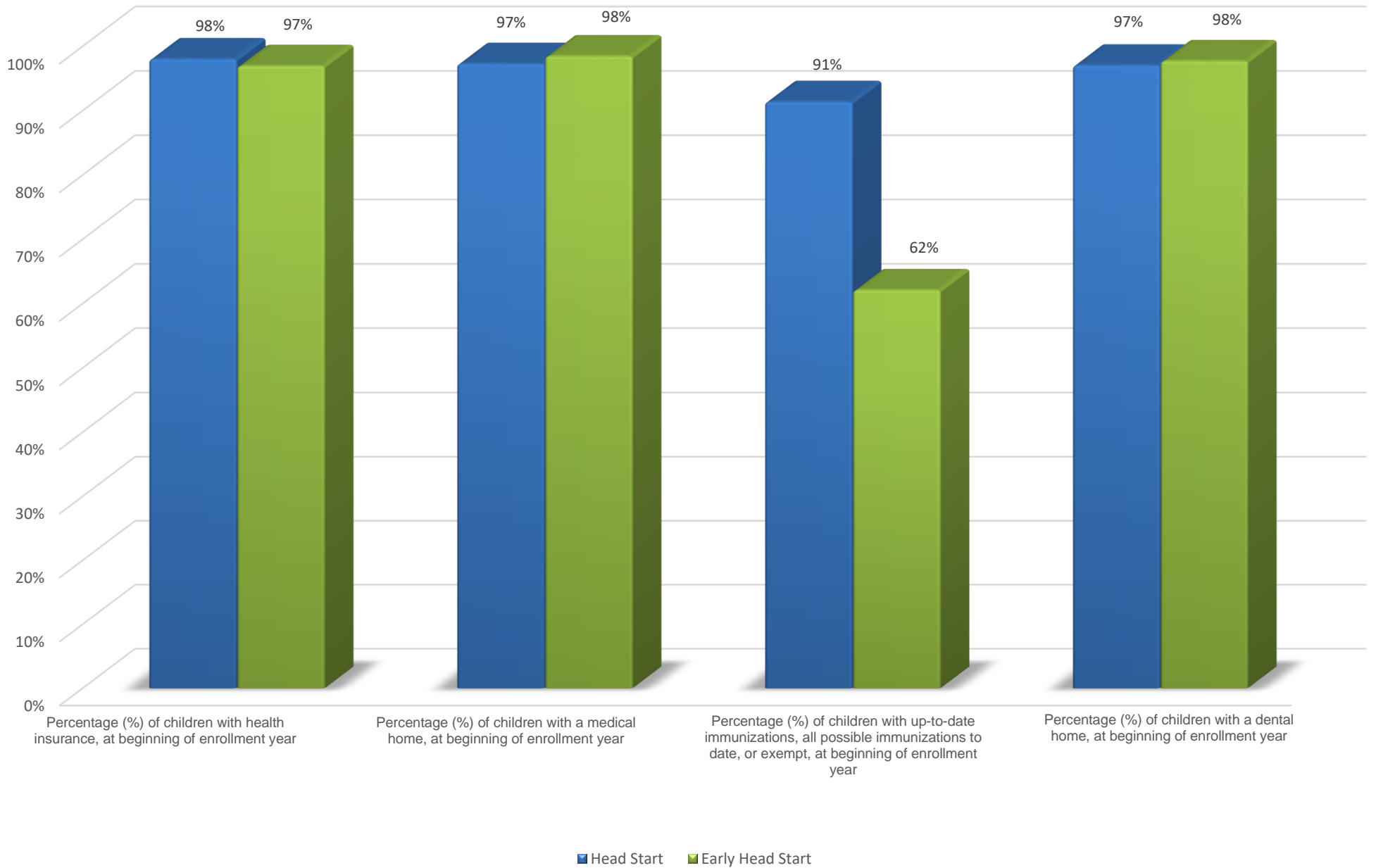


Preschool Services Department Program Information Report April 2022

The following chart represents the Medical and Dental data collected from Child Plus as of May 2, 2022:

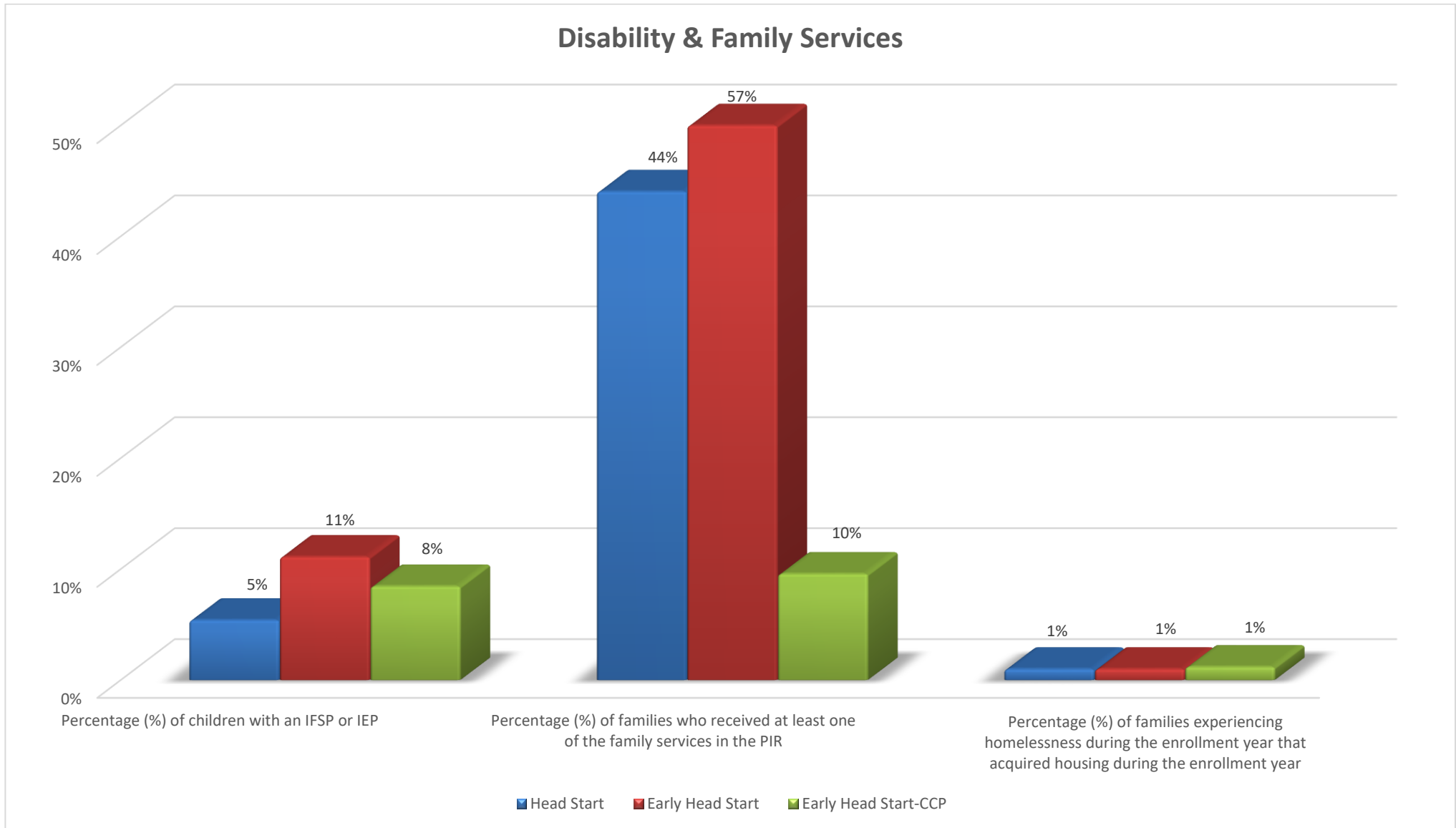


Medical and Dental-Easter Seals

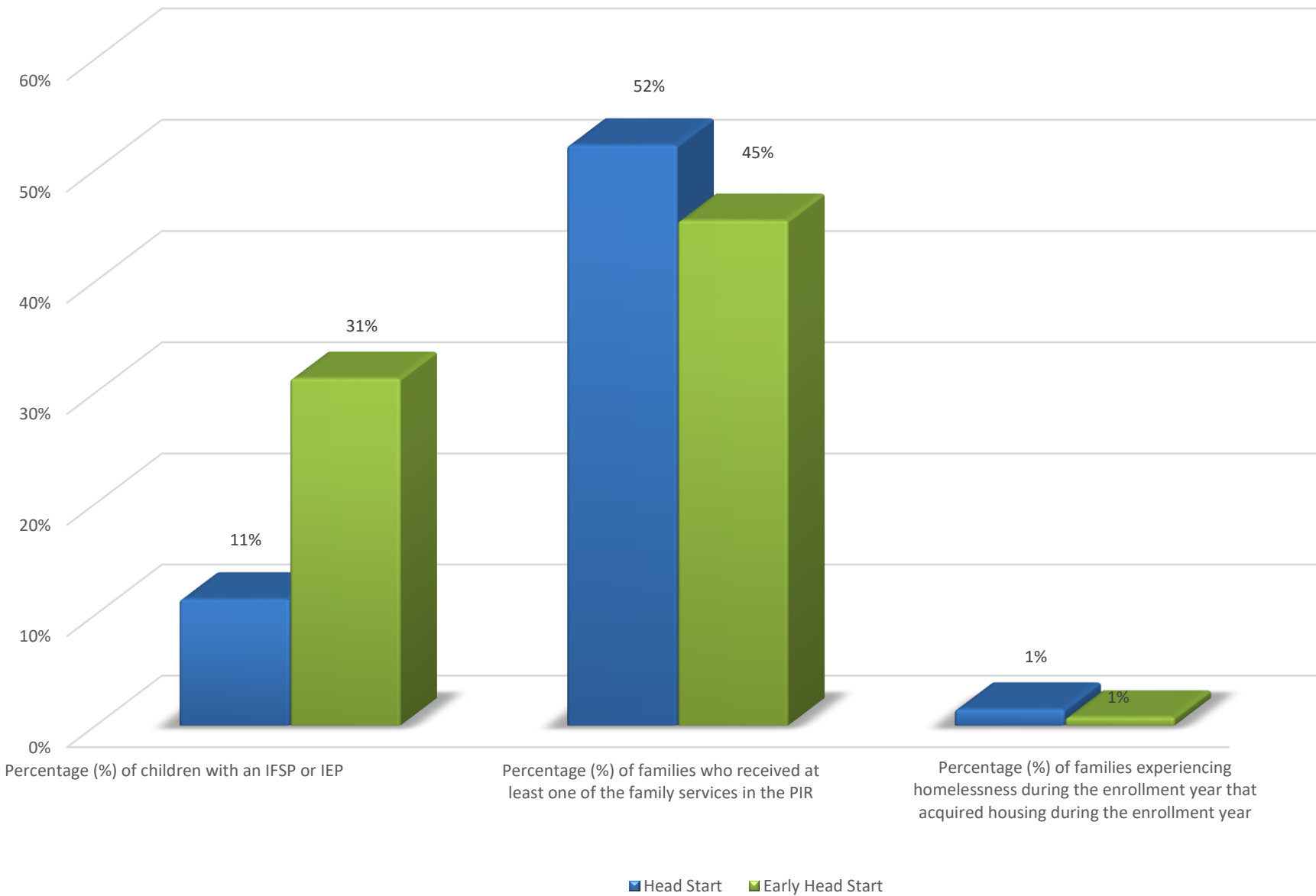




The following chart represents the Disability and Family Services data collected from Child Plus as of May 2, 2022:

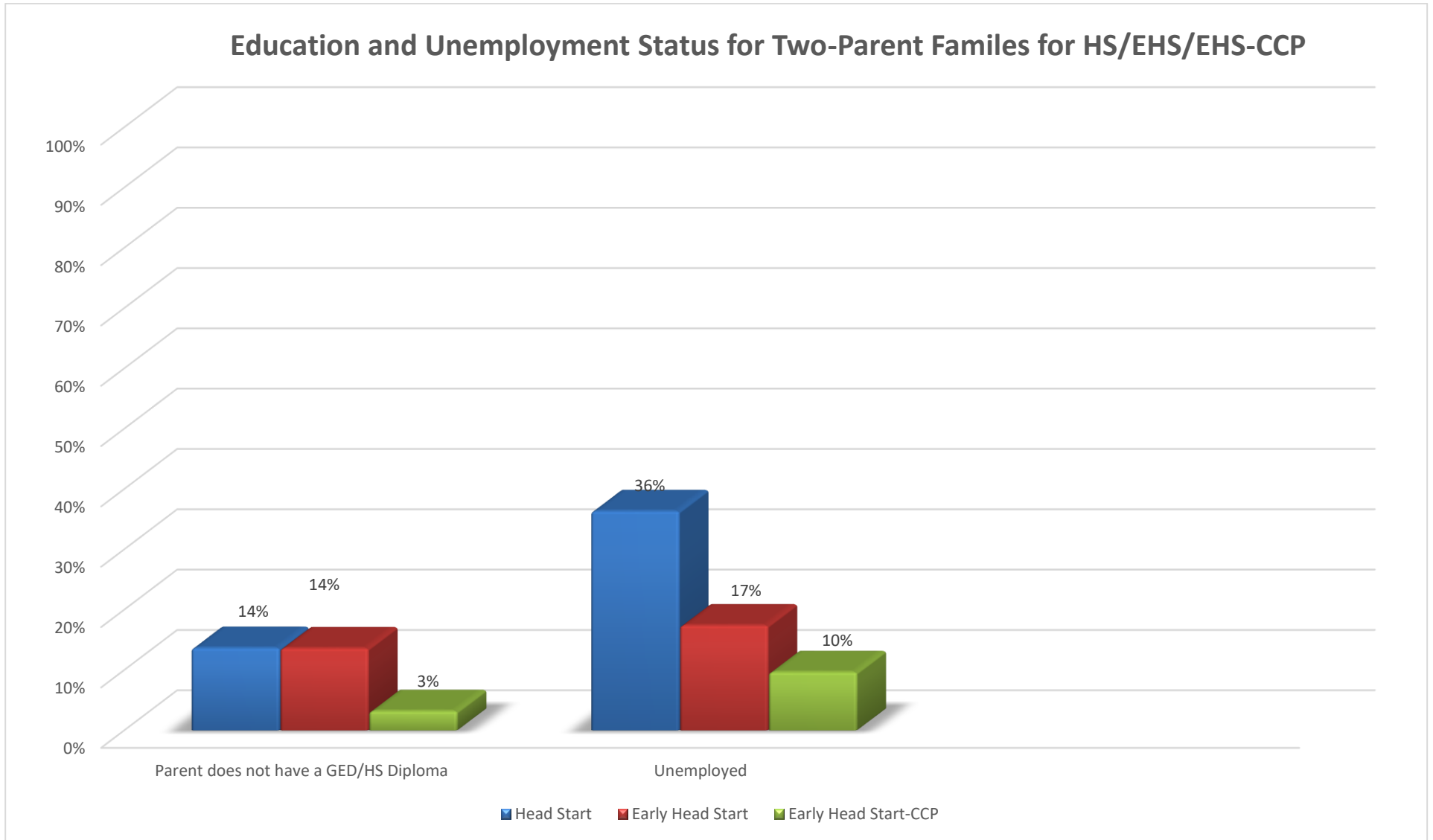


Disability & Family Services-Easter Seals

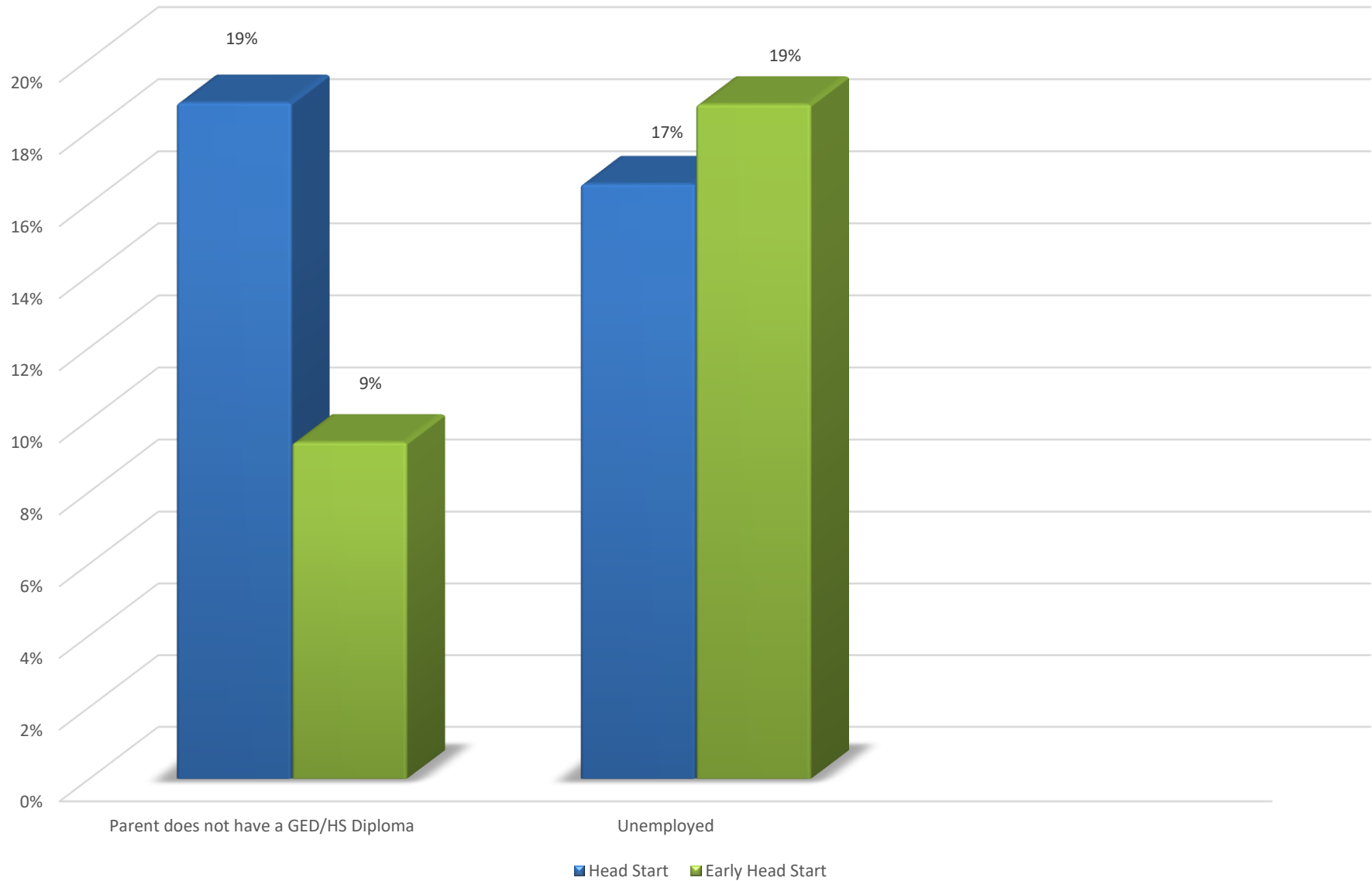




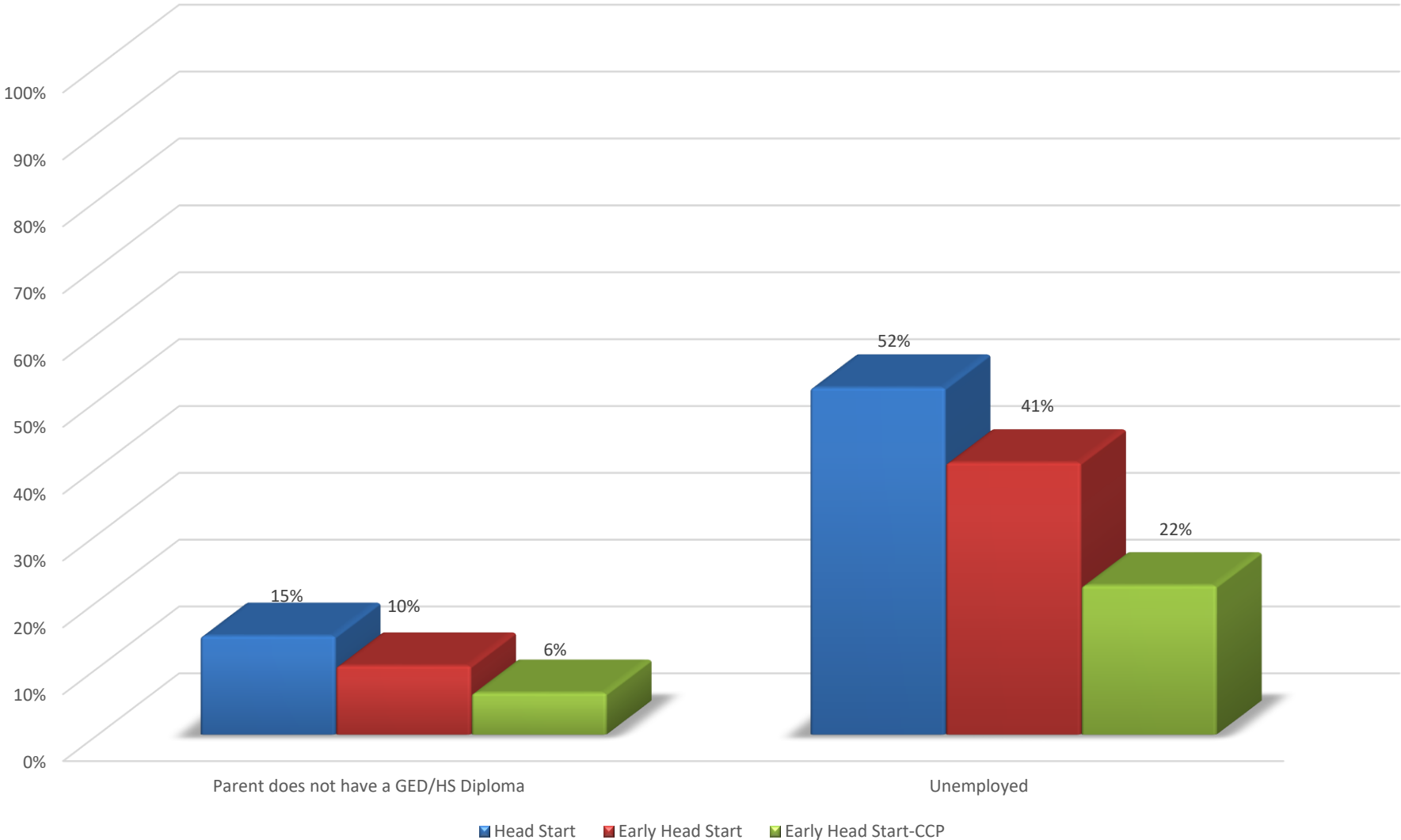
The following chart represents the Education and Unemployment data collected at time of enrollment from Child Plus for Two-Parent and One-Parent families as of May 2, 2022:



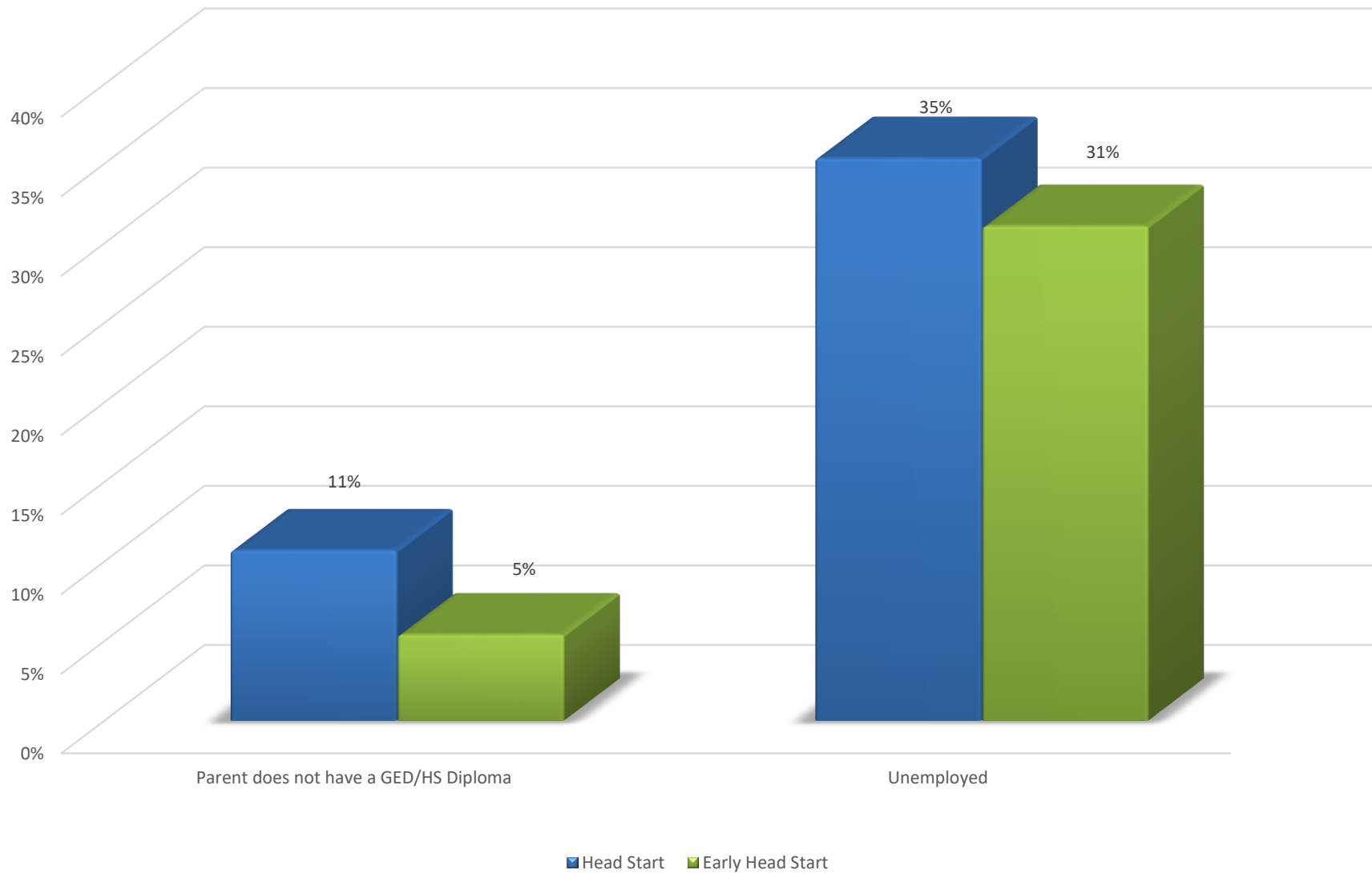
Education and Unemployment status for Two-Parent Families for HS/EHS-Easter Seals



Education and Unemployment Status for Single-Parent Families for HS/EHS/EHS-CCP



Education and Unemployment Status for Single-Parent Families for HS/EHS-Easter Seals



Agenda Item 5.4 - Draft Quarterly Performance Measures

County of San Bernardino
PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2022

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	20-21 Target	Acc. Quarter 1	20-21 Quarter 2	20-21 Quarter 3	20-21 Quarter 4
OBJECTIVE	Strategically engage particular Vision Element Groups to support and expand the County's public facing Vision projects.		55%	N/A	13%	18%	
STRATEGY	Promote school readiness.						
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."						
STRATEGY	Support the Vision2Read Initiative.						
STRATEGY	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 30,2022.						
EXPLANATION	Year round, full day children are assessed three times a year. After the third assessment, of the initial 271 children who did not meet developmental expectations in literacy skills, 18% (49) of those children are now meeting developmental expectations. The department did not meet its goal of reducing the number of children not meeting developmental expectations by 55% after the last assessment of the program year. This can potentially be attributed to delayed effects of distance learning and inconsistencies in the children's learning environment. As the state reopened and children were transitioning from distance learning to in-person learning, this caused inconsistencies in the development of the literacy skills learning.	Percentage of children not meeting developmental expectations in literacy skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.					

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2022

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	20-21 Target	Acc. Quarter 1	20-21 Quarter 2	20-21 Quarter 3	20-21 Quarter 4
OBJECTIVE	Strategically engage particular Vision Element Groups to support and expand the County's public facing Vision projects.						
STRATEGY	Promote school readiness.						
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."						
STRATEGY	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 emotional skills on the first quarter's assessment, and reduce this count by 30% by June 30, 2022.						
EXPLANATION	Year round, Early Head Start children are assessed three times a year. After the third assessment, 57% (118) of the children assessed did not meet developmental expectations in social emotional skills. The department did not reach it's target of reducing the number of the children not meeting developmental expectations by 30% by the end of the program year; however, there was an improvement of 7% of the children meeting developmental expectations in social emotional skill at the end of the third assessment when compared to the second assessment. This can potentially be attributed to delayed effects of distance learning and inconsistencies in the children's learning environment. As the state reopened and children were transitioning from distance learning to in-person learning, this caused inconsistencies in the development of social emotional skills and the stability in home and school.	Percentage of children not meeting developmental expectations in social emotional skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	30%	N/A	-13%	-6%	

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2022

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	20-21 Target	Acc. Quarter 1	20-21 Quarter 2	20-21 Quarter 3	20-21 Quarter 4
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Number of foster children enrolled.	415	163 (39%)	205 (49%)	252 (61%)	
STRATEGY	Increase the enrollment opportunities for foster children.						
STRATEGY	Enhance the referral process of enrollment with the Children and Family Services Department.						
EXPLANATION	Preschool Services did not meet its target at second quarter 2021-22. The department enrolled an additional 47 foster children in its various programs during the third quarter. Recruitment efforts are ongoing and the department expects to achieve the target by the fourth quarter.						

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Agenda Item 5.5 - State Program Self-Evaluation Report

**Preschool Services Department
Administration**

Jacquelyn Greene
Program Director

**San Bernardino County Transitional
Assistance Department –
Preschool Services Department**

**Fiscal Year 2021-2022
Program Self-Evaluation**

BOARD OF SUPERVISORS

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JOE BACA, JR.
Fifth District

Leonard X. Hernandez
Chief Executive Officer

Program Self-Evaluation

Fiscal Year 2021–22

1. **Contractor Legal Name** (Full Spelling of Legal Name only. Acronyms or site names not accepted):

San Bernardino County Transitional Assistance Department (TAD) Preschool Services Department (PSD)

2. **Four-Digit Vendor Number:** 2236

3. **Program Director Name** (As listed in the Child Development Management Information System [CDMIS]):

Jacquelyn Greene

4. **Program Director Phone Number:** (909) 383-2025

5. **Program Director Email Address:** Jacquelyn.Greene@psd.sbcounty.gov

6. **Statement of Completion:**

I certify that an annual plan has been developed and implemented for the Program Self-Evaluation (PSE) that includes the use of the Program Instrument (PI), age appropriate Environment Rating Scales, Desired Results Parent Survey, and the Desired Results Development Profile for the California State Preschool Program (CSPP) contract, per *California Code of Regulations*, Title 5 (5 CCR), Section 18279.

I also certify that all documents required as part of the PSE have been completed and are available for review and/or for submittal upon request.

- The Early Education 21–22 Program Instrument (DOCX), which can be found at <https://www.cde.ca.gov/sp/cd/ci/documents/eed2122.docx>, includes Items 1 through 20 as applicable to your contract type(s).

7. **Signature of Program Director** (As listed in the CDMIS):

8. **Date of Signature:** _____

9. **Name and Title of contact person completing the PSE:**

Julia Chukumerije, Program Manager

10. **Contact Person Telephone number:** (909) 841-6008

11. Contact Person Email Address: Julia.Chukumerije@psd.sbcounty.gov

12. Email the signed PSE, all four (4) pages, including additional sheets, together to the PSE email inbox at PSEFY2122@cde.ca.gov using the Fiscal Year (FY) and the contractor's legal name in the subject line (e.g., PSE 21-22 XYZ School District).

Note: All supporting documents required as part of the PSE (see Statement of Completion) are to be kept on site and shall not be included with the submission of the PSE.

Summary of Program Self-Evaluation

Fiscal Year 2021–22

13. In accordance with the 5 CCR, Section 18279(b)(3), provide an assessment, in narrative format, summarizing the:

- a. Staff and
- b. Board member participation, in the PSE process.

Responses are not limited to space provided. Attach additional (Word document) sheets as necessary.

The County of San Bernardino Transitional Assistance Department (administered by the Preschool Service Department/PSD) staff planned and implemented an annual self-evaluation process that identified agency strengths and areas needing improvement.

The staff involved were PSD Management Staff, Teaching Staff, Site Supervisors, Quality Assurance Unit, Program Generalists, and other support staff. Program Managers, Site Supervisors, and Teacher IIIs began the process at the beginning of the 2021-2022 Program Year by updating policies and procedures and evaluating the environment for changes and improvements. The family files and child data files were monitored ongoing through the Quality Assurance unit to ensure eligibility, attendance, compliance with due process, and regulations. The Centralized Eligibility Unit reviewed 10% of the CSPP files for areas of strength and areas needing improvement.

The Agency uses the following tools ongoing throughout the program year: Early Childhood Environmental Rating Scale (ECERS), Desired Results Developmental Profile (DRDP 2015), Classroom Assessment Scoring System (CLASS), Learning Genie Data System, Desired Results Parent Survey, and the monitoring checklist. The data from these tools was reviewed and analyzed by the Program Managers and, based on the outcomes, the action plan was created to address findings and areas for program improvement.

The final scope of the 2021-2022 Program Self-Evaluation will be presented to the Policy Council and Shared Governance Board on 5/16/2022 and 5/19/2022, respectively.

14. In accordance with the 5 CCR, sections 18279(b)(4) and 18279(b)(5), provide a summary of the findings for areas that:

- a. Did not meet standards, and**
- b. A list of tasks needed to modify the program to address all items in need of improvement**

Responses are not limited to space provided. Attach additional (Word document) sheets as necessary.

ELC 01 – Family Selection

- a. PSD identified that documentation of the current method of creating waitlists may not demonstrate that the agency meets the standards to ensure that families enrolled in the CSPP program are selected according to the priorities of the program. Families are placed on the waitlist after completion of the CSPP application, then they are selected based on current program eligibility points and age.
- b. PSD will review and update the current waitlist policy to ensure that it meets the standards and can provide documentation that we are selecting families based on eligibility points and age. Once any issues have been identified with the current policy and updated, PSD will provide updated training to Generalists at the sites and Central Eligibility Unit (CEU). The ERSEA Program Manager will review the use of waitlists by May 2023 to ensure compliance.

ELC 11 – Environment Rating Scale

- a. PSD identified two key findings for the subscales of Personal Care Routine and Learning Activities. Upon reviewing agency averages, the agency as a whole scored 3.3 in Personal Care Routine and 4.2 in Learning Activities.
- b. As part of the agency action plan, PSD will purchase timers for the classrooms to assist in ensuring proper hand-washing times and will provide refresher training on the personal care routine policies, including nutrition, napping, and hand-washing. PSD will also purchase classroom materials to enhance inclusive learning and provide trainings on best practices for utilization of the new classroom materials. Additionally, PSD will provide refresher training on inclusion, intentional use of materials, and supporting effective learning in early education. The Program Managers, Site Supervisors, and PSD Specialists will be responsible for providing the training and additional classroom materials. The expected completion date for the Action Plan is April 2023.

ELC 18 – Annual Evaluation Plan

- a. PSD did not meet the agency's DRDP outcome goals of moving 50% of the children who were below foundation expectations in Fall to meeting foundation expectations after the last assessment in five of the domains. This can potentially be attributed to delayed effects of distance learning and inconsistencies in the children's learning environment as a result of the COVID 19 Pandemic. As the state reopened and children were transitioning from distance learning to in-person services, this caused inconsistencies in the development of skills at home and during virtual learning.

b. PSD returned to in person services in July 2021. It is expected that gains in outcomes will be acquired. Program Managers, Site Supervisors, and teaching staff will monitor the progress of DRDP outcomes in 2022-23 to ensure children and families are receiving the support needed for children to reach their goals. This will be achieved through mentoring and coaching of teaching staff, the use of educational interactive software in the classroom, staff training to support professional development, and the use of curriculum that supports DRDP outcomes. Additionally, site supervisors will monitor lesson plans to ensure that activities listed each week support all aspects of children's growth and development. The timeline for completion is May 2023.

15. In accordance with the 5 CCR, section 18279(b)(4) and 18279(b)(6), provide a summary of the findings for areas that:

a. Met standards, and

b. Describe the procedures for ongoing monitoring to ensure that those areas continue to meet standards.

Responses are not limited to space provided. Attach additional (Word document) sheets as necessary.

ELC 01 – Family Selection

a. Eligibility documentation is completed by the CEU in accordance to the Standards.

b. CEU generalists will continue to evaluate state applications for completeness, while ERSEA supervisors will continue to train staff and review paperwork for completeness and accuracy.

ELC 02 – Family Eligibility Requirements

a. PSD provides enrollment information to all parents and ensures that the Centralized Eligibility unit verifies parent information for accuracy and enters documentation into the ChildPlus system in a timely fashion.

b. Requests for proof of a family's birth certificates for all children in the home, income eligibility information, and the current CSPP applications are all readily available in our system and free from error. The policies we have in place to determine eligibility have proven to be effective at ensuring this eligibility is determined accurately, and that this information is available to relevant parties who have a right and need to follow up on this information. The Quality Assurance and ERSEA departments monitor family files throughout the year to ensure compliance with Standards.

ELC 03 – Child Need Requirement Verification for Full-day CSPP

N/A

ELC 04 – Correct Fee Assessed

N/A

ELC 05 – Compliance with Due Process

a. PSD currently meets the state requirements in regards to parental availability of appeal rights, and regular delivery of notices of action and denial to prospective families of the CSPP program. While PSD sends out Notices of Action regularly including instructions for filling out appeals, no family has appealed a decision from the agency during this program year.

b. The Central Eligibility Unit will continue to send out notices of action within 30 days of a state application signature and record the notice of action in the child's file at the site, as well as their electronic file in ChildPlus.

ELC 06 – Recording and Reporting Attendance

- a. PSD currently meets the state requirements in all areas of Recording and Reporting attendance.
- b. PSD is currently transitioning from paper attendance and sign-in/sign-out records to digital attendance and sign-in/sign-out records. We will continue to focus on improving our digital process to decrease/eliminate the number of paper records.

ELC 07 – Parent Involvement and Education

- a. The Agency shares program goals and structures with families on an annual basis during the Parent Policy Council (PC) meetings and they share the goals at the Parent Advisory Committee (PAC) meetings. Parents can ask questions and discuss any aspect of the program to ensure comprehensive communication between staff and parents at the monthly PC or PAC meetings. The PC provides input in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families. PSD has an open-door policy that is shared with families during orientation and PAC meetings. In addition, teaching staff hold conferences with parents twice a year where they discuss their child's progress and goals.

The Agency ensures that staff schedule parent training activities that include training on parenting skills as part of the on-going parent activities and makes parents aware of these activities throughout the year. The parent training topics are posted and distributed to parents at the beginning of the program year during parent orientation and throughout the year at parent meetings, and other meetings, including the use of electronic platforms.

- b. PSD will continue to ensure parent involvement and education through the Parent Policy Council, the Parent Advisory Committee, and Site meetings and conferences. PSD will continue to ensure there is effective, comprehensive communication between staff and families throughout the year.

ELC 08 – Health and Social Services

- a. We are in 100% compliance with Community Care Licensing health requirements, which are considerably more stringent. We maintain uniform record keeping, and health education specialists check compliance numbers weekly. If there are children who are chronically missing health related items, such as well child checkups or lab tests, generalists work with families to ensure that they have health insurance, a medical home, and that other barriers such as transportation are addressed.

PSD is part of the Child and Adult Care Food Program, and we adhere to all program requirements related to portion size, nutritional content, and frequency of meal service. We accommodate all food allergies and have allergy information posted in each site kitchen and classroom. We have a nutritionist and quality assurance specialists who monitor for correct record keeping related to meal service and for diversity and nutritional content of menus.

- b. PSD will continue to monitor compliance with health and social services needs and ensure that referrals are completed to ensure the needs are being addressed. PSD staff will follow-up with families during parent conferences and home visits during the year.

ELC 09 – Site Licensure and License Exempt

- a. PSD currently meets standards for having a current license for each of our sites.
- b. PSD will continue to ensure that each site is appropriately licensed and all fees are up to date.

ELC 10 – Staff-Child Ratios

- a. PSD meets standards for Staff-Child Ratios in accordance with state and licensing requirements.
- b. PSD monitors staff-child ratios daily for all classes to ensure compliance with standards and takes necessary steps to bring in staff when needed.

ELC 12 – Nutritional Needs

- a. PSD currently meets the standards in all areas for Nutritional Needs.
- b. The Health and Nutrition department is working on improving the tracking and monitoring of Nutritional Needs to move from a manual system to an automated system. This is an ongoing project and will be continuously monitored through the end of the 2022-23 Program Year.

ELC 13 – Desired Results Profile and Data

- a. PSD staff utilize the DRDP (2015) to monitor progress of the children's development to create individualized lesson plans and incorporate developmentally appropriate activities into the classroom. Teaching staff discuss the children's' goals and progress during the parent conferences with families. PSD monitors the DRDP assessment at the child, classroom, site, and agency levels to set both individual and agency goals.

PSD utilized the Desired Results Parent Survey tool to collect information from parents. Of the Parent Surveys that were collected, 99% of the parents stated they were either satisfied or very satisfied with the overall quality of the program, approximately 5% of the parents stated they were not satisfied with Interactions with other Parents and Parent Involvement, and 25% of parents stated they would like to receive more information about topics related to their child's care and development.

For children who were enrolled for at least six months of the year, 100% of these children received at least two DRDP assessments for the program year.

- b. PSD will continue to monitor the DRDP outcomes to ensure children are provided with the necessary support to achieve their goals and development. Site Supervisors will continue to monitor lesson plans to ensure that activities listed each week support all aspects of children's growth and development. PSD will continue to encourage more parent involvement with their child's class/site activities and will provide additional information during parent orientation and at the monthly parent meetings.

ELC 14 – Qualified Staff and Director

a. PSD met the Standards for qualified staff and director and has not issued any waivers.

b. PSD maintains minimum qualifications for Teaching Staff (Teacher Aide II, Teacher II, Teacher III, etc.) that meet or exceed State of California CDA requirements and state credentialing requirements. PSD also operates Head Start Classrooms, which require the following Minimum Qualifications:

- Teacher Aide II – Associates' Degree or higher in Child Development, Early Childhood Education (or a closely related field) OR a Child Development Associate Teacher Permit (or higher)
- Teacher II – Associates' Degree or higher in Child Development, Early Childhood Education (or a closely related field) AND a Child Development Teacher Permit (or higher)
- Teacher III – Bachelor's Degree or higher in Child Development, Early Childhood Education (or a closely related field) AND a Child Development Site Supervisor Permit (or higher)

PSD maintains all staff permit expiration dates in a data tracking system (ChildPlus) and monitors the permit expiration dates quarterly to ensure all staff requiring a valid permit are in compliance.

ELC 15 – Staff Development Program

a. PSD provides Professional Development to staff during the Pre-Service and In-Service days throughout the year. Additionally, staff have opportunities to attend trainings through the San Bernardino County Performance Education Resource Center, webinars, conferences, and staff meetings.

b. PSD will continue to provide Pre-Service/In-Service days for staff and will ensure that staff have additional opportunities throughout the year to pursue professional development training. PSD will continue to monitor training documents to ensure staff have completed professional development relevant to the program.

ELC 16 – Refrain from Religious Instruction

a. PSD refrains from all forms of religious instruction or worship. Great effort is made to offer children a wide variety of multicultural and diverse experiences and to promote friendship, caring, tolerance, and peace.

b. PSD's Administrative, classroom, and support services staff receive training annually on cultural diversity, so they are aware of the various cultures represented in the population of families we serve. Parents are asked to share traditions, stories, clothing, and preparations of special foods specific to their cultures. Parents will be invited to share cultural history with other parents and staff during the monthly Parent Advisory Committee Meetings.

ELC 17 – Inventory Records

a. PSD does not currently have any purchase of equipment under the state program for the PY 2021-2022.

b. PSD will continue its ongoing monitoring to ensure that we create/maintain a list of inventory, if applicable, for all equipment and all non-disposable items with an estimated useful life of more than one year, purchased in whole or in part with early education contracts fund.

ELC 18 – Annual Evaluation Plan

a. PSD conducted an annual evaluation plan and identified areas that met standards and the areas that need improvement.

b. PSD will continue to monitor all aspects of the program using the Early Education Program Instrument to ensure that all areas continue to meet standards and to ensure that areas in need of improvement are being addressed in accordance with the plan of action.

ELC 19 – Fiscal Reporting

a. PSD meets standards regarding our expenditures; and claims for reimbursement are substantiated with supporting documentation.

b. PSD will continue to ensure that supporting backup documentation is available to substantiate our expenditures and claims for reimbursement.

ELC 20 – Annual Fiscal Audit

a. PSD meets standards regarding submission of the annual Fiscal audit to CDE timely.

b. PSD will continue to monitor submission dates for the Annual Fiscal audit to ensure that reports are submitted timely and will maintain evidence of our annual submissions when we submit our claims.

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PRESCHOOL SERVICES DEPARTMENT

SCHOOL READINESS GOALS

2021-2022

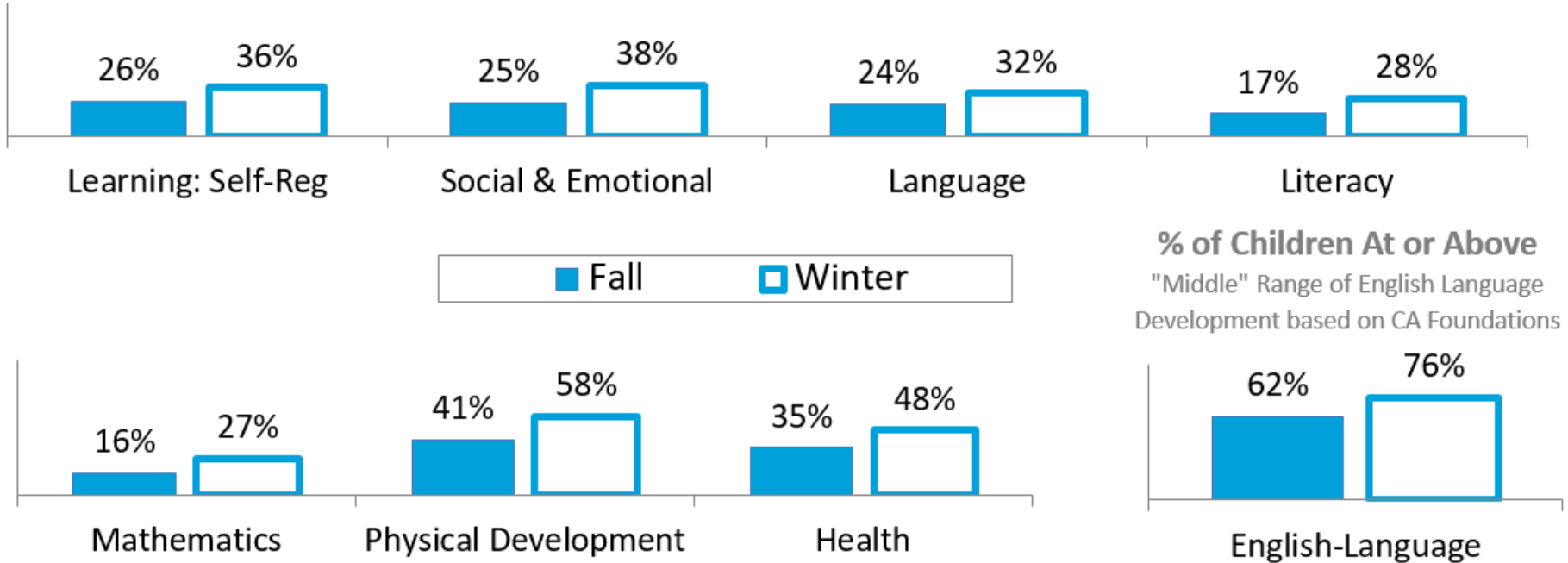
Education Program Managers



DRDP Results for Preschoolers: Winter 2021-2022 Rating Period

Domain Comparison for All Preschoolers

Winter 2021-2022 Percentage of Children At or Above Foundation Expectations

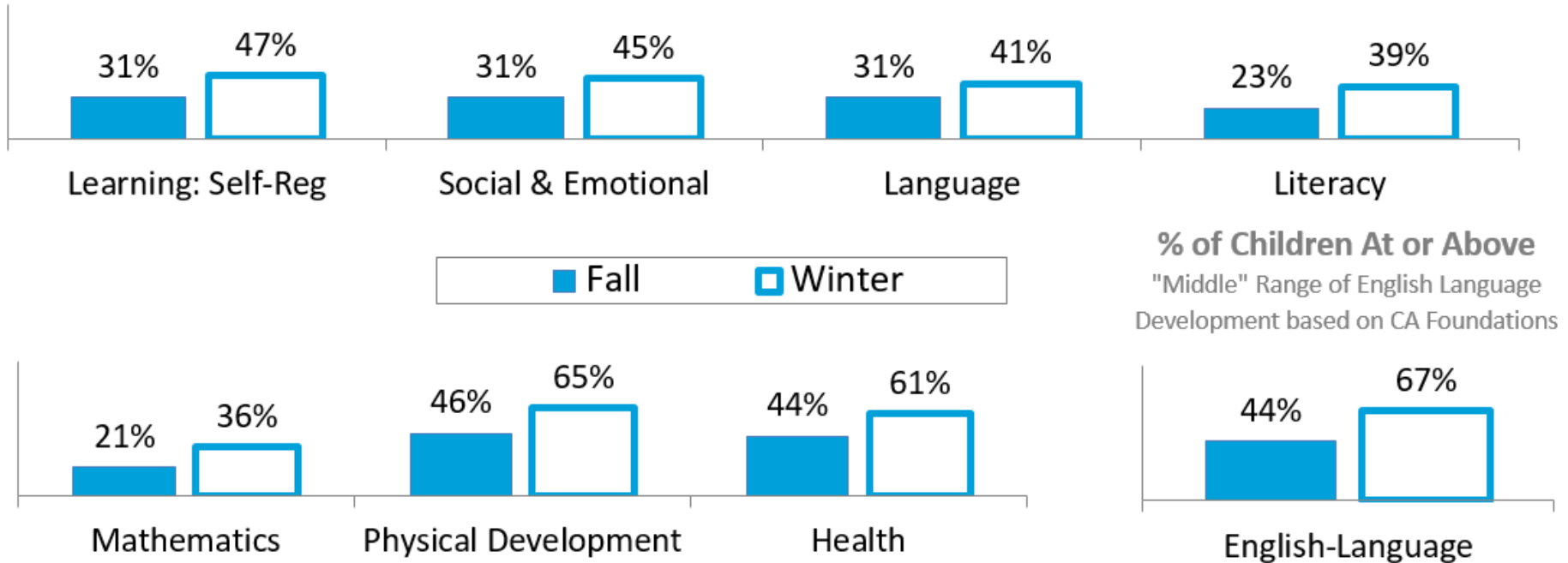


	Total
# of Children	1,727
Average Age (years)	4.2
% of English Language Learners	19%

DRDP Results for Preschoolers: Winter 2021-2022 Rating Period

Domain Comparison for 3 Yr Old (K in 2023) Children

Winter 2021-2022 Percentage of Children At or Above Foundation Expectations

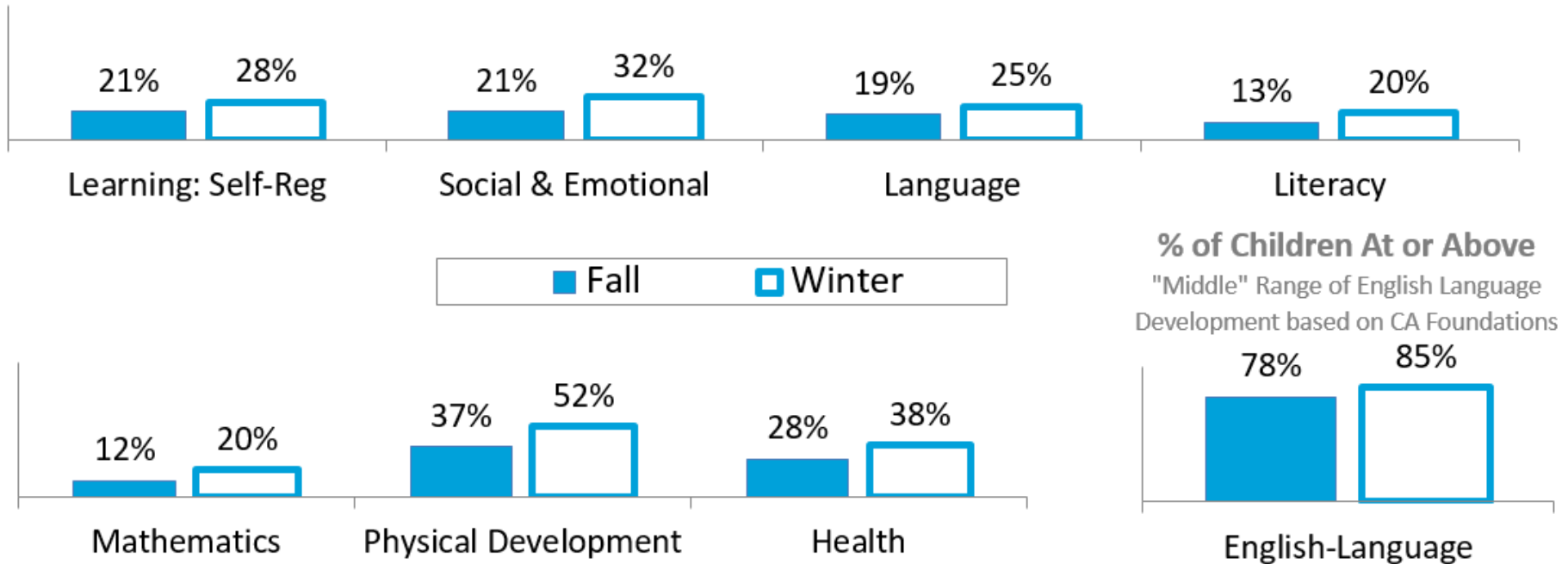


	Total
# of Children	757
Average Age (years)	3.8
% of English Language Learners	19%

DRDP Results for Preschoolers: Winter 2021-2022 Rating Period

Domain Comparison for 4 Yr Old (K in 2022) Children

Winter 2021-2022 Percentage of Children At or Above Foundation Expectations

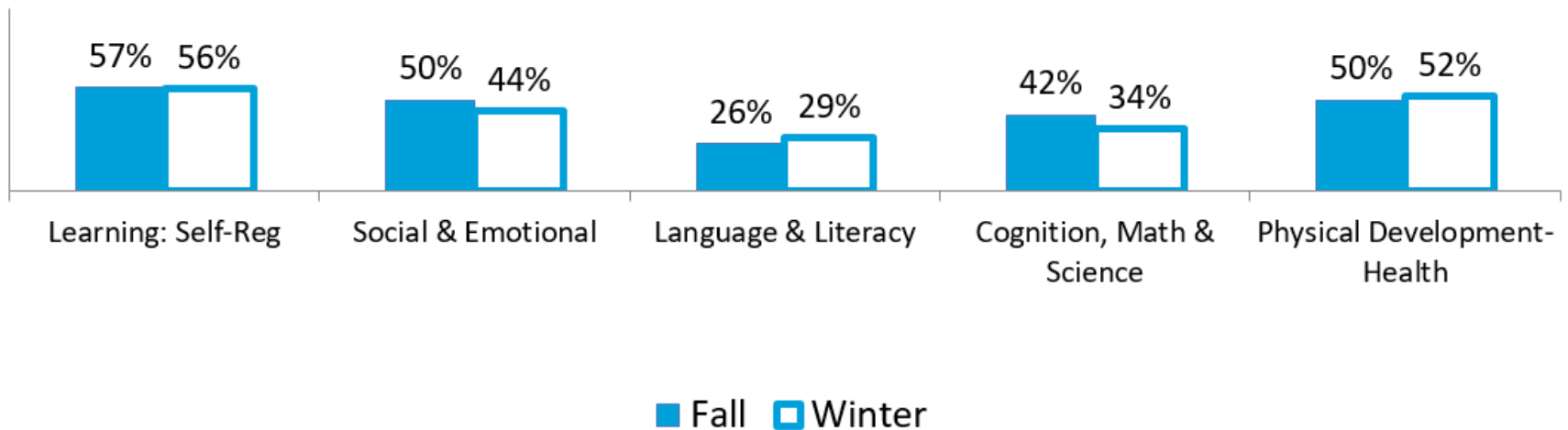


	Total
# of Children	891
Average Age (years)	4.6
% of English Language Learners	19%

DRDP Results for Infants & Toddlers: Winter 2021-2022 Rating Period

Domain Comparison for All Infants & Toddlers

Winter 2021-2022 Percentage of Children At or Above Foundation Expectations

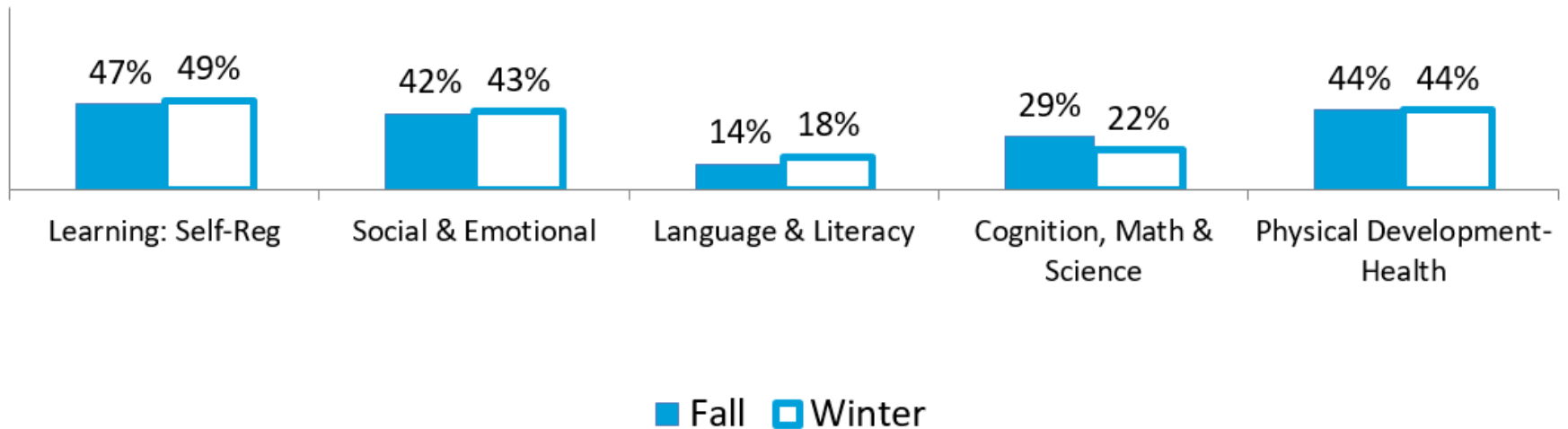


	Total
# of Children	316
Average Age (years)	2.0
% of English Language Learners	14%

DRDP Results for Infants & Toddlers: Winter 2021-2022 Rating Period

Domain Comparison for 1 Yr Old (K in 2025) Children

Winter 2021-2022 Percentage of Children At or Above Foundation Expectations

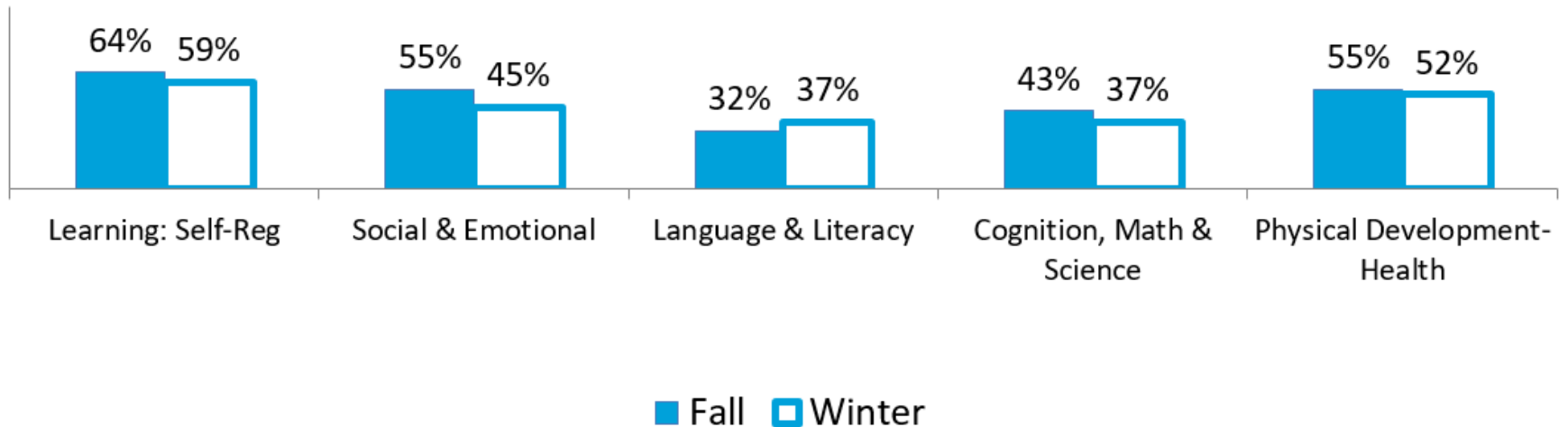


	Total
# of Children	106
Average Age (years)	1.7
% of English Language Learners	12%

DRDP Results for Infants & Toddlers: Winter 2021-2022 Rating Period

Domain Comparison for 2 Yr Old (K in 2024) Children

Winter 2021-2022 Percentage of Children At or Above Foundation Expectations



	Total
# of Children	168
Average Age (years)	2.5
% of English Language Learners	16%

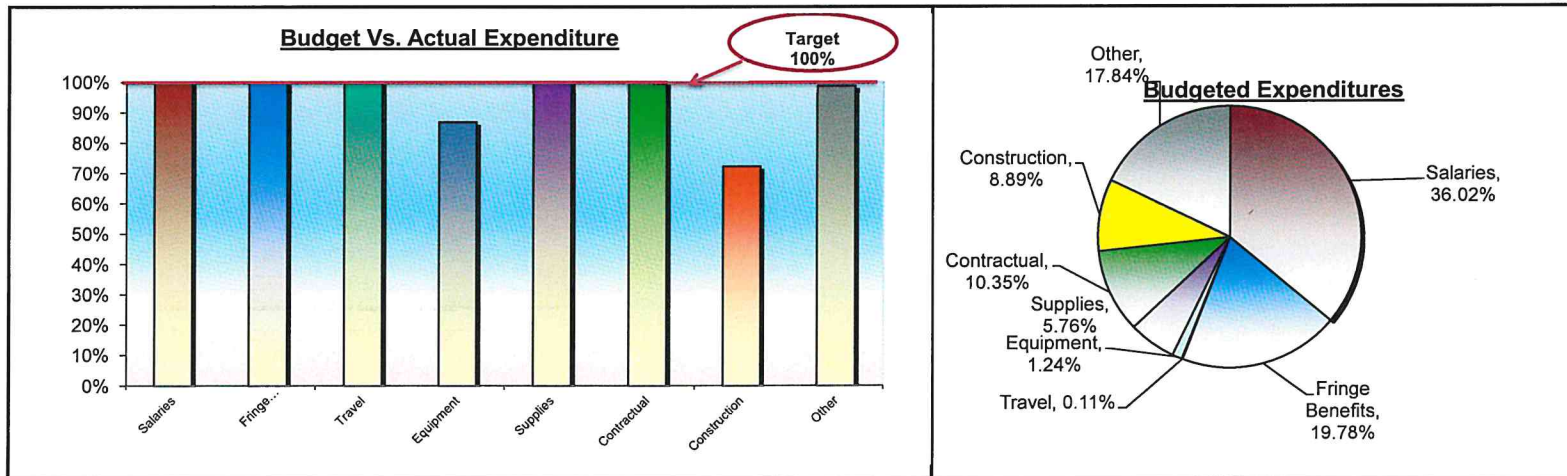
THANK YOU!



County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2019-20 As of April 30, 2022

Head Start

Budget Categories	(A) Modified Budget	(B) Year-To-Date Actual	(C) Available Budget (A) - (B)	(D) Projected Low Cost Extension	(E) Total YTD + PRJ (B) + (D)	(F) Budget Balance (A) - (E)	(G) Budget vs. Actual Exp.% (B) / (A)
Expenditures							
A Salaries	19,209,814	19,208,418	1,396	-	19,208,418	1,396	100.0%
B Fringe Benefits	10,548,748	10,547,084	1,664	-	10,547,084	1,664	100.0%
C Travel	58,880	58,880	(0)	-	58,880	(0)	100.0%
D Equipment	663,200	575,674	87,526	99,007	674,681	(11,481)	86.8%
E Supplies	3,073,027	3,280,678	(207,651)	-	3,280,678	(207,651)	106.8%
F Contractual	5,517,718	5,518,429	(711)	-	5,518,429	(711)	100.0%
G Construction	4,743,372	3,424,634	1,318,738	990,264	4,414,898	328,474	72.2%
H Other	9,514,949	9,395,218	119,731	55,233	9,450,451	64,498	98.7%
Total Direct Costs	53,329,708	52,009,015	1,320,693	1,144,504	53,153,518	176,190	97.5%
Percentage (%) Analysis	100.0%	97.5%	2.5%	2.1%	99.7%	0.3%	2.5%

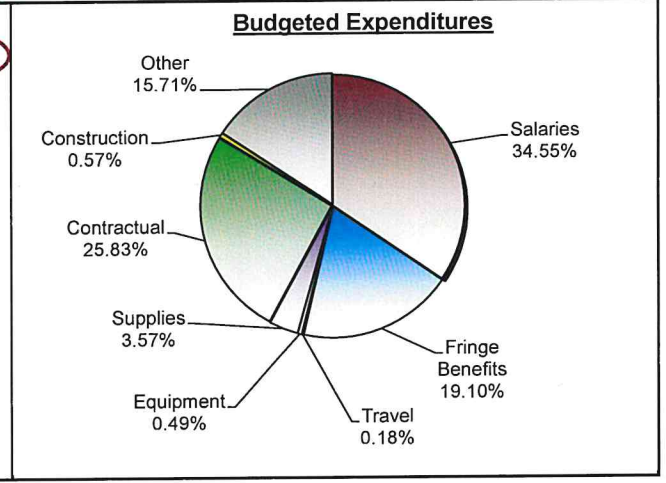
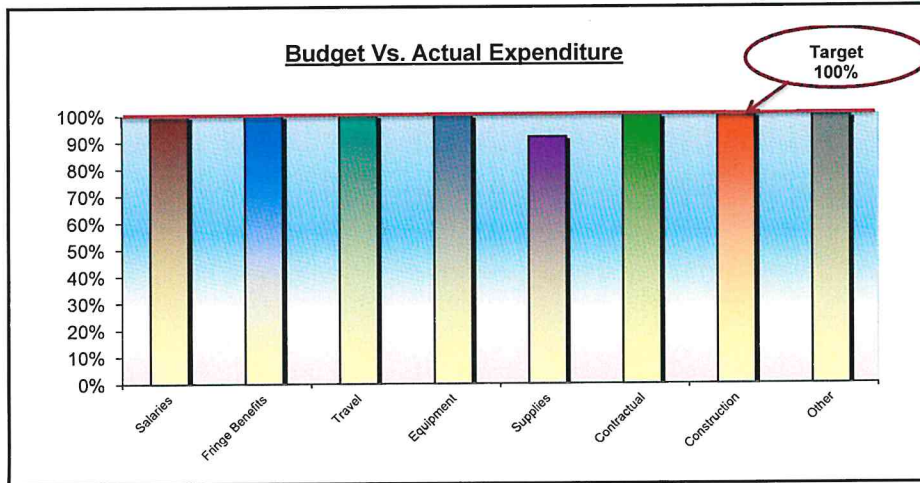


County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2019-20

As of April 30, 2022

Early Head Start

	(A)	(B)	(C)	(D)	(E)	(F)	(I)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Low Cost Extension	Total YTD + PRJ (B) + (D)	Budget Balance I (A) - (E)	Budget vs. Actual Exp.% (B) / (A)
Expenditures							
A Salaries	1,799,329	1,799,329	0	-	1,799,329	0	100.0%
B Fringe Benefits	994,841	994,841	(0)	-	994,841	(0)	100.0%
C Travel	9,280	9,280	0	-	9,280	0	100.0%
D Equipment	25,468	25,468	-	-	25,468	-	100.0%
E Supplies	185,809	171,050	14,759	-	171,050	14,759	92.1%
F Contractual	1,345,192	1,345,192	(0)	-	1,345,192	(0)	100.0%
G Construction	29,827	29,827	-	-	29,827	-	100.0%
H Other	817,966	817,967	(1)	-	817,967	(1)	100.0%
Total Direct Costs	5,207,712	5,192,952.81	14,759	-	5,192,953	14,759	99.7%
Percentage (%) Analysis	100.0%	99.7%	0.3%	0.0%	99.7%	0.3%	# 0.3%



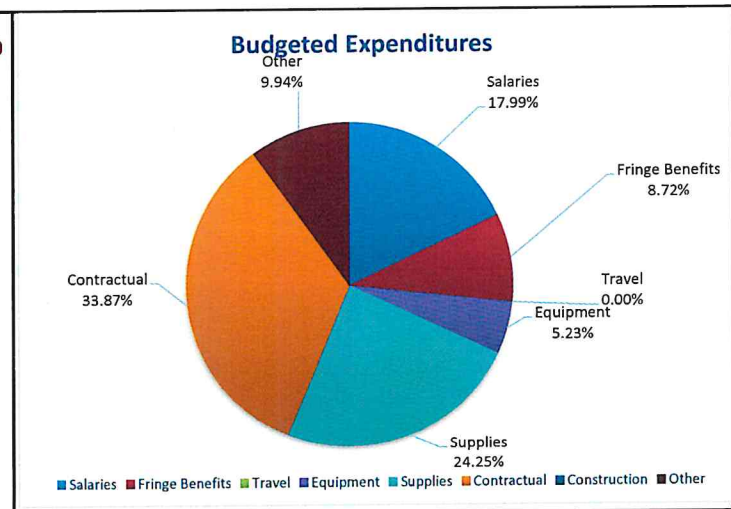
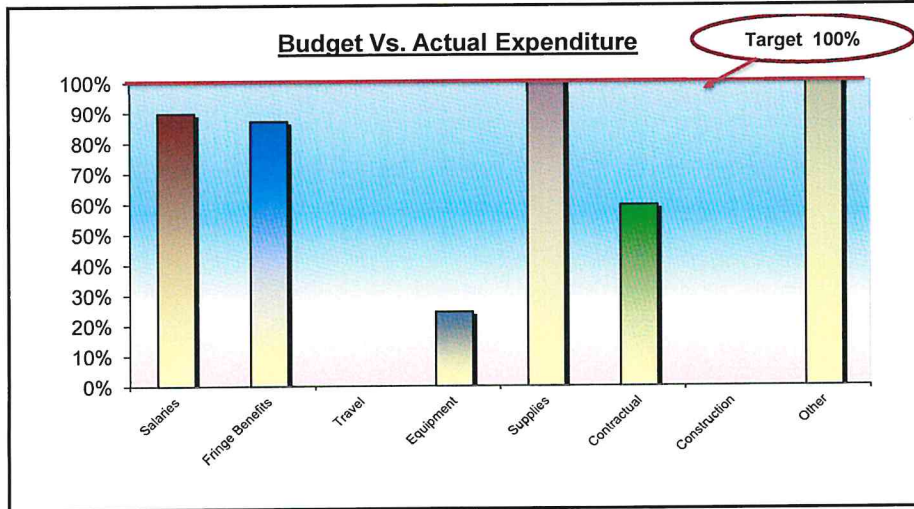
County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2020 Through FY 2021 As of April 30, 2022

CARES Act Funding

Budget Categories	(A) Modified Budget	(B) Year-To-Date Actual	(C) Available Budget (A) - (B)	(D) Projected Expenditure	(E) Total YTD + PRJ (B) + (D)	(F) Budget Balance (A) - (E)	(G) Budget vs. Actual Exp.% (B) / (A)
Expenditures							
A Salaries	701,146	629,229	71,917	-	629,229	71,917	89.7%
B Fringe Benefits	339,776	295,970	43,806	-	295,970	43,806	87.1%
C Travel	-	-	-	-	-	-	0.0%
D Equipment	204,000	50,056	153,944	48,002	98,058	105,942	24.5%
E Supplies	945,055	1,403,801	(458,746)	1,282	1,405,083	(460,028)	148.5%
F Contractual	1,320,161	786,613	533,548	-	786,613	533,548	59.6%
G Construction	-	-	-	-	-	-	0.0%
H Other	387,374	682,560	(295,186)	-	682,560	(295,186)	176.2%
Total Direct Costs	3,897,512	3,848,228	49,284	49,284	3,897,512	(0)	98.7%

Percentage (%) Analysis

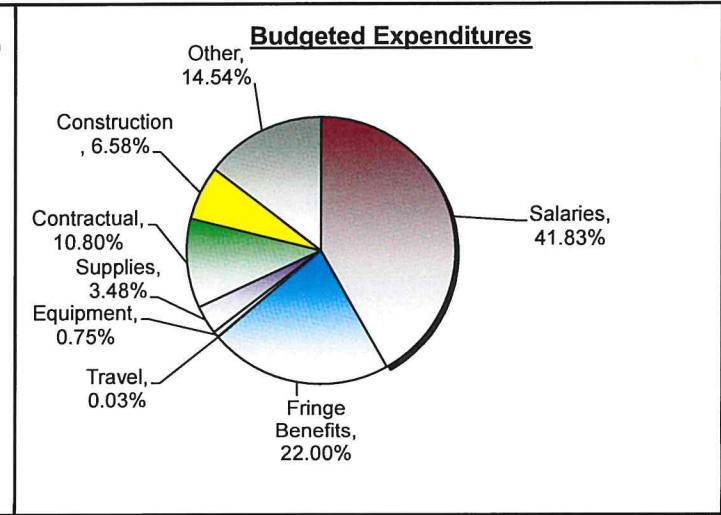
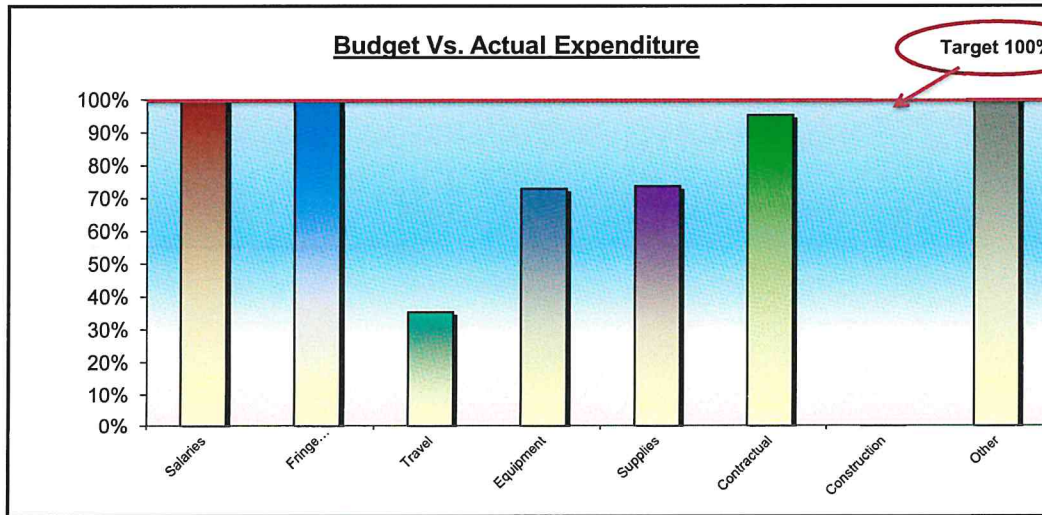
100.0% 98.7% 1.3% 1.3% 100.0% 0.0% **1%**



County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2020-21 As of April 30, 2022

Head Start

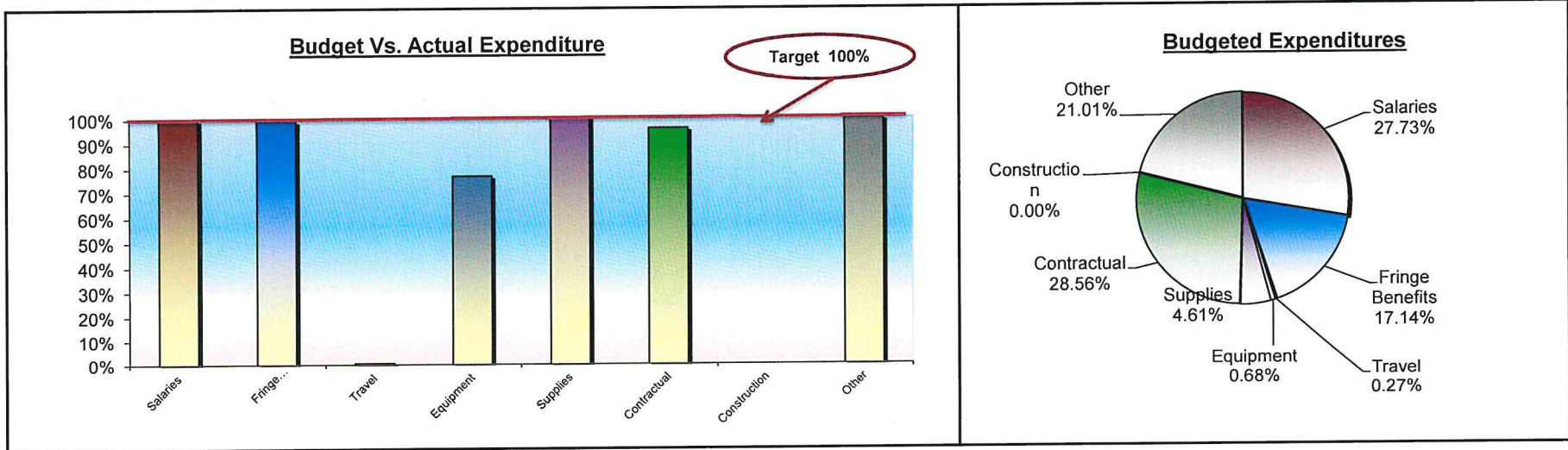
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)	Carryover Request	Final Budget Balance (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
Expenditures									
A Salaries	18,608,044	18,618,387	(10,343)	-	18,618,387	(10,343)		(10,343)	100.1%
B Fringe Benefits	9,784,544	9,785,785	(1,241)	-	9,785,785	(1,241)		(1,241)	100.0%
C Travel	13,606	4,802	8,804	-	4,802	8,804		8,804	35.3%
D Equipment	332,272	242,119	90,153	47,233	289,351	42,921		42,921	72.9%
E Supplies	1,547,255	1,139,160	408,095	100,713	1,239,873	307,382		307,382	73.6%
F Contractual	4,802,417	4,572,775	229,642	-	4,572,775	229,642		229,642	95.2%
G Construction	2,926,763	566	2,926,197	-	566	2,926,197	3,057,507	(131,310)	0.0%
H Other	6,467,888	6,558,970	(91,082)	86,527	6,645,497	(177,609)		(177,609)	101.4%
Total Direct Costs	44,482,789	40,922,564	3,560,225	234,473	41,157,038	3,325,751	3,057,507	268,244	92.0%
Percentage (%) Analysis	100.0%	92.0%	8.0%	0.5%	92.5%	7.5%	6.9%	0.6%	8.0%



County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2020-21 As of April 30, 2022

Early Head Start

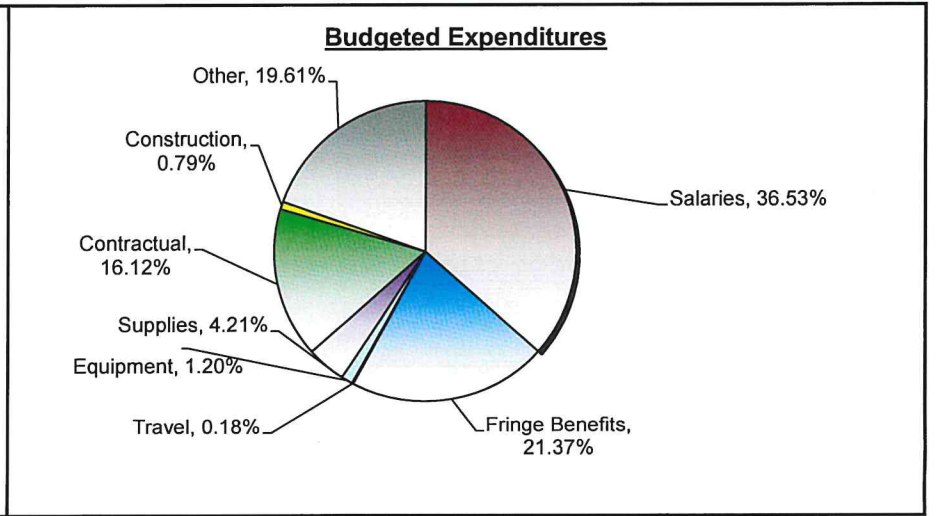
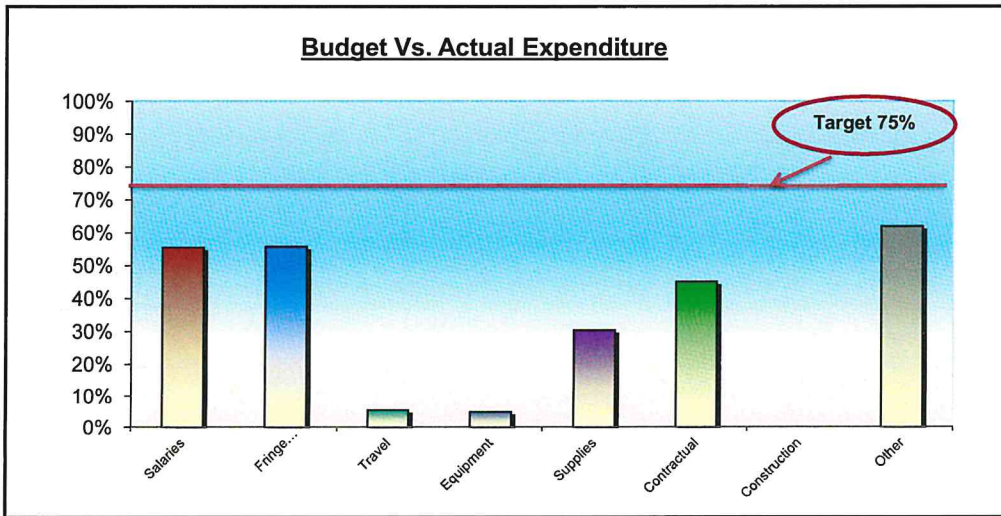
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance I (A) - (E)	Carryover Request	Final Budget Balance (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
Expenditures									
A Salaries	1,670,238	1,669,458	780	-	1,669,458	780		780	100.0%
B Fringe Benefits	1,032,370	1,026,070	6,300	-	1,026,070	6,300		6,300	99.4%
C Travel	16,450	107	16,343	-	107	16,343		16,343	0.6%
D Equipment	41,111	31,619	9,492	-	31,619	9,492		9,492	76.9%
E Supplies	277,558	341,115	(63,557)	-	341,115	(63,557)		(63,557)	122.9%
F Contractual	1,720,402	1,655,057	65,345	-	1,655,057	65,345		65,345	96.2%
G Construction	-	-	-	-	-	-		-	0.0%
H Other	1,265,793	1,268,209	(2,416)	32,287	1,300,496	(34,703)		(34,703)	100.2%
Total Direct Costs	6,023,922	5,991,635	32,287	32,287	6,023,922	(0)	-	(0)	99.5%
Percentage (%) Analysis	100.0%	99.5%	0.5%	0.5%	100.0%	0.0%	0.0%	0.0%	0.5%



County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2021-22 As of April 30, 2022

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)	Pending Budget Transfer Transf.-In (i)	Transf.-Out (ii)	Final Budget Balance (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
Expenditures										
A Salaries	23,063,481	12,802,102	10,261,379	7,449,560	20,251,662	2,811,819		(2,811,819)	0	55.5%
B Fringe Benefits	13,493,930	7,527,429	5,966,501	3,814,901	11,342,330	2,151,600		(2,151,600)	(0)	55.8%
C Travel	111,536	6,248	105,288	33,762	40,010	71,526		(71,526)	(0)	5.6%
D Equipment	755,410	37,895	717,515	1,700,474	1,738,369	(982,959)	982,959		-	5.0%
E Supplies	2,658,952	810,785	1,848,167	1,892,811	2,703,596	(44,644)	44,644		0	30.5%
F Contractual	10,177,789	4,594,893	5,582,896	4,301,627	8,896,520	1,281,269		(1,281,269)	(0)	45.1%
G Construction	500,000	-	500,000	-	-	500,000		(500,000)	-	0.0%
H Other	12,381,627	7,681,005	4,700,622	10,489,233	18,170,238	(5,788,611)	5,788,611		(0)	62.0%
Total Direct Costs	63,142,725	33,460,358	29,682,367	29,682,367	63,142,725	(0)	6,816,214	(6,816,214)	(0)	53.0%
Percentage (%) Analysis	100.0%	53.0%	47.0%	47.0%	100.0%	0.0%	10.8%	-10.8%	0.0%	22.0%

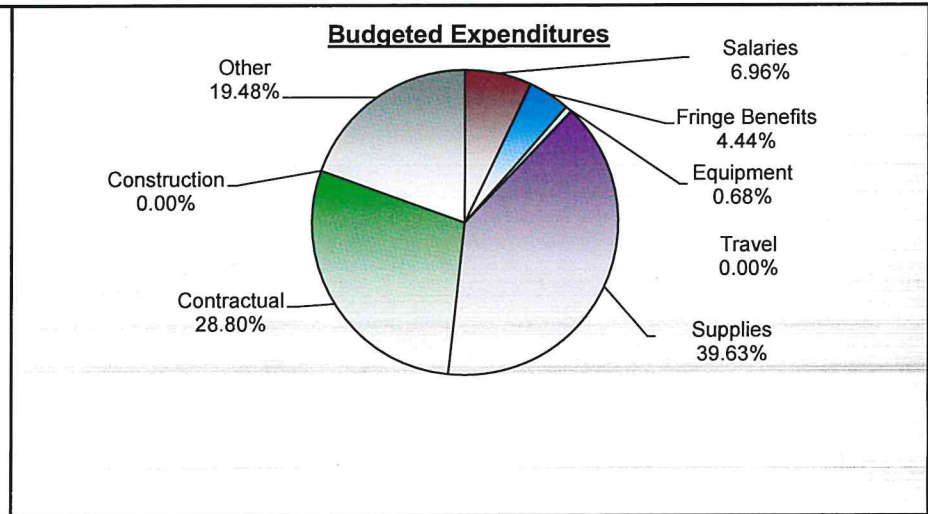
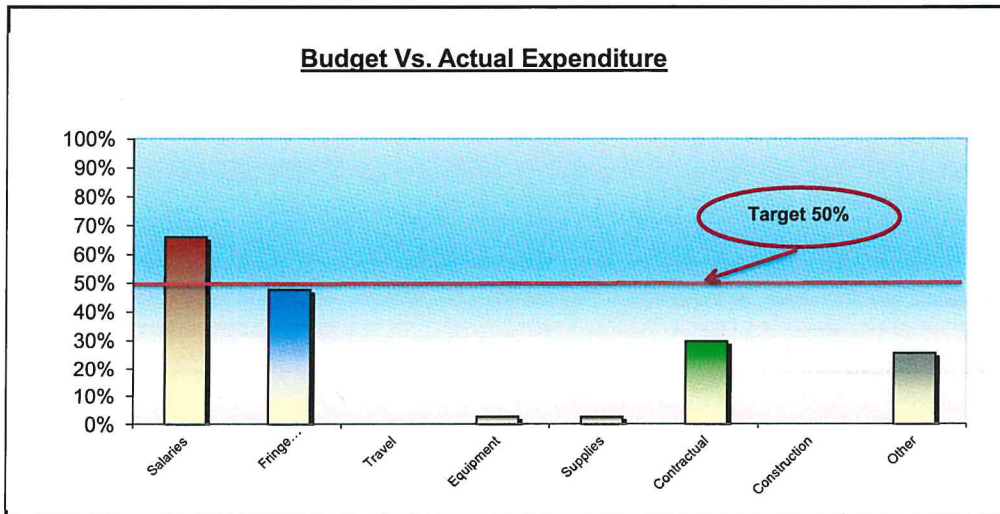


County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report April 1, 2021 to March 31, 2023 (for 24 months) As of April 30, 2022

CRRSA & ARP

Budget Categories	(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)	(G)
	Adopted Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)	Pending Budget Transfer		Final Budget Balance (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
							Transf.-In (i)	Transf.-Out (ii)		
Expenditures										
A Salaries	459,804	303,611	156,193	1,098,408	1,402,019	(942,215)			(942,215)	66.0%
B Fringe Benefits	293,486	140,335	153,151	457,519	597,854	(304,368)			(304,368)	47.8%
C Travel	-	-	-	-	-	-			-	0.0%
D Equipment	45,000	1,201	43,799	-	1,201	43,799			43,799	2.7%
E Supplies	2,616,498	69,397	2,547,101	1,735,966	1,805,363	811,135			811,135	2.7%
F Contractual	1,901,690	568,877	1,332,813	1,227,673	1,796,550	105,140			105,140	29.9%
G Construction	-	-	-	-	-	-			-	0.0%
H Other	1,286,597	331,439	955,158	668,650	1,000,089	286,508			286,508	25.8%
Total Direct Costs	6,603,075	1,414,859	5,188,216	5,188,216	6,603,075	0	-	-	0	21.4%

Percentage (%) Analysis 100.0% 21.4% 78.6% 78.6% 100.0% 0.0% 0.0% **28.6%**



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Preschool Services Department

Head Start Program Information Report

May 19, 2022

- PIR is designed to collect and make public program information of every Head Start recipient in the nation
- PIR has no identifiable information and can be accessed by the public upon request
- It is not intended to be used for compliance monitoring
- All recipients are required to collect all necessary information and submit to the Office of Head Start by August 31 of each program year

- PIR is not a tool to measure Continuous Quality Improvement
- PSD uses a diverse variety of metrics
- These are tied to program, child, and family goals and reported out at various times throughout the year, school readiness, County measures, etc
- PIR gives us a starting point for asking more in depth questions regarding program components, delivery systems, and efficacy

- A. Program Information
- B. Program Staff and Qualifications
- C. Child and Family Services
- D. Grant Level Questions

- General Information
- PIR Reporting Timeframes
- Funded Enrollment
 - Funding source
 - Program option
 - Child care partners
- Classes in Center Based
- Cumulative Enrollment
 - Age
 - Transition
 - Attendance
 - Language
 - Race and Ethnicity
- Record Keeping- title of system

- Total Staff/ Volunteers
 - By type- Head Start/Non Head Start Parents
 - Contractors/ Non Contractors
- Education and Child Development Staff
 - Classroom/ Non Classroom Staff
 - HS/EHS
 - Staff Qualifications
 - Salary
 - Language
 - Race/Ethnicity
- Staff Turnover
 - All staff/ Educational Staff

- Health Services
 - Health Insurance
 - Medical/Dental Home-at enrollment/completion
 - BMI/ Immunizations
 - Chronic Conditions
 - Mental Health Services
- Disabilities Services
 - IDEA Eligibility
 - Part B Services (10 % service goal)
 - Part C Services (10 % service goal)
 - Primary Disability

- Education and Development Tools/Approaches
 - Screening
 - Assessment
 - Curriculum
 - Classroom and Home Visit Observation Tools
- Family and Community Partnerships
 - Descriptive Guardian Information- one/two parent, kinship care, foster
 - Guardian Education, Employment, Military, SSI, TANF, WIC, SNAP
Family Services Received
 - Father Engagement
 - Homeless Services
 - Foster care

- Intensive Coaching
 - Received/Provided
- Management Staff Salaries
 - Directors, Content Areas Managers, Fiscal Officer (CFO)
- Education Management Staff Qualifications
- Family Services Staff Qualifications
- Formal Agreements for Collaborations
 - LEAs
 - Child Care Partners





San Bernardino County (SBC) Head Start Shared Governance Board

JOE BACA JR., CHAIR
SBC Fifth District Supervisor

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

MICHAEL SEQUEIRA, MD, PUBLIC HEALTH OFFICER
SBC Public Health

DR. GEORGINA YOSHIOKA, INTERIM DIRECTOR
SBC Behavioral Health

JANKI PATEL, CHILDREN'S NETWORK OFFICER
SBC Children's Network

LORENA ALATORRE
Head Start Policy Council Chair
Crestline Head Start
SGB Representative

TANISHA BRADLEY
Head Start Policy Council Member
Community Representative
SGB Representative

JEANETTE SENEVIRATNE
Head Start Policy Council Member
Community Representative
SGB Representative

Shared Governance Board Delegate Appointment Form

Mail to: PSD | Attn: Shar Robinson | 662 S. Tippecanoe Ave., San Bernardino, CA 92415-0630

Fax to: (909) 383-2080 | Email to: Sharmaine.Robinson@psd.sbcounty.gov

The Head Start Shared Governance Member: Ted Alejandre

Title: County Superintendent

wishes to appoint: Myrlene Pierre to serve as Delegate for a one-year term beginning July 1, 2022 through June 30, 2023 to represent the member in the event 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 SGB members.

Appointee Title: Assistant Superintendent, Student Services

By signing below, the Head Start Shared Governance Board Member authorizes the appointee to serve on the Head Start Shared Governance Board in the absence of the Member, and acknowledges the appointee shall act in the capacity of the member for purposes of that meeting, including full voting rights. The member further confirms by signing below that the appointee has consented to this appointment.

[Handwritten signature]

Head Start Shared Governance Board Member (signed)

5/10/22

Date

Ted Alejandre

SGB Member (printed)

If you have any questions, please contact Preschool Services Department Administration at 909-383-2005 or Shar Robinson at Sharmaine.robinson@psd.sbcounty.gov . Thank you.

Rev. 4/2022



San Bernardino County (SBC) Head Start Shared Governance Board

JOE BACA JR., CHAIR
SBC Fifth District Supervisor

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

MICHAEL SEQUEIRA, MD, PUBLIC HEALTH OFFICER
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Fax to: (909) 383-2080 | Email to: Sharmaine.Robinson@psd.sbcounty.gov

The Head Start Shared Governance Member: Dr. Georgina Yoshioka

Title: Interim Director

wishes to appoint: Michael Knight to serve as Delegate for a one-year term beginning July 1, 2022 through June 30, 2023 to represent the member in the event 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 SGB members.

Appointee Title: Assistant Director

By signing below, the Head Start Shared Governance Board Member authorizes the appointee to serve on the Head Start Shared Governance Board in the absence of the Member, and acknowledges the appointee shall act in the capacity of the member for purposes of that meeting, including full voting rights. The member further confirms by signing below that the appointee has consented to this appointment.

[Signature]
Head Start Shared Governance Board Member (signed)

5/17/2022
Date

Dr. Georgina Yoshioka
SGB Member (printed)

If you have any questions, please contact Preschool Services Department Administration at 909-383-2005 or Shar Robinson at Sharmaine.robinson@psd.sbcounty.gov . Thank you. Rev. 4/2022

Agenda Item 7.2 Annual SGB& PSD Items 22/23

MONTH	POLICY COUNCIL	SHARED GOVERNANCE BOARD
July 2021	19th Meeting	No Meeting
August 2021	16th Meeting <ol style="list-style-type: none"> 1. Policy Council Reimbursement Procedures 2. Strategic Planning 3. School Readiness Goals/Child Outcomes – Comparison of Assessment 1, 2 and 3 – Review (previous year data) 4. Child and Adult Care Food Program (CACFP) Application 5. Quarterly Performance Measures 	19th Meeting <ol style="list-style-type: none"> 1. SGB Training – ERSEA 2. School Readiness Goals/Child Outcomes – Comparison of Assessment 1, 2 and 3 – Review (previous year data) 3. Child and Adult Care Food Program (CACFP) Application (<i>Approval</i>) 4. Health & Safety Screener and Governance Screeners – <i>as needed for Year 1 of Grants</i>
September 2021	20th Meeting <ol style="list-style-type: none"> 1. Nutrition Report 2. Approval of Community Representative(s) for 2020/21 <ol style="list-style-type: none"> 1. Self-Assessment Schedule & Plan New Policy Council Orientation/Meeting 29th & 30th of September Orientation Training <ol style="list-style-type: none"> 1. Training and Election of Officers 2. Exec. Board Planning/Agenda Setting Committee 3. Childcare Planning Council & Region 9 Rep. Election 4. Shared Governance Board Representatives 5. Policy Council Code of Conduct 	No Meeting
October 2021	18th Meeting <ol style="list-style-type: none"> 1. Apprenticeship Program 2. CSPP Application 3. School Readiness Baseline Outcomes – Overview/Review 	21st Meeting <ol style="list-style-type: none"> 1. Introduction of newly elected Policy Council Representatives 2. SGB By-laws and policies – as needed Governing Bodies/Shared Decision Making; Governance Internal Dispute Resolution/Impasse; and Community Complaint Procedure 3. Final Program Information Report - Review 4. Program Self-Assessment Participation Notice/Invite 5. School Readiness Baseline Outcomes – Overview/Review 6. CSPP Application – <i>Approval</i> 7. SGB Training – Governance Responsibilities
November 2021	15th Meeting <ol style="list-style-type: none"> 1. Policy Council By-Laws 2. Self-Assessment Update 	No Meeting
December 2021	20th Meeting <ol style="list-style-type: none"> 1. Community Assessment – Overview/approve 2. Overview of Standards of Conduct for staff 3. Personnel Rules (Excerpts & Standards of Conduct) 4. Attendance Procedure 	No Meeting

January 2022	18th Meeting <ol style="list-style-type: none"> Administration for Children and Families Grant Application– Narrative and Budget to include Goals & Objectives – <i>Tentative</i> Plans Presentation Preschool Services Annual Report 2019/20 – Review 	20th Meeting <ul style="list-style-type: none"> Policy Council By-Laws – Approval Community Assessment - Overview & Analysis - Approval Self-Assessment Report – Review Shared Governance Board Vice-Chair Election Prior Year Financial Audit Results – Independent Auditors Report - Review Preschool Services Annual Report – Approval of Draft ACF Grant Application– Tentative Plans Presentation SGB Training – Parent Family Community Engagement & Policy Council
February 2022	22nd Meeting <ol style="list-style-type: none"> Administration for Children and Families Grant Application– Narrative and Budget to include Goals & Objectives – Tentative Plans Presentation Self-Assessment Corrective Action Plan Update ERSEA Selection Criteria Policy 	No Meeting
March 2022	21st Meeting <ol style="list-style-type: none"> Delegate Agency & Contract Agencies – Approval Administration for Children and Families Grant Application (GABI) – Narrative and Budget to include Goals & Objectives– Approval School Readiness Goals/Child Outcomes – Comparison of Assessment 1 and 2 – Review Next Year Quarterly Performance Measures Presentation Corrective Action Plans – Self-Assessment Approval and Federal and/or State Reviews when needed 	24th Meeting <ol style="list-style-type: none"> ERSEA Selection Criteria Policy – Approval Delegate Agency & Contract Agency contracts – Every 5 years (2025) ACF Grant Application (GABI) – Narrative and Budget to include Goals & Objectives– Approval School Readiness Goals/Child Outcomes – Comparison of Assessment 1 and 2 – Review Corrective Action Plans – Self-Assessment Approval and Federal and/or State Reviews - as needed Next Program Year (PY) Quarterly Performance Measures SGB Training- Facilities/School Readiness
April 2022	18th Meeting	No Meeting
May 2022	16th Meeting <ol style="list-style-type: none"> Financial Audit Results Planning Road Map - Approval Shared Governance Calendar of Activities - Approval 	19th Meeting <ol style="list-style-type: none"> Prior Year Financial Audit Results – Review Single Audit Next PY Planning Road Map Roadmap - Approval Next PY Governance Calendar of Activities - Approval State Program Self-Evaluation Report - Review Next PY SGB Calendar - Approval Next PY SGB Delegate Appointments - Approval SGB Training – Final PIR
June 2022	21st Meeting <ol style="list-style-type: none"> Family Community Engagement (FCE) Training Attendance Report 	No Meeting

Policy Council Approved, 5/16/2022
Shared Governance Board Approved, 5/19/2022

MONTH	POLICY COUNCIL	SHARED GOVERNANCE BOARD
July 2022	<p>18th Meeting</p> <ol style="list-style-type: none"> 1. Update 4th Quarter County Performance Measures 	No Meeting
August 2022	<p>15th Meeting</p> <ol style="list-style-type: none"> 1. Policy Council Reimbursement Procedures 2. Strategic Planning 3. School Readiness Goals/Child Outcomes – Comparison of Assessment 1, 2 and 3 – Review (previous year data) 4. Child and Adult Care Food Program (CACFP) Application 5. 	<p>18th Meeting</p> <ol style="list-style-type: none"> 1. SGB Training – ERSEA 2. School Readiness Goals/Child Outcomes – Comparison of Assessment 1, 2 and 3 – Review (previous year data) 3. Child and Adult Care Food Program (CACFP) Application (<i>Approval</i>) 4. Health & Safety Screener and Governance Screeners – <i>as needed for Year 1 of Grants</i> 5. Update 4th Quarter County Performance Measures
September 2022	<p>19th Meeting</p> <ol style="list-style-type: none"> 1. Nutrition Report 2. Approval of Community Representative(s) for 2020/21 3. Self-Assessment Schedule & Plan New Policy Council Orientation/Meeting 	No Meeting
October 2022	<p>4th & 5th Policy Council Orientation Training</p> <ol style="list-style-type: none"> 1. Training and Election of Officers 2. Exec. Board Planning/Agenda Setting Committee 3. Childcare Planning Council & Region 9 Rep. Election 4. Shared Governance Board Representatives 5. Policy Council Oath of Office & Code of Conduct 6. Update 1st Quarter County Performance Measures <p>17th Meeting</p> <ol style="list-style-type: none"> 1. Apprenticeship Program 2. CSPP Application 	<p>20th Meeting</p> <ol style="list-style-type: none"> 1. Introduction of newly elected Policy Council Representatives 2. SGB By-laws and policies – as needed Governing Bodies/Shared Decision Making; Governance Internal Dispute Resolution/Impasse; and Community Complaint Procedure – as needed 3. Final Program Information Report - Review 4. Program Self-Assessment Participation Notice/Invite 5. CSPP Application – <i>Approval</i> 6. SGB Training – Governance Responsibilities/School Readiness 7. Update 1st Quarter County Performance Measures
November 2022	<p>21st Meeting</p> <ol style="list-style-type: none"> 1. Policy Council By-Laws 2. Self-Assessment Update 	No Meeting
December 2022	<p>19th Meeting</p> <ol style="list-style-type: none"> 1. Community Assessment – Overview/approve 2. Overview of Standards of Conduct for staff 3. Personnel Rules (Excerpts & Standards of Conduct) 4. Attendance Procedure 	No Meeting
January 2023	<p>17th Meeting</p> <ol style="list-style-type: none"> 1. Administration for Children and Families Grant Application– Narrative and Budget to include Goals & Objectives – <i>Tentative</i> Plans Presentation 2. Preschool Services Annual Report 2019/20 – Review 3. Community Assessment - Overview & Analysis – Review 4. School Readiness Baseline Outcomes – Overview/Review 5. Update 2nd Quarter County Performance Measures 	<p>19th Meeting</p> <ol style="list-style-type: none"> 1. Policy Council By-Laws – Approval 2. Community Assessment - Overview & Analysis - Review 3. Self-Assessment Report – Review 4. Shared Governance Board Vice-Chair Election 5. Prior Year Financial Audit Results – Independent Auditors Report - Review 6. Preschool Services Annual Report – Approval of Draft 7. ACF Grant Application– Tentative Plans Presentation 8. SGB Training – Parent Family Community Engagement

		<p>9. School Readiness Baseline Outcomes – Overview/Review</p> <p>10. Update 2nd Quarter County Performance Measures</p>
February 2023	<p>21nd Meeting</p> <ol style="list-style-type: none"> Administration for Children and Families Grant Application– Narrative and Budget to include Goals & Objectives – Tentative Plans Presentation Self-Assessment Corrective Action Plan Update 	No Meeting
March 2023	<p>20th Meeting</p> <ol style="list-style-type: none"> ERSEA Selection Criteria Policy – Approval Delegate Agency & Contract Agencies – Approval Administration for Children and Families Grant Application (GABI) – Narrative and Budget to include Goals & Objectives– Approval School Readiness Goals/Child Outcomes – Comparison of Assessment 1 and 2 – Review Next PY Quarterly Performance Measures -Review Corrective Action Plans – Self-Assessment Approval and Federal and/or State Reviews when needed 	<p>23rd Meeting</p> <ol style="list-style-type: none"> ERSEA Selection Criteria Policy – Approval Delegate Agency & Contract Agency contracts – Every 5 years (2025) ACF Grant Application (GABI) – Narrative and Budget to include Goals & Objectives– Approval School Readiness Goals/Child Outcomes – Comparison of Assessment 1 and 2 – Review Corrective Action Plans – Self-Assessment Approval and Federal and/or State Reviews - as needed Next PY Quarterly Performance Measures -Review SGB Training- Facilities
April 2023	<p>17th Meeting</p> <ol style="list-style-type: none"> Update 3rd Quarter County Performance Measures 	No Meeting
May 2023	<p>15th Meeting</p> <ol style="list-style-type: none"> Financial Audit Results Planning Road Map - Approval Shared Governance Calendar of Activities - Approval 	<p>18th Meeting</p> <ol style="list-style-type: none"> Prior Year Financial Audit Results – Review Single Audit Next PY Planning Road Map Roadmap - Approval Next PY Governance Calendar of Activities - Approval State Program Self-Evaluation Report - Review Next PY SGB Calendar - Approval Next PY SGB Delegate Appointments - Approval SGB Training – Final PIR Update 3rd Quarter County Performance Measures
June 2023	<p>20th Meeting</p> <ol style="list-style-type: none"> Family Community Engagement (FCE) Training Attendance Report 	No Meeting

Policy Council Approved, 5/16/2022
Shared Governance Board Approved, 5/19/2022

San Bernardino County Preschool Services Department - Planning Road Map Program Year 2022-23

July 2022

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PC
All Early Head Start Program Options begin	ED
PSD School begins for Full Day and 228	ED
State Quarterly Report (CSPP and CPKS) Completed	FIN
SF-425 Federal Cash Transaction Report (HS & EHS-CCP)	FIN
SF-425 Federal Financial Report (HS & EHS-CCP)	FIN
Position Requests	FIN
Accept HS, EHS, and EHS-CCP grants	ASI
Policy Council Meeting	PC
Review OHS PIR Guidelines for upcoming year	MGMT
Review Draft Program Information report (PIR)	QA
Capital Improvement Projects Review for next PY	FIN/FAC/ED
Receive deadlines for Human Services Annual Report info	SP
Begin In-Service Planning	ED
Update Quarterly County Performance Measures	ED
FFATA (if applicable) report	FIN

August 2022

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PC
BAI to apply CACFP Grant	ASI
Receive notice application due for CACFP	FIN
Send Refunding Information to DA & CA (GABI)	FIN
Final Program Information Report Due	QA
Policy Council Meeting	PC
Begin PSD Annual Report	SP
Pre-Service Annual Preschool Services Conference	ASI
Shared Governance Board Meeting	DIR
PSD School Begins for 175 & 128 day	ED
PSD Section for the Human Services Annual Report due	SP
SGB Training - ERSEA	MGMT
FFATA (if applicable) report	FIN

September 2022

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PC
Policy Council Meeting	PC
Planning & Communication Meeting	DIR
Conduct Community Assessment	SP
Schedule & Plan Self-Assessment for November	SP
1st Quarter Budget Adjustment & Performance Measures (prep)	FIN
CACFP Site Self-Audit 1 of 3	NTR
Send out Community Assessment Parent Survey	SP
FFATA (if applicable) report	FIN

October 2022

Report or Task Name	Unit
New Policy Council Orientation Day 1 & 2	PC
Policy Council Agenda Setting Meeting	PC
3rd Quarter Budget Adjustment and Performance Measures (due)	FIN
State Quarterly Report (CSPP and CPKS)	FIN
SF-425 Federal Financial Report (HS)	FIN
SF-425 Federal Cash Transaction Report (HS & EHS-CCP)	FIN
CDE Independent Audit of Grant Schedules	FIN
Prepare BAI for State (CSPP) application	ASI
CACFP Base Count (Meal Forms)	ED
Management Review State Application	ED
Policy Council Meeting	PC
Shared Governance Board Meeting & Orientation California	DIR
Shakeout (Disaster Preparedness)	PM
Prepare application for State Preschool Contract	CON
SGB Training -Governance Responsibilities/School Readiness	DIR
Update Quarterly County Performance Measures	ED
FFATA (if applicable) report	FIN

November 2022

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PC
CACFP Base Count due to State	FIN
Position Review for County Budget FY 21/23	FIN
Planning & Communication Meeting	DIR
Health Services Advisory Committee	HE
Submit State Application	ED
Prepare BAI to accept CACFP grant	ASI
Conduct Self-Assessment	SP
Policy Council Meeting	PC
DRDP Outcomes - Update School Readiness Data	ED
Prepare BAI to accept FIRE grant	ASI
Start State DRDP Parent Surveys	ED
FFATA (if applicable) report	FIN

December 2022

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PC
Receive Budget from DA and CA (GABI)	FIN
Capital Improvement Projects Review FY19/20	FIN/FAC/ED
Submit - Position Review for County Budget FY19/20	FIN/PSDP/ED
Classroom Matrix Planning (GABI)	ED
Policy Council Meeting	PC
Establish Recruitment - Selection Criteria	PM
Submit Final PSD Annual Report	SP
Community Assessment Reviewed/Approved	SP/MGMT
NACo Planning	MGMT
FFATA (if applicable) report	FIN

January 2023

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PC
State Quarterly Report (CSPP and CPKS)	FIN
SF-425 Federal Cash Transaction Report (HS & EHS-CCP)	FIN
SF-425 Federal Financial Report (HS & EHS-CCP)	FIN
T&TA Budget Plan - (GABI)	FIN/TTA
GABI Budget Due	FIN
2nd Quarter Budget Adjustment and Performance Measures	FIN
Policy Council Meeting	PC
Planning & Communication Meeting	DIR
Shared Governance Board Meeting	DIR
CACFP Site Self-Audit 2 of 3	NTR
Self-Assessment Corrective Action Plan	SP
PSD Annual Report - Governance Approval of Draft	SP
Begin Preservice Planning	ASI
Update Quarterly County Performance Measures	ED
SGB Training - PFCE & PC	MGMT
DRDP Outcomes - Update School Readiness Baseline Data	ED

February 2023

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PC
Prepare BAI for ACF application (GABI)	ASI
PSD In-Service	ED
DRDP Outcome Update School Readiness Goals	ED
Policy Council Meeting	PC
Prepare BAI for ACF application (FIRE)	ASI
FFATA (if applicable) report	FIN

San Bernardino County Preschool Services Department - Planning Road Map

March 2023		April 2023	
Report or Task Name	Unit	Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PC	GABI due electronically to ACF	FIN
County Budget Due	FIN	Policy Council Agenda Setting Meeting	PC
Complete Parent Survey Action Plan	ED	Fixed Assets Inventory Due to Auditor-Controller/Treasurer/Tax	FIN
BAI HS/EHS & EHS-CCP Grant approvals (3 approvals)	ASI	SF-425 Federal Cash Transaction Report (HS & EHS-CCP)	FIN
Planning & Communication Meeting	DIR	Submit Quarterly County Performance Measures	FIN
Review of Planning Road Map for Next Program Year	DIR	State Quarterly Report (CSPP and CPKS)	FIN
Start State Program Self-Evaluation	ED	Licensing of Duration Sites	ED
Health Services Advisory Meeting	HE	Prepare BAI for General Fund Loan	ASI
Policy Council Meeting/approval of GABI	PC	Policy Council Meeting	PC
Shared Governance Board Meeting/approval of GABI	DIR	Work Performance Evaluation Short Forms Due	PSDP
Fatherhood FIRE Grant approvals (3 approvals)	ASI	CACFP Site Self-Audit 3 of 3	NTR
SGB Training - Facilities	FAC/ED	Sensitive Equipment Inventory due to ITSD	ASI
DRDP Outcome Update School Readiness Goals - 1st and 2nd assessments	ED	Employees' Satisfaction Survey	SP
FFATA (if applicable) report	FIN	Update Quarterly County Performance Measures	ED
		FFATA (if applicable) report	FIN
May 2023		June 2023	
Report or Task Name	Unit	Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PC	State Program Self-Evaluation submission	ED
Purchasing cut off	FIN	1st Quarter Position Review	FIN
Employee Travel Request cut off	FIN	BAI - accept State contract	ASI
JOC Contract Commencement	FAC	Take State contract & ACF Award to Policy Council	PC
DRDP Outcomes Update School Readiness Goals review	ED	Policy Council Meeting	PC
State Program Self-Evaluation Finalized	ED	Review Prior Year Program Goals & Objectives - HSS Annual Report	MGMT
Planning & Communication Meeting	DIR	FFATA (if applicable) report	FIN
Complete PSD Directory of Services	ASI		
BAI - accept ACF award	ASI		
PSD Planning Road Map approvals	DIR		
Policy Council Meeting	PC		
Shared Governance Board Meeting	DIR		
Begin final PIR Report	QA		
Begin HSS Annual Report	SP		
SGB Training - Final PIR	MGMT		
Annual Fixed Asset Report due to ATC	ASI		
FFATA (if applicable) report	FIN		

DRAFT

Individual/Unit Responsible

ASI	Administrative Supervisor I over Contracts/Clerical/Tech
CON	Contracts
DIR	Director
ED	Education
FAC	Facilities
FFATA	Federal Funding Accountability and Transparency Act
FIN	Finance
HE	Health
PSDP	PSD Personnel
MGMT	Management
NTR	Nutrition
PC	Policy Council Coordinator
PM	Program Manager
QA	Quality Assurance
SP	Special Projects
TTA	Training and Technical Assistance Unit

Projects/Agencies/Programs

ACF	Administration for Children & Families
BAI	Board Agenda Item
CACFP	Child & Adult Care Food Program Audit
CA	Contract Agencies
CSPP	California State Preschool Program
CPKS	California PreKindergarten & Family Literacy Support
DA	Delegate Agency
DRDP	Desired Results Developmental Profile
EHS	Early Head Start
EHS-CCP	Early Head Start-Child Care Partnership
FY	Fiscal Year
GABI	Grant Application Budget Instrument
HS	Head Start
HSS	San Bernardino County Human Services System
ITSD	Information, Technology & Support Division
NACo	National Association of Counties
PIR	Program Information Report



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

**San Bernardino County Head Start Shared Governance Board Meeting
Program Year 2022 – 2023 Calendar**

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

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

MICHAEL SEQUEIRA, MD, PUBLIC HEALTH OFFICER
SBC Public Health

DR. GEORGINA YOSHIOKA, INTERIM DIRECTOR
SBC Behavioral Health

JANKI PATEL, CHILDREN’S NETWORK OFFICER
SBC Children’s Network

LORENA ALATORRE
Head Start Policy Council Chair
Crestline Head Start
SGB Representative

TANISHA BRADLEY
Head Start Policy Council Member
Community Representative
SGB Representative

JEANETTE SENEVIRATNE
Head Start Policy Council Member
Community Representative
SGB Representative

Purpose

The Head Start Shared Governance Board meetings are scheduled to fulfill the purpose of the Board in the development, participation, and monitoring of Head Start shared decision making with the Head Start Policy Council.

Meeting Dates/Time

October through August
2:00PM to 4:00PM

October 20, 2022
January 19, 2023
March 23, 2023

May 18, 2023
August 24, 2023

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

Meeting Location

San Bernardino County Preschool Services Department – Administration
662 S. Tippecanoe Avenue
First Floor – Training Room A
San Bernardino, CA 92415-0630

Attendees

Head Start Shared Governance Board Members
Head Start Policy Council Shared Governance Representatives
PSD Director and Assistant Director
PSD Deputy Directors
San Bernardino County Deputy County Counsel
San Bernardino County Administrative Office Legislative Analyst
PSD Finance Staff
PSD Management and Administration Staff as needed

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**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**Head Start Shared Governance Board Meeting
January 20, 2022**

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Ted Alejandro, County Superintendent, San Bernardino County Superintendent of Schools, SGB Vice Chair
3. Janki Patel, Children's Network Officer, San Bernardino County Children's Network
4. Josh Dugas, Director, San Bernardino County Department of Public Health
5. Michael Sequeira, MD, Health Officer, San Bernardino County Department of Public Health
6. Dr. Georgina Yoshioka, DBH Interim Director, San Bernardino County Department of Behavioral Health
7. Tanisha Bradley, Head Start Policy Council SGB Representative – Community Representative
8. Jeanette Seneviratne, Head Start Policy Council SGB Representative – Community Representative

Absent:

9. Lorena Alatorre, Head Start Policy Council SGB Representative - PC Chair – Crestline Head Start



Head Start Shared Governance Board Meeting Minutes

DATE: January 21, 2022
PLACE: Preschool Services Department
Zoom Video/Teleconference Meeting

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

The Shared Governance Board (SGB) meeting commenced at 2:00P.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. Supervisor Baca Jr. welcomed Dr. Georgina Yoshioka, Interim Director, Department of Behavioral Health. Dr. Yoshioka introduced herself.

3. Public Comment

Rommel Fuller, Business Agent with Teamsters Local 1932, introduced himself to the Shared Governance Board. Mr. Fuller shared Teamsters goals to build bridges with PSD and work together for additional funding, resources, and competitive wages.

4. Presentation of the Agenda

4.1 MODIFICATION TO THE AGENDA

Shar Robinson, PSD Secretary, announced the following agenda changes:

- Change of Presenter – Item 5.4 Program Information Report, Rodney Barrios, Program Manager will present.

5. Executive Reports/Program Updates

5.1 Program Updates

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

Office of Head Start (OHS) Final Ruling Update

- The OHS final ruling regarding mandated vaccinations was released in November, 2021. All staff, Contract Agencies, Delegate Agencies, Contractors, Consultants, and volunteers are required to be fully vaccinated by January 31, 2022.
- The mandate allows for exemptions for religious and medical reasons with weekly testing. PSD has partnered with the Department of Public Health to fund the testing.
- Management is keeping OHS updated on status and possible impacts on services.
- OHS will begin monitoring staff vaccination status as early as February 1, 2022.
- PSD will continue to keep County Leadership, Board of Supervisors, the SGB, the Policy Council (PC) and all partners informed on the mandate.
- Management Team is tracking possible staff vacancy levels at all 41 PSD locations that may impact enrollment and program options.
- Management is currently working with SBC HR on possible ARP funding to determine if it could apply to support staff vaccinations, retention incentives, hazard pay, and performance pay.

Focus Area 2 (FA2) Review Update

- PSD completed the FA2 review the week of January 10, 2022.
- The FA2 reviewers conducted a series of interviews, data collection and site visits.
- The focus areas included were: Program Management/Quality Improvement; Monitoring/Quality Education and Development Services; Quality Health Services; Quality Family / Community Engagement Services; Fiscal Infrastructure; and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA).
- The Governance interviews went very well with SGB Representatives: Dr. Sequeira, Department of Public Health; Michael Knight, Department of Behavioral Health, and Adam Ebright, County Counsel as well as the PC Representatives: Lorena Alatorre, PC Chair, Crestline Head Start; Reyna Sanchez, Past PC Chair, Yucaipa Head Start; and Joanna Zabala, Secretary, South Redlands Head Start.
- 10 Center Classroom Observations were completed at the following PSD site locations: San Bernardino Parks and Recreation, Rancho Cucamonga, Ontario, Hesperia, Contract Partner Ontario/Montclair School District, and Contract Partner Bloomington School District.
- 89 participant eligibility files were reviewed.
- All Personnel files were verified for background checks.
- All Financial reports and payroll transactions testing was reviewed.

The final report should be received within 90 days and will be presented to the SGB.

Annual PSD 2021-22 Self-Assessment Update

The Self-Assessment will be scheduled in late March or early April of 2022.

Victor Valley College (VVC) Head Start Update

- VVC lease will terminate on June 30, 2022.
- 129 children are currently enrolled at VVC.
- PSD has initiated a Capital Improvement Program request for a new location in the area.
- In the event PSD does not acquire a facility to begin classes by July 1, 2022, PSD will enroll the children and families who will be repeating the program at PSD sites in the surrounding area.

Supervisor Baca Jr. inquired about the amount of facilities that are leased. Jacquie answered that PSD owns 3 facilities and all others are leased.

5.2 Administration for Children & Families – Grant Application & Budget Instrument (GABI) Tentative Plans 2022-23 – Year 3 of 5-year grant Report

Jacque Greene, Director, presented the GABI tentative plans for the 2022-23 Program Year (PY) which is Year 3 of the 5-year grant period. The updates to Year 3 include the following:

- Current PSD Federal Grants for Head Start (HS), Early Head Start (EHS) and EHS-Child Care Partnership (CCP) are approximately 57.5 million.
 - Head Start \$47,545,025 and Head Start - T & TA \$535,958
 - Early Head Start \$8,164,308 and EHS - T & TA \$174,041
 - EHS-CCP \$2,003,808 and EHS-CCP - T & TA \$43,940
- PSD is providing updates to the four (4) Goals in the narrative based on progress and child and family outcomes. The goals are in the following program areas:
 - Increase center-based services for children 0 – 3 year olds in the areas of highest need, as identified by the community assessment.
 - Progress – Increased EHS Center Based slots by 90 in 2021/2022
 - Apple Valley
 - Barstow
 - Delegate Agency – Easter Seals
 - Ontario Maple
 - NEW – SB West
 - Victorville
 - NEW – Whitney Young
 - Over saturation of programs serving 3-5 year olds in SB County – Requesting a decrease of 400 HS slots. The reduction will not affect currently enrolled children.
 - Early Head Start – Requesting an increase of 122 slots
 - Increase the number of parents who are making progress in obtaining economic self-sufficiency by providing the following:
 - Parenting Workshops
 - Job Skills Training
 - Apprentice Program
 - Online High School Diploma Program
 - Fatherhood FIRE Program
 - Increase quality of classroom services as evidenced by increase of teacher level efficacy scores in all program options.
 - Quality Start San Bernardino (QSSB) – Locally designed Quality Rating and Improvement System (QRS) – Most sites rank 4 or 5 points on a 5 point scale
 - Environmental Rating Scales (ERS) – Pre K, Infant/Toddler and Child Care Homes 7 points
 - Classroom Assessment and Scoring System (CLASS)
 - Teacher/Child Interaction - 7 points average
 - Emotional Support – 6.2 average
 - Classroom Organization – 5.6 average
 - Instructional Support – 2.9 average (National average is 2.3)
Cognition and Higher order thinking – Why and How questions, increased language and thought processes, teachers and children are scored.
 - Home Visitation Observation Record System (HOVRS) – Home Based Visitor and Parent/Child engagement tool- average scores are between 5 to 7 points
 - To decrease Teacher and Provider turnover in an effort to establish continuity of care. PSD will continue and implement the following programs:
 - Training
 - Coaching & Mentoring
 - Funding Continuing Education Degree obtainment

- Incentives
- Due to changes in the PSD management, there will be revisions and updates of the PSD organizational structure
- Budget - Finance has been preparing the budget for all program areas. Preparation of the budget includes:
 - Rents/leases
 - Compensation Cap analysis
 - Services and supplies
 - Contractual charges
 - Equipment/IT expenses
 - Facility/vehicle expenses
 - Salaries and benefits

Requests for updated FY 2022-23 budgets were sent to the Delegate and Contract agencies with due dates outlined for January 31st.

County Board approval timeline

- February 25 - GABI application to Human Services - Contracts
- March 29 – County Board meeting presentation for approval – This report will be submitted to the SGB.
- March 31 – GABI submitted to Administration for Children and Families - OHS

5.3 School Readiness Goals/Child Baseline Outcomes 2021-22 Assessment 1 – Overview/Review

LaTrenda Terrell, Education Program Manager, presented the 2021-22 School Readiness Goals/Child Outcomes – Assessment 1. The following was highlighted:

- Framework for Programs Serving Preschool Children and their Families
- Head Start Early Learning Outcomes Framework (HSELOF)
- Parent, Family, and Community Engagement Framework/Outcomes
- Collection and Aggregation of Data
- Frequency of Data Collection
- Desired Results Developmental Profile (DRDP) Results – Fall 2021/22 Rating Period
 - Preschoolers – The following percentages for the 1,620 children assessed were average age of 4.2 years and 20% English Language Learners

▪ Learning Self-Reg	25%
▪ Social & Emotional	23%
▪ Language	23%
▪ Literacy	16%
▪ Mathematics	15%
▪ Physical Development	40%
▪ Health	34%
▪ English-Language	60%
 - Infants & Toddlers – 285 children assessed were average age of 2 years and 13% English Language Learners.

▪ Learning Self-Reg	58%
▪ Social & Emotional	49%
▪ Language & Literacy	29%
▪ Cognition, Mathematics, & Science	41%
▪ Physical Development-Health	49%

Dr. Sequeira inquired about a break-down of the scores for the different age groups. Jacquie replied that PSD is able to send a report that is broken down by age group. Shar reminded the SGB of the comparison report of Assessment 1 and 2 that is scheduled to be presented at either the March or May SGB meeting.

5.4 Monthly 2021-22 Program Information Report updates for PSD and Easter Seals

Rodney Barrios, Program Manager, shared the December 2021 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.

- Medical and Dental
- Disability & Family Services
- Education and Unemployment Status for Two-Parent Families
- Education and Unemployment Status for Single-Parent Families

Supervisor Baca Jr. inquired about vision screenings. Rodney shared that vision screenings are required by the OHS, in addition there are others i.e. hearing, hemoglobin, lead, growth & assessments measurements which are all tracked throughout the program year. The Federal Reviewers were impressed with PSD use in tracking and follow-up to keep in compliance.

Dr. Sequeira inquired about the differences in vaccination percentages for HS, EHS and CCP. Rodney shared that usually the differences are due to HS having a requirement for vaccinations prior to enrollment and EHS which is largely home-based, does not have those requirements and thus the incremental change in compliance is evident.

Jeanette Seneviratne, PC SGB Representative, inquired about additional mental health services. Rodney shared that PSD has several resources that are available for families and children. Arlene added that the site Generalists at each site are able to provide many resources for families and children including the area of mental health. Arlene will have mental health resources sent to the Ontario Maple PC representative that can be shared with the site parents.

5.5 Receive San Bernardino County 2021-22 Performance Measures – Quarter 1 and 2 Report

Arlene Molina, Deputy Director, presented the following 2021-22 Performance Measures – Quarter 1 and Quarter 2 report.

GOAL	21-22 Target	Quarter 1	Quarter 2
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, 2022.	55%	N/A	13%
Identify the number of Early Head Start children ages 18 – 36 months not meeting developmental expectations based on the Head Start Learning Outcomes Framework for their age in social emotional skills on the first	30%	N/A	-13%

quarter's assessment, and reduce this count by 30% by June 30, 2022.			
Enhance the referral process of enrollment with the Children and Family Services Department.	415	163 (39%)	205 (49%)

5.6 Finance Reports

5.6.1 Equipment & Budget Transfer Request – Yucca Valley Shade Structure Budget Increase

Madeline Tsang, Administrative Manager, presented the budget increase for a Head Start Funded Yucca Valley Shade Structure due to an increase in material costs of \$26,000. The original Equipment & Budget transfer request was presented at the August 19, 2021 SGB meeting. The revised request will be submitted to OHS around the end of the month.

5.6.2 Budget to Actuals

Madeline provided the Budget-to-Actual and Projected Expenditure Reports as of December 31, 2021 for the following programs as follows:

5.6.2.1 Budget to Actual 2019-20

	Budget/Balance	Percentage Analysis
Head Start (HS)		
Modified Budget	\$53,329,708	
Projected Budget Balance	\$90,245	0.2%
Early Head Start (EHS)		
Modified Budget	\$5,207,712	
Projected Budget Balance	\$14,759	0.3%
Cares Act Funding (CAF)		
Modified Budget	\$3,897,512	
Projected Budget Balance	\$0	0.0%

5.6.2.2 Budget to Actual 2020-21

	Budget/Balance	Percentage Analysis
HS		
Modified Budget	\$47,501,648	
Projected Budget Balance	\$0	0.0%
EHS		
Modified Budget	\$7,680,708	
Projected Budget Balance	\$0	0.0%

Superintendent Alejandre, SGB Vice-Chair, asked if there is flexibility on the approved carryover funds categories if needed in the future for things like increases in construction costs. Madeline replied that OHS does allow the program to request budget category changes when needed.

5.6.2.3 Budget to Actual 2021-22

	Budget/Balance	Percentage Analysis
Combined HS/EHS		
Budget	58,467,080	
Projected Budget Balance	\$0	0.0%
HS		
Budget	\$48,080,983	
Projected Budget Balance	\$(2,610,005)	-5.4%
EHS		
Budget	\$8,338,349	
Projected Budget Balance	\$0	0.0%
EHS-CCP		

Modified Budget	\$2,047,748	
Projected Budget Balance	\$0	0.0%
Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) & American Rescue Plan (ARP)		
Budget	6,603,075	
Projected Budget Balance	\$0	0.0%

6. SGB Training/Refresher

6.1 Overview of Parent, Family, Community Engagement (PFCE)

Arlene Molina, Deputy Director, presented an overview of PFCE and highlighted the following:

- Description of PFCE
- Performance Standards on PFCE Purpose
- Why Parent Engagement is Important
- PFCE at PSD includes Family Services Assessment, Family Planning Agreement, Fatherhood FIRE program, Community MOUS and the Apprenticeship Program
- PFCE Framework

6.1 Overview of Policy Council (PC)

Arlene presented an overview of PC and highlighted the following:

- Description of PC and SGB
- Roles and Responsibilities of PC Members
- Introduction to the Governance Matrix
- Head Start's Mission and Program Governance in Head Start
- Performance Standards – bases of the Head Start program and purpose of program governance
- Governing body composition, duties/responsibilities/Advisory committees,
- Policy Council and Policy Committees
- General Policy Council Responsibilities
- Required and Frequency of Approvals

7. Consent Items

The following consent items were approved.

- 7.1 October 21, 2021
- 7.2 November 18, 2021
- 7.3 December 17, 2021
- 7.4 January 14, 2022

APPROVED

Motion/Second: Superintendent Alejandre/Janki Patel

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Superintendent Alejandre, Janki Patel, Josh Dugas

ABSENT: Dr. Sequeira, Dr. Yoshioka

ABSTAIN: None

8. Discussion Items

8.1 Election of SGB Vice-Chair 2022

Superintendent Alejandre was nominated and accepted the nomination. No other nominations were made.

APPROVED

Motion/Second: Janki Patel/Josh Dugas

Roll-call Vote was taken.

AYES: Supervisor Baca, Superintendent Alejandre, Josh Dugas, Janki Patel, Dr. Yoshioka

ABSENT: Dr. Sequeira

ABSTAIN: None

8.2 Approval of Resolution No. 2022-1-20

The SGB discussed and approved Resolution No 2022-1-20.

APPROVED

Motion/Second: Superintendent Alejandre/Dr. Yoshioka

Roll-call Vote was taken.

AYES: Supervisor Baca, Superintendent Alejandre, Josh Dugas, Janki Patel, Dr. Yoshioka

ABSENT: Dr. Sequeira

ABSTAIN: None

8.3 Approval of the Head Start Annual Report 2020-21

Jacque presented a high-level overview of the annual report, highlighting the following:

- SGB Members
- PSD Directors
- PSD Organizational Chart
- PSD Programs
- Data Reports
- Program Information Reporting
- Accomplishments
- Statistical Information
- Family Services Available and Received
- Goals and Performance Measures
- School Readiness Data
- Summary of Funding
- Grant Sources
- Actual Budget Appropriation
- Parent and Employee Spotlight

APPROVED

Motion/Second: Josh Dugas/Dr. Yoshioka

Roll-call Vote was taken.

AYES: Supervisor Baca, Superintendent Alejandre, Josh Dugas, Janki Patel, Dr. Yoshioka

ABSENT: Dr. Sequeira

ABSTAIN: None

9. Informational Items

9.1 Next SGB Meeting

The next SGB meeting is scheduled for March 24, 2022.

10. Executive Comment

There was no Executive Comment.

11. Adjournment

The meeting adjourned at 3:47 P.M.



**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**Head Start Shared Governance Board Meeting
March 23, 2022**

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Michael Sequeira, MD, Health Officer, San Bernardino County Department of Public Health
3. Janki Patel, Children's Network Officer, San Bernardino County Children's Network
4. Michael Knight, DBH Assistant Director, San Bernardino County Department of Behavioral Health
5. Myrlene Pierre, Assistant Superintendent, Student Services SBCSS
6. Lorena Alatorre, Head Start Policy Council SGB Representative - PC Chair – Crestline Head Start

Absent:

7. Ted Alejandre, County Superintendent, San Bernardino County Superintendent of Schools, SGB Vice Chair
8. Dr. Georgina Yoshioka, DBH Interim Director, San Bernardino County Department of Behavioral Health
9. Tanisha Bradley, Head Start Policy Council SGB Representative – Community Representative
10. Jeanette Seneviratne, Head Start Policy Council SGB Representative – Community Representative



Head Start Shared Governance Board Meeting Minutes

DATE: March 24, 2022
PLACE: Preschool Services Department
Zoom Video/Teleconference Meeting

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

The Shared Governance Board (SGB) meeting commenced at 2:00P.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

Rommel Fuller, Business Agent with Teamsters Local 1932 Representative, introduced himself.

Mr. Fuller shared that he has received some concerns from PSD employees and has shared these concerns with Human Resources, PSD Management, and at the recent PSD Head Start Policy Council meeting. The concerns are as follows:

- Salary savings being moved for the third time to other projects.
- PSD Teachers make one of the lowest wages in the surrounding area as well as with the County employment as a whole.
- The increase of \$26,000 for the project at Yucca Valley.
- Some PSD employees at the sites have been hit by children
- Teachers needing additional guidance and training in the classroom in the areas of children's behavioral issues.

Supervisor Baca Jr. stated the SGB appreciated Mr. Fuller sharing his concerns and thanked him for meeting with HR.

4. Presentation of the Agenda

4.1 MODIFICATION TO THE AGENDA

Shar Robinson, PSD Secretary, announced the following agenda changes:

- There were no changes to the agenda.

5. Executive Reports/Program Updates

5.1 Program Updates

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

PSD Annual In-Service Training – March 17, 2022

PSD was happy to have the first in-person all staff training since 2020. The theme was “Learning Together”. Over 500 staff attended the training event that included a Wellness activity and a presentation on Fatherhood Engagement from Children’s Network and The Mom and Dad Project.

Other workshops for the remainder of the day were as follows:

- Presentations from a Pediatric Neurodevelopmental Psychologist, Dr Kiti Freier with a focus on Autism and a child’s physical, cognitive and emotional development
- Staff Emotional Intelligence
- Art Therapy
- Strategies to support teachers
- Career advancement
- Retirement option
- Safety precautions in our community presented by the Sheriff’s Department

Office of Head Start (OHS) Final Ruling Update

- The OHS final ruling regarding mandated vaccinations that was released in November 2021, went into effect January 31, 2022. All staff, Contract Agencies, Delegate Agencies, Contractors, Consultants, and volunteers are required to be fully vaccinated.
- The mandate allows for exemptions for religious and medical reasons with weekly testing. 90 Exempt PSD are receiving weekly testing at 28 sites
- OHS will begin monitoring beginning April 1, 2022

Annual PSD 2021-22 Self-Assessment Update

This year the annual PSD Self-Assessment will focus on Management Systems as related to Head Start Performance Standard 1302.101 – ensuring programs, fiscal, and human resource management structure provide effective management and oversight of all program areas.

PSD began assessment in July 2021 outlining agency strengths and growth opportunities. PSD is continuing the assessment with a series of Organizational planning meetings to include the possible restructuring of units to include:

- Program Management oversight in all units
- The Centralized Eligibility Unit
- Personnel
- Education
- Health/Mental Health/Disabilities
- Family, Community Engagement
- Finance
- Quality Assurance & Monitoring
- Contracts & Grants Management and Facilities

PSD Proposal for Staff Retention Pay Incentive

- PSD is currently in communication with the CAO's office, County Labor and Human Resource Department and The Teamsters Union to outline a proposal to provide staff with a Retention Pay Incentive.
- PSD was able to identify one-time funding that was originally obtained for the purposes of Safety Precautions related to the COVID 19 pandemic such as PPE for staff, children and families, the construction of office and public barriers, temperature check machines, transportation costs and other related safety measures. However, as a result of the numerous donations of goods and services, as well as collaborations with other county departments and community organizations PSD is able to redistribute some remaining funds for use as staff retention pay.
- The funding sources include:
 - AB 82 COVID 19 Relief funding
 - ARP Funds
 - AB 131 Child Care funds
 - Quality Start San Bernardino funds received from the County Superintendent of Schools
- We are proposing two monetary amounts for contracted 12 month/9 month staff with a minimum paid hours requirement.
- The timeline for implementation includes:
 - Ongoing County Labor & Human Resources Discussions
 - Meet and Confer with Teamsters Union – 3/28/22
 - Board Approval – 4/26/22
 - Proposed payout will be prior to Part day staff going off track for the summer months on May pp 10, commences on May 18, 2022.

Dr. Sequeira inquired on a supply of Personal Protective Equipment (PPE) in the event of any possible future Covid-19 surges. Jacquie confirmed PSD has a large supply of PPE items at the PSD Logistics & Maintenance warehouse.

5.2 US Department of Health & Human Services Communication

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

- 5.2.1 Information Memorandum 22-01 - Head Start Transportation Services and Vehicles During the COVID-19 Pandemic
- 5.2.2 Program Instruction 22-01- Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

5.3 Monthly 2021-22 Program Information Report updates for PSD and Easter Seals

Debra Billings-Merlos, Deputy Director, shared the February 2022 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.

- Medical and Dental
- Disability & Family Services
- Education and Unemployment Status for Two-Parent Families
- Education and Unemployment Status for Single-Parent Families

5.4 PSD Community Assessment Update 2020-21 – Funding Year 3 of 5

Laura Edwards, Staff Analyst II, presented the Community Assessment Survey and Report 2020-2021.

Items highlighted were as follows:

- Demographics
 - Child Population

- Transitional Kindergarten
- Demographics from Parent Survey
 - Primary Language Spoken
 - Relation to child
 - Ages
 - Ethnic Groups
 - Income
 - Public Assistance Programs
 - Education
- Important Concerns for Families and Community

Dr. Sequeira inquired about the education percentage. Laura explained that all education categories besides “Less Than High School” would include parents with a High School Diploma or GED.

Supervisor Baca Jr. inquired about the increase in Transitional Kindergarten services. Laura confirmed TK services have increased and there are a total of 32 SBC School Districts providing services. Supervisor Baca Jr. stated PSD may need to reevaluate PSD’s role in the community and begin responding to the increase in services needed for the 0 to 3 population.

Laura will send a copy of the Community Assessment Survey and Report 2020-2021 to the SGB.

5.5 San Bernardino County - Performance Measures – PSD Program Year (PY) 2022-23 -DRAFT

Arlene Molina, Deputy Director, presented the draft of the PSD Performance Measures for next PY 22-23.

GOAL	22-23 Target
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%
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 emotional skills on the first quarter's assessment, and reduce this count by 30% by June 30, 2023.	30%
Enhance the referral process of enrollment with the Children and Family Services Department.	415
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%

Supervisor Baca Jr. inquired about the current nutritional programs for PSD families. Arlene replied that PSD is currently offering nutritional guidance for parents in partnership with the Expanded Food and Nutrition Education Program (EFNEP) program. PSD also has a Registered Dietitian on staff that reaches out to the families who are not making adequate process and offers one-on-one services.

Arlene shared that PSD follows the Child and Adult food care program guidelines for the children’s meals. Meals served are monitored for both portion size and nutrition.

Dr. Sequeira asked if the menus are ethnically based. Arlene replied that the Head Start Performance Measures do require the meals served to be culturally appropriate. PSD meets this requirement by extending an invitation to PSD parents to meet with PSD meal vendors to be part of menu preparation.

5.6 Report of Refunding Application for Fatherhood FIRE – Family-Focused, Interconnected, Resilient, & Essential Grant

Arlene Molina, Deputy Director, presented the following information regarding the Program Year (PY) 3 FIRE refunding application 2022-23.

- The request will be the same as last year in the amount of \$993,019 to serve 144 fathers.
- Changes include:
 - Adjusted tiered completion rates
 - Eligibility Changes – fathers with children eligible to be enrolled in PSD, this will give PSD the ability to begin serving the families while they are in the enrollment process.
- Carryover request from PY2 to serve an additional 60 fathers in PY3 for a total of 204.

5.7 Finance Reports

5.7.1 Prior Year Financial Audit Results – California State Preschool Program (CSPP)

Madeline Tsang, Administrative Manager, presented the Independent Auditors’ Report of the PSD CSPP for year ended June 30, 2021. PSD met all requirements and was found to be in compliance.

5.7.2 Budget to Actuals

Madeline provided the Budget-to-Actual and Projected Expenditure Reports as of February 28, 2022 for the following programs as follows:

5.6.2.1 Budget to Actual 2019-20

	Budget/Balance	Percentage Analysis
Head Start (HS)		
Modified Budget	\$53,329,708	
Projected Budget Balance	\$176,190	0.3%
Early Head Start (EHS)		
Modified Budget	\$5,207,712	
Projected Budget Balance	\$14,759	0.3%
Cares Act Funding (CAF)		
Modified Budget	\$3,897,512	
Projected Budget Balance	\$0	0.0%

5.6.2.2 Budget to Actual 2020-21

	Budget/Balance	Percentage Analysis
HS		
Modified Budget	\$47,501,648	
Projected Budget Balance	\$0	0.0%
EHS		
Modified Budget	\$7,680,708	
Projected Budget Balance	\$0	0.0%

5.6.2.3 Budget to Actual 2021-22

	Budget/Balance	Percentage Analysis
Combined HS/EHS/EHS-CCP		
Budget	58,467,080	
Projected Budget Balance	\$0	0.0%
Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) & American Rescue Plan (ARP)		
Budget	6,603,075	
Projected Budget Balance	\$0	0.0%

Supervisor Baca Jr. inquired about salary savings due to large amount of vacancies. Madeline explained that due to vacancies PSD utilizes the salary savings to fund the hiring of temporary staffing. PSD must request to transfer the salary savings into the Other category to cover these costs. In addition, the savings may be transferred to cover the costs of needed safety items that will benefit the program at the PSD sites. If a need is not identified then the salary savings will be returned to the Office of Head Start as required.

6. SGB Training/Refresher

6.1 Overview of Facilities and Learning Environments

Johnson Selvadurai, Administrative Supervisor II, presented an overview of Facilities and Learning Environments and highlighted the following:

- Safe and Happy Preschools – Indoor and Outdoor
- Playgrounds
- Safe Learning Environment
- Covid-19 Pandemic-Response
- Preschool Facilities Re-Opening Action Plan
- Maintenance Crew
- Leased Facilities & Non-Federal Share Match Projection Fiscal Year 2021-22
- Facilities Owned by PSD
- Projected Annual Lease Savings
- Head Start Facilities Reporting Requirements
 - Notice of Federal Interest
 - Real Property Status Report – SF 429
 - 1303.44 Applications to Purchase, Construct, and Renovate Facilities

Supervisor Baca Jr. inquired about possible savings for the Victor Valley College (VVC) facility lease that will be terminating soon.

Johnson explained that PSD is currently looking for another facility in the area to replace VVC. There will be a few months of savings that will be used towards the replacement facility. PSD owns the Crestline and Whitney Young-San Bernardino modular and rents the land from the Crestline School District and SBC Housing Authority, respectively.

Jacque added that the families at VVC will be moving to Victorville. PSD is currently working on construction projects and renovations at the Victorville site to accommodate the VVC Early Head Start children. The savings from the VVC lease will be used for these renovations.

Superior Baca Jr. inquired about facility improvements. Johnson replied that PSD Management is constantly monitoring and inspecting all facilities for ongoing improvements. Improvements and maintenance is scheduled throughout the year.

Johnson will send Supervisor Baca Jr. a list of PSD's current CIP projects as requested by Supervisor Baca Jr.

7. Consent Items

The following consent items were approved.

7.1 January 20, 2022

7.2 February 17, 2022

7.3 March 14, 2022

APPROVED

Motion/Second: Myrlene Pierre /Janki Patel

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Janki Patel, Josh Dugas, Michael Knight, Myrlene Pierre

ABSENT: Superintendent Alejandro, Dr. Sequeira

ABSTAIN: None

8. Discussion Items

8.1 Approval of Resolution No. 2022-3-24

The SGB discussed and approved Resolution No 2022-3-24.

APPROVED

Motion/Second: Michael Knight/Josh Dugas

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Janki Patel, Josh Dugas, Michael Knight, Myrlene Pierre

ABSENT: Superintendent Alejandro, Dr. Sequeira

ABSTAIN: None

8.2 Approval of PSD Policy – Compliant Internet Safety Policy (CIPA)

Michael Robles, Administrative Supervisor I, presented the CIPA policy that was developed to address the basic policy compliance requirements of CIPA and NCIPA for E-rate funding and children safety.

APPROVED

Motion/Second: Josh Dugas/Myrlene Pierre

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Janki Patel, Josh Dugas, Michael Knight, Myrlene Pierre

ABSENT: Superintendent Alejandro, Dr. Sequeira

ABSTAIN: None

8.3 Approval of Fiscal Year 2021-22 Equipment Purchase and Budget Transfer Request

Madeline presented the following equipment purchase and related budget transfers within the Head Start (HS), Early Head Start (EHS) and Early Head Start - Child Care Partnership programs for Fiscal Year 2021 - 2022.

PSD is requesting to install a shade structure at Yucca Valley preschool sites for the Early Head Start (EHS) Children. The shade structure will be utilized to protect EHS children from extreme weather conditions. The shade structure will cover the entire playground area. The one-time cost of this purchase request is \$31,000.

There are savings in the Salary and Fringe Benefits budget category resulting from staff vacancies from past months. PSD will utilize part of savings to cover the costs of the above equipment. PSD would like to request a Transfer Out of \$21,000 from Salaries and \$10,000 from Fringe Benefits. Transfer In amount for the Equipment budget category is going to be \$30,000.

APPROVED

Motion/Second: Myrlene Pierre /Janki Patel

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Janki Patel, Josh Dugas, Michael Knight, Myrlene Pierre

ABSENT: Superintendent Alejandro, Dr. Sequeira

ABSTAIN: None

8.4 Approval of Administration for Children & Families – Grant Application & Budget Instrument (GABI) Program Year 2022-23 – Head Start (HS), Early Head Start (EHS), Early Head Start-Child Care Partnership (EHS-CCP) – Year 3 of 5-Year Funding Cycle

Jacque Greene, Director, highlighted the following updates to Year 3 of the 5-year grant period.

- PSD is providing updates to the four (4) Goals in the narrative based on progress and child and family outcomes. The goals are in the following program areas:
 - Increase center-based services for children 0 – 3 year olds in the areas of highest need, as identified by the community assessment.
 - Increase the number of parents who are making progress in obtaining economic self-sufficiency
 - Increase quality of classroom services as evidenced by increase of teacher level efficacy scores in all program options.
 - To decrease Teacher and Provider turnover in an effort to establish continuity of care.
- Unmet Need by EHS and HS Eligible Children
 - Proposal is to decrease HS enrollment by 380 slots, HS Home Based program by 90 slots, and to convert 96 HS slots to EHS slots.
 - Changes will result in an overall increase in program options with increases service hours.
- Selection Criteria has been updated to reflect the needs of the community according to the most recent community assessment. Per this assessment, African American and immigrant families from Latin America are identified as the most needy as they are underserved in many areas of community needs.
- Human Resources Updates with Staffing Changes
 - Director
 - 2 Program Managers
- Budget and Budget Justification
 - Summary of Funding Continuation Request and Categories
 - Net increase/decrease in the number and cost of the Teacher/Aide staffing due to program option changes.
- Delegate agency (DA) agreement or single item cost in excess of \$150,000
 - Easter Seals DA contract \$4,765,706 to serve 451 HS children and 104 EHS children
 - Child Care Resource Center - \$1,338,616 to serve 108 children and \$337,718 to serve 22 for EHS Expansion
 - Other Contractual: 2 new contracted vendors will receive \$245,614 to provide 16 EHS-CCP slots overseen by PSD
 - Colton Joint Unified School District (USD) - \$1,089,552 to serve 128 children
 - Fontana USD \$385,998 to serve 24 EHS children
 - Needles USD \$343,068 to serve 52 children
 - Ontario Montclair School District \$199,362 to serve 32 children
 - Preferred Meals \$279,252
 - First Student Transportation Services \$155,992
- Non-Federal Share Match – 25% of the budget will be \$14,616,770
- Enrollment Reduction
 - Head Start funded slots from 3,624 to 3,244, reduction of 380 slots
- Conversion Request
 - 96 HS Center-Based to 32 EHS Full-Day
- Certification of Head Start Compensation

APPROVED

Motion/Second: Josh Dugas/Janki Patel

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Janki Patel, Josh Dugas, Michael Knight, Myrlene Pierre

ABSENT: Superintendent Alejandro, Dr. Sequeira

ABSTAIN: None

9. Informational Items

9.1 Next SGB Meeting

The next SGB meeting is scheduled for May 19, 2022.

10. Executive Comment

Supervisor Baca Jr. inquired about graduation ceremonies. Jacquie shared that we do have educational completion programs with songs and activities shared and celebrated with PSD families.

11. Adjournment

The meeting adjourned at 3:51 P.M.



**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**Head Start Shared Governance Board Meeting
April 21, 2022**

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Wendy Alvarez, Associate Network Officer, San Bernardino County Children's Network
3. Michael Knight, DBH Assistant Director, San Bernardino County Department of Behavioral Health
4. Tanisha Bradley, Head Start Policy Council SGB Representative – Community Representative

Absent:

5. Ted Alejandre, County Superintendent, San Bernardino County Superintendent of Schools, SGB Vice Chair
6. Janki Patel, Children's Network Officer, San Bernardino County Children's Network
7. Dr. Georgina Yoshioka, DBH Interim Director, San Bernardino County Department of Behavioral Health
8. Michael Sequeira, MD, Health Officer, San Bernardino County Department of Public Health
9. Lorena Alatorre, Head Start Policy Council SGB Representative - PC Chair – Crestline Head Start
10. Jeanette Seneviratne, Head Start Policy Council SGB Representative – Community Representative



Head Start Shared Governance Board Minutes

DATE: April 21, 2022
PLACE: Preschool Services Department
Zoom Video/Teleconference Special Meeting

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

The Shared Governance Board (SGB) meeting commenced at 3:00 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. Presentation of the Agenda

There were no changes to the agenda.

4. Public Comment

There were no public comments.

5. Discussion Item

5. APPROVAL OF RESOLUTION 2022-4-21

The SGB discussed and agreed to continue resolution to meet virtually.

APPROVED

- Motion/Second: Michael Knight for Dr. Yoshioka/Wendy Alvarez for Janki Patel
- Roll-call Vote was taken.
- AYES: Supervisor Baca Jr., Michael Knight, Wendy Alvarez
- ABSENT: Superintendent Alejandre, Janki Patel, Dr. Yoshioka, Dr. Sequeira
- ABSTAIN: None

6. Executive Comment

7. Adjournment

The meeting adjourned at 3:03 P.M.

**HEAD START SHARED GOVERNANCE BOARD FOR
SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT**

RESOLUTION NO. 2022-5-19

A RESOLUTION OF THE HEAD START SHARED GOVERNANCE BOARD FOR SAN
BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT
FINDING THAT MEETING IN PERSON PRESENTS AN IMMINENT RISK TO
THE HEALTH OR SAFETY OF ATTENDEES
AS A RESULT OF THE COVID-19 STATE OF EMERGENCY

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20, under the provisions of Government Code section 8571, finding that strict compliance with various statutes and regulations specified in that order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, Executive Order N-29-20, in part, suspended certain provisions of the Ralph M. Brown Act (Brown Act) related to participation in meetings via teleconference in order to provide legislative bodies with more flexibility to hold public meetings while maintaining social distancing due to COVID-19; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21 which, in part, provides that the teleconferencing provisions set forth in Executive Order N-29-20 expire on September 30, 2021; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law, amending the Brown Act in order to continue some of the teleconferencing flexibility during a State of Emergency following the expiration of Executive Order N-29-20 on September 30, 2021; and

WHEREAS, in order to utilize the teleconferencing provisions of Assembly Bill 361, there must be a proclaimed State of Emergency and either: (1) social distancing measures recommended by State or local officials or (2) the legislative body must make certain initial findings; and

WHEREAS, to continue to the utilize the teleconferencing provisions of Assembly Bill 361, within 30 days of holding a meeting under the provisions enacted by Assembly Bill 361, the legislative body must make new findings; and

WHEREAS, there is currently a State of Emergency in California pursuant to the Governor's March 4, 2020, proclamation; and

WHEREAS, due to the ongoing State of Emergency and the public health threat posed by COVID-19, the HEAD START SHARED GOVERNANCE BOARD FOR SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT seeks to make findings, as required by Assembly Bill 361, that as a result of the COVID-19 State of Emergency, meeting in person would present an imminent risk to the health or safety of some meeting attendees; and

WHEREAS, the circumstances of the State of Emergency continue to directly impact the ability of the members of the legislative body and members of the public to meet safely in person; and

NOW, THEREFORE, BE IT RESOLVED, by the HEAD START SHARED GOVERNANCE BOARD FOR SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT, as follows:

Section 1. The Governor’s State of Emergency Declaration, issued on March 4, 2020, remains active.

Section 2. As a result of the March 4, 2020, State of Emergency, meeting in person would present an imminent risk to the health or safety of some attendees.

Section 3. The circumstances of the emergency have been considered and the State of Emergency directly impacts the ability of the HEAD START SHARED GOVERNANCE BOARD FOR SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT and members of the public to meet safely exclusively in person.

Section 4. This Resolution and the findings contained herein shall apply to all meetings of the Board and all of the Standing Committees of the HEAD START SHARED GOVERNANCE BOARD FOR SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT.

The foregoing Resolution was passed and adopted this 19th day of May 2022, by the following vote:

AYES: Baca Jr., Alejandro, Patel, Sequeira, Yoshioka

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:

Shared Governance Board Chair

ATTEST:

Shared Governance Board Secretary



Preschool Services Department

Selection Criteria Update

Debra Billings-Merlos
Deputy Director
May 16, 2022



Head Start Act 642(d)(2) states that “The policy council shall approve and submit to the governing body decisions about each of the following activities:

- Program recruitment
- Selection
- Enrollment priorities

What does the Selection Criteria do?

The purpose of the Selection Criteria is to weigh the prioritization of selection of participants.

This prioritization is based on Federal Regulations and the community needs identified in the community needs assessment.



Before

- TANF/CalWORKs
- Supplemental Security Income (SSI)
- Foster Care
- McKinney-Vento (homelessness)

Now

- TANF/CalWORKs
- Supplemental Security Income (SSI)
- Foster Care
- McKinney-Vento (homelessness)
- SNAP/CalFresh



**Preschool Services Department
Administration**

Item 8.3 FY 21/22 Application Submissions

Jacquelyn Greene
Director

FY 2022-23 Head Start (HS), Early Head Start (EHS)

& Early Head Start-CCP(EHS-CCP) (09CH011719-02)

Cost-of-Living Adjustment & Quality Improvement Application Submission

Approval by Policy Council and Shared Governance Board

San Bernardino County Preschool Services Department (PSD) is requesting approval to submit an application for a Fiscal Year 2022-23 Quality Improvement funding (QI) of \$238,062, and Cost-of-Living Adjustment (COLA) of \$1,315,860, which represents a 2.28 percent increase of the FY 2022 funding levels to increase the pay scales of HS, EHS & EHS-CCP staff and to offset operating costs. This application will be submitted in response to the funding guidance letter dated April 20, 2022 with a submission deadline of June 1, 2022. PSD intends to utilize the funding to pay for increases in Personnel (contract staff hourly rate), Fringe Benefits, Contractual and Other budget categories as indicated in the table below.

GABI Code	Budget Categories	COLA/QI	COLA/QI	COLA/QI	Grand Total
		HS Program Operations	EHS Program Operations	EHS-CCP Program Operations	
A	Personnel	389,540	59,965	3,309	452,814
B	Fringe Benefits	261,930	37,902	3,238	303,070
F	Contractual	299,753	100,677	30,381	430,811
H	Other	321,409	37,059	8,759	367,227
	Total	\$1,272,632	\$235,603	\$45,687	\$1,553,922

PSD intends to utilize the COLA funds to increase 2.28% in the hourly rate of pay and fringe benefits for approximately 602 Head Start, and Early Head Start, contract employees, and to provide a 2.28% increase to contractors and delegate agencies currently providing developmental services to HS, EHS and EHS-CCP children and their families. In addition, \$367,227 of the COLA funds will cover the addition costs of data processing and janitorial services. The QI funds will be utilized to improve trauma informed environment through providing Occupational Therapy and Trauma Treatment services including consultation for eligible children and families.

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Fifth District

Leonard X. Hernandez
Chief Executive Officer

May 19, 2022

SUBJECT
DATE
PAGE 2 of 2

The Cost-of-Living Adjustment & Quality Improvement Funds application will be approved at their respective meetings by the Policy Council on May 16, 2022, and will be approved by the Shared Governance Board at their meeting on May 19, 2022



County of San Bernardino
PRESCHOOL SERVICES DEPARTMENT
09CH011719-03

***HEAD START, EARLY HEAD START, EARLY HEAD START-CHILD CARE
PARTNERSHIP***

**COLA & QI GRANT SUPPLEMENTAL
APPLICATION**

FY 2022-23

**(Year 3 of 5-Year Funding Cycle)
Due June 1, 2022**

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Section 1: Introduction

Preschool Services Department (PSD) of San Bernardino County operates the Head Start and Early Head Start programs, which provide comprehensive child development services to approximately 6,000 low-income children 0 – 5 and their families throughout San Bernardino County. PSD provides a combination of direct department services and contracted services through five (5) partner agencies (Child Care Resource Center, Colton Joint Unified School District, Fontana Unified School District, Needles Unified School District, and Ontario-Montclair Unified School District) and one (1) delegate agency (Easter Seals Southern California, Inc.). PSD is committed to providing excellent services for eligible children and their families.

Section 2: Objectives

PSD is submitting this combined supplemental request for the Fiscal Year 2022 Cost-of-Living Adjustment (COLA) and Quality Improvement (QI) funding in response to Program Instruction ACF-PI-HS-22-02 dated April 20, 2022. PSD intends to utilize the funding in accordance with the instructions provided in the announcement as outlined in the narrative and table below:

\$1,315,860 for COLA (2.28 Percent Increase in Permanent Funding) and \$238,062 Quality Improvement in total funding of \$1,553,922

As a department of San Bernardino County, PSD is dependent on federal and state monies for operation of its child development programs. This COLA will primarily provide an increase of 2.28 percent in the hourly rate of pay and fringe benefits for approximately 602 Head Start, Early Head Start, and Early Head Start – Child Care Partnership contract employees at an estimated cost of \$755,884. Classified and exempt staff are not included in this COLA application.

Currently, PSD contract staff and classified staff receive a medical premium subsidy for \$255.15 per pay period regardless of family coverage level. PSD is requesting that all contract staff will receive the same medical premium subsidy (\$263.38 which is reflective of the Employee Only Tier for Medical Premium Subsidy) as classified staff in the fiscal year 2022-2023 for an approximate cost of \$128,816. By improving this Fringe Benefit, PSD believes that this will help attract new qualified staff, and also retain qualified staff, in order to enhance program quality.

Five contract agencies and one delegate agency will receive a total of \$192,749, which represents a 2.28 percent increase to their base annual Head Start/Early Head Start/Early Head Start – Child Care Partnership contract amounts. These funds will be utilized to increase their staff's hourly rate by 2.28 percent, and to offset higher operating costs.

In addition, PSD will utilize \$367,227 for increases in data processing charges and janitorial services. PSD will use \$238,062 (\$188,605 for HS, \$49,457 for EHS) to improve Head Start and Early Head Start Programs.

Below is a summary of the PSD COLA and Quality Improvement funding request:

GABI Code	Budget Categories	COLA/QI	COLA/QI	COLA/QI	Grand Total
		HS Program Operations	EHS Program Operations	EHS-CCP Program Operations	
A	Personnel	389,540	59,965	3,309	452,814
B	Fringe Benefits	261,930	37,902	3,238	303,070
C	Travel				
D	Equipment				
E	Supplies				
F	Contractual	299,753	100,677	30,381	430,811
G	Construction				
H	Other	321,409	37,059	8,759	367,227
	Total	\$1,272,632	\$235,603	\$45,687	\$1,553,922

Section 3: Budget Justification

COLA (2.28 Percent Permanent Funding) & QI Funding (\$238,062)

PSD plans to utilize a total of \$1,315,860 COLA funds as follows:

- 1) **Personnel:** Increase the hourly rate of pay for all PSD Head Start/Early Head Start/Early Head Start – Child Care Partnership contract employees by 2.28 percent.
 - **\$452,814** – contract employees hourly rate increase

Below table for the Personnel COLA increase does not include classified and exempt staff.

GABI	Description	Before 2.28%	After 2.28%	COLA Incr.	Breakdown by Program		
					HS	EHS	EHS-CCP
A01	Program Managers & Content Area Experts	1,403,128	1,435,119	31,991	29,362	2,629	
A02	Teachers/Infant Toddler Teachers	9,021,193	9,226,876	205,683	172,513	33,170	
A04	Home Visitors	608,956	622,840	13,884	2,221	11,663	
A05	Teacher Aides & Other Education Personnel	3,037,142	3,106,389	69,247	69,247		
A06	Health/Mental Health Services Personnel	117,982	120,672	2,690	2,146	544	
A07	Disabilities Services Personnel	326,282	333,721	7,439	6,420	1,019	

A08	Nutrition Services Personnel	738,098	754,927	16,829	14,681	2,147	
A11	Other Family & Community Partnerships Personnel	2,445,651	2,501,412	55,761	48,723	3,859	3,179
A16	Clerical Administrative Personnel	1,005,435	1,028,359	22,924	20,863	1,931	130
A19	Maintenance Personnel	1,156,347	1,182,712	26,365	23,363	3,002	
	Total	\$ 19,860,214	\$ 20,313,027	\$ 452,814	\$ 389,540	\$ 59,965	\$ 3,309

2) **Fringe Benefits:** Increase in the fringe benefit rate is commensurate with the increase in the hourly rate for all PSD Head Start/Early Head Start/Early Head Start – Child Care Partnership contract employees by 2.28 percent.

- **\$303,070** – contract employees fringe benefit increase

Below table for the Fringe Benefit COLA increase excludes classified and exempt staff. These numbers reflect only the benefits impacted by the rate increase. In addition, line item B02 includes an across the board increase in Medical Premium Subsidy for all contract staff.

GABI Codes	Description	HS	EHS	EHS-CCP	Total	%
B01	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	28,118	4,327	240	32,684	11%
B02	Health/Dental/Life Insurance	112,026	14,826	1,964	128,816	43%
B03	Retirement	121,787	18,748	1,035	141,570	47%
	Total	\$ 261,930	\$ 37,902	\$ 3,238	\$ 303,070	100%

3) **Contractual: \$430,811**

a) Award \$192,749 permanent funding to one (1) delegate agency (DA) and five (5) contract partners (CP) to be used to provide salary and benefits increases to their Head Start and Early Head Start staff, as well as to offset higher operating costs. The COLA award amount is 2.28 percent of each entity's base contract amount as shown in the table below. (This contract amount excludes Needles USD's nine state slots.)

Below is a summary of the Contract Agency/Delegate Agency COLA increases:

Contract/Delegate Agency	FY 2022-23 Initial Budget Amount	2.28% COLA Increase	Total FY 2022-23 Updated Budget Amount
Child Care Resource Center	1,670,196	38,081	1,708,277
Colton Unified School District	1,089,552	24,842	1,114,394
Fontana Unified School District	385,998	8,801	394,799
Needles Unified School District	343,068	7,822	350,890
Ontario-Montclair Unified School District	199,362	4,545	203,907
Easter Seals of Southern California	4,765,706	108,658	4,874,364
Total	\$8,453,882	\$192,749	\$8,646,631

b) Award \$238,062 of the Quality Improvement funds to one (1) contract partner to provide Occupational Therapy and Trauma Treatment services and consultation to thirty (30) direct service sites, five (5) contract child care partners, and twenty-three (23) family child care partners. These services are intended to mediate the long-term impacts of trauma experienced by identified children at the sites mentioned above.

4) **Other: \$367,227** of COLA fund is for increases in data processing charges (\$100,947) and janitorial services (\$266,280).

PSD continues to strive to improve the well-being of enrolled children and their families in San Bernardino County. This funding will give PSD the opportunity to continue to provide much needed services to enrolled children and their families.

Section 4: Non-Federal Share (\$0)

PSD is requesting a waiver for the Non-Federal Share (NFS) associated with this COLA & QI Supplemental Funding application. Due to current economic conditions and operational changes related to the COVID-19 pandemic, PSD has experienced both structural and logistical challenges in obtaining NFS from nearly all sources, with a significant decrease in volunteer hours being a major factor. Although service delivery has switched to classroom-based from remote learning and engagement with families, we are still noting not substantial increase in the amount and frequency of NFS reporting associated with the pandemic related impact. NFS continues to be a priority for PSD. Staff are diligently working on new approaches to meet ongoing requirements.

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Agenda Item 8.4 FY 21/22 Budget Transfer Request

**Preschool Services Department
Administration**

Jacquelyn Greene
Director

FY 2020-21 Head Start and Early Head Start Grant 09CH011719-02

Budget Transfer & Equipment /Other Purchase Request

Approval by Policy Council and Shared Governance Board

San Bernardino County Preschool Services Department (PSD) is requesting approval of the following budget transfers and equipment/other purchases within the Head Start (HS) & Early Head Start (EHS) programs for fiscal year 2021-22.

The estimated expenditures by Program, CAN number, and Budget Category are as follows:

GABI Code	Budget Categories	Current Amount	Head Start		Early Head Start		Revised Amount
			CAN# G094122		CAN# G094122		
			Transfer Out	Transfer In	Transfer Out	Transfer In	
A	Salaries	23,063,481	-2,811,819				19,959,262
B	Fringe Benefits	13,493,930	-2,151,600				11,634,730
C	Travel	111,536	-46,308		-25,218		40,010
D	Equipment	755,410		738,554		244,405	1,738,369
E	Supplies	2,658,952		44,644			2,703,596
F	Contractual	10,177,789	-1,281,269				8,896,520
G	Construction	500,000	-500,000				0
H	Other	12,381,627		6,007,798	(219,187)		18,170,238
Total		\$63,142,725	(\$6,790,996)	\$6,790,996	(\$244,405)	\$244,405	\$63,142,725

The purpose of the above transfer is to repurpose funds to be utilized in the highest areas of need for the HS/EHS programs that will be beneficial for program operations and eligible Head Start children and families. The transfers will allow the department to utilize the funds efficiently and effectively while carrying out the mission and the essential preschool services within San Bernardino County.

The funds requested for repurposing are as follows: Head Start \$6,790,996; Early Head Start \$244,405 in the areas of Salaries, Benefits, Travel, Contractual, Construction and Other budget categories to fund the projects outlined below:

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Chairman, Fourth District

JOE BACA, JR.
Fifth District

Leonard X. Hernandez
Chief Executive Officer

May 19, 2022

- \$2,024,045 - To hire additional teaching, clerical, custodian, financial and other support staff from temporary staffing agencies in order to maintain operations, to meet program compliance, and to provide coverages due to labor market staffing shortages.
- \$1,931,258 - Necessary Janitorial Services provided by county approved vendors to remain in compliance with Health and Safety regulations. Currently, PSD has been unable to hire eligible custodians for some sites due to labor market staffing shortages and Covid-19 pandemic conditions.
- \$30,000 - To provide staff with additional professional development training to include new hires and existing staff.
- \$1,392,213 - To cover the cost increases on site renovations, facility projects, site relocations, purchases of equipment, program materials, data services, classroom supplies, etc., due to current supply chain issues and material price increases.
- \$1,687,885 - To establish new leases for space, classroom modulars, and to purchase, renovate & set-up shade structures, playground equipment, fences, pour'n play, artificial turf, bike track, ADA Ramp, furniture, etc., for program expansion and enhancing children's safety and health measures.

The Budget Transfer and Equipment/Other Purchase Request will be presented for approval to the Policy Council at their respective meeting on May 16, 2022, and will be presented for approval to the Shared Governance Board at their meeting on May 19, 2022.



Agenda Item 8.5 FY 21/22 NFS Waiver Request

**Preschool Services Department
Administration**

Jacquelyn Greene
Director

Non-Federal Share Match Waiver Request

FY 2021-22 Head Start, Early Head Start & Early Head Start – CCP (09CH011719-02)

Approval by Policy Council and Shared Governance Board

San Bernardino County Preschool Services Department (PSD) is requesting a waiver for our Non-Federal Share (NFS) match requirement of \$1,10,000 for FY 2021-22 primarily due to the following reason:

Our agency is experiencing difficulty in obtaining community resources and volunteer services resulting from the Covid-19 pandemic conditions. The anticipated community donations and parent involvement at our Head Start sites are lower than expectations. PSD anticipates a shortage of approximately \$1,100,000 from community resources and volunteer services for FY 2021-22.

The budgeted NFS for FY 2021-22 is \$14,449,910. The total actual and projected NFS match for FY 2021-22 is approximately \$13,349,910 (actuals as of April 30, 2022 = \$11,456,577, plus projections for the remainder of the year = \$1,893,333). Therefore, we anticipate being under budget for FY 2021-22 NFS by approximately \$1,100,000.

PSD is implementing the following additional measures to increase NFS, so that PSD will be able to earn the required NSF match in FY2022-23:

- Seek additional resources in the community that will donate to required Health, Education, Nutrition and Mental Health services to our families.
- Seek corporate donors that will provide agency level donations and volunteer services to improve facilities and reduce the costs of supplies the agency purchases.
- Provide additional training and new strategies to staff, parent and community groups to enhance parent participation in the wake of the Covid-19 pandemic.

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Fifth District

Leonard X. Hernandez
Chief Executive Officer
May 19, 2022