



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

San Bernardino County Head Start Shared Governance Board Meeting Agenda for August 22, 2024

JOE BACA, JR., CHAIR

5th District Supervisor
San Bernardino County Board of Supervisors

TED ALEJANDRE, VICE-CHAIR

County Superintendent
San Bernardino County Superintendent of Schools

JOSH DUGAS
DIRECTOR
SBC Public Health

DR. GEORGINA YOSHIOKA
DIRECTOR
SBC Behavioral Health

ASHELY BROOKSHER
CHILDREN'S NETWORK OFFICER
SBC Children's Network

KARI TURNER
HEAD START POLICY COUNCIL CHAIR
29 Palms Head Start
SGB Representative

EVA GUTIERREZ
HEAD START POLICY COUNCIL MEMBER
Boys & Girls Club Head Start
SGB Representative

KRISTINA RODRIGUEZ
HEAD START POLICY COUNCIL MEMBER
Hesperia Head Start
SGB Representative

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

LOCATION: SBC Preschool Services Administration
662 S. Tippecanoe Avenue
San Bernardino, CA 92415

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours' notice. Please call PSD at (909) 383-2078 to request the service. PSD will accept public comments in person, or 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. To ensure timely submission, please submit your comments by 12:00 p.m. on Wednesday, August 21, 2024.

- 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** Arlene Molina, Assistant Director
 - 5.1 Receive Office of Head Start Communication
 - 5.1.1 Information Memorandum 24-02 Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients
 - 5.1.2 Program Instruction 24-03 New Eligibility Provisions for American Indians and Alaska Native Programs

SAN BERNARDINO - HEAD START SHARED GOVERNANCE BOARD MEETING**AGENDA: AUGUST 22, 2024**

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|--|---|
| <ul style="list-style-type: none"> 5.1.3 Program Instruction 24-04 New Eligibility Provision for Migrant and Seasonal Head Start Programs | |
| <ul style="list-style-type: none"> 5.2 Receive Report of Program Updates (Oral Report) | Arlene Molina, Assistant Director |
| <ul style="list-style-type: none"> 5.3 Receive PSD 2024-25 Reports and Updates <ul style="list-style-type: none"> 5.3.1 Program Information Report 5.3.2 Enrollment Report 5.3.3 Attendance Report 5.3.4 4th Quarter Performance Measures 2023-24 | <ul style="list-style-type: none"> Debra Billings-Merlos, Deputy Director Sean Segal, Program Manager Sean Segal, Program Manager LaTrenda Terrell, Deputy Director |
| <ul style="list-style-type: none"> 5.4 Receive 2024-25 PSD County Performance Measures | LaTrenda Terrell, Deputy Director |
| <ul style="list-style-type: none"> 5.5 Receive 2023-24 School Readiness Comparison Assessment Periods 1, 2, & 3 | Sharri Carroll, Program Manager |
| <ul style="list-style-type: none"> 5.6 Receive Finance Report <ul style="list-style-type: none"> 5.6.1 Receive Fiscal Year Budget to Actual | Madeline Tsang, Administrative Manager |
| 6. SGB TRAININGS | |
| <ul style="list-style-type: none"> 6.1 Eligibility, Recruitment, Selection, Enrollment And Attendance (ERSEA) Training | Sean Segal, ERSEA Program Manager |
| 7. CONSENT ITEMS | |
| <ul style="list-style-type: none"> 7.1 Approve SGB May 23, 2024 Minutes | Supervisor Joe Baca Jr., Chair |
| 8. DISCUSSION ITEMS | |
| <ul style="list-style-type: none"> 8.1 Approve 2023-24 Policy Council Bylaws 8.2 Approve Program Year 2023-24 Head Start and Early Head Start Request of Carryover to Program Year 2024-25 | <ul style="list-style-type: none"> Lashawn Love-French, Program Manager Madeline Tsang, Administrative Manager |
| 9. INFORMATIONAL ITEMS | |
| <ul style="list-style-type: none"> 9.1 Next Shared Governance Board Meeting – October 24, 2024 | Supervisor Joe Baca Jr., Chair |
| 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-OHS-IM-24-02	2. Issuance Date: 06/27/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2025; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Recipients

SUBJECT: Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients

INFORMATION:

[Section 641A](#) of the Improving Head Start for School Readiness Act of 2007 (the Act) requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds.

This Information Memorandum (IM) outlines the OHS monitoring process for fiscal year 2025 (FY25). It describes the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASS®), Risk Assessment Notification (RAN), and unannounced reviews.

FY25 Monitoring Review Types and Start Dates

Review Type*	FY25 Implementation Format	Start Date
FA1	FA1 reviews are conducted through a virtual format.	October 2024
FA2	FA2 reviews are conducted using a combination of virtual and on-site monitoring.	October 2024
CLASS®	CLASS reviews are conducted again this year using either self-recorded videos or onsite formats.	October 2024
Follow-up Reviews	Follow-up reviews are conducted virtually or in person.	Start dates will coincide with the end of the corrective action period.
RAN	RAN reviews are conducted through a virtual format.	As needed
Other	Special reviews may be conducted at any time, on site or virtually, without notice.	As needed

* *Monitoring reviews may be conducted with or without prior notification to the recipient. OHS reserves the right to conduct unannounced reviews at any time.*

FA1 Reviews

The FA1 review is an opportunity for recipients to describe their approach and plan for providing high-quality services to children and families. It typically occurs in the first or second year of the grant period. This focus area determines if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and Head Start Act. The FA1 informs OHS' understanding of each recipient's foundation for program services — staffing structure, program design and governance, education, health and family services, and fiscal infrastructure. The FA1 review also allows OHS to assist recipients in fulfilling application commitments, provide resources to address any identified issues, and support recipients in reaching their goals.

FA2 Reviews

The FA2 review is an opportunity for recipients to demonstrate their implementation of high-quality services to children and families that meet Head Start requirements. It typically occurs in the third or fourth year of a grant period. This focus area broadens OHS' understanding of each recipient's performance and determines if programs are meeting the requirements of the HSPPS, Uniform Guidance, and Head Start Act.

CLASS® Reviews

Section 641A(c)(2)(F) of the Act requires OHS to assess the quality of teacher–child interactions using a valid and reliable observation measure. For the upcoming FY25 monitoring year, OHS will continue to use the 2008 edition of the Classroom Assessment Scoring System (CLASS®) Pre-K Teacher–Child Observation Instrument. Scores from CLASS observations will count toward Designation Renewal System (DRS) determinations using the competitive thresholds established in the [Final Rule on DRS Changes](#).

For FY25, recipients that are scheduled for a CLASS monitoring review will have the option to self-record and submit their own videos (Video Review) or request a traditional on-site review with certified CLASS observers (On-site Review).

American Indian and Alaska Native (AIAN) Head Start programs have the option to do a self-review for the CLASS. OHS will transmit a letter to AIAN grant recipients with additional information on this option.

All recipients will have the opportunity to attend information sessions specifically developed to discuss FY25 CLASS options, including a group of sessions convened specifically for American Indian and Alaska Native recipients.

RAN Reviews

OHS conducts Risk Assessment Notification reviews, as necessary, to address child health and safety incidents. They are initiated when OHS needs to gather more information about significant incidents

affecting program participants' health and safety. These reviews have a specific focus on abuse, neglect, inappropriate conduct, inadequate supervision, or unauthorized releases in Head Start programs.

RAN reviews:

- Ensure prompt and accurate reporting of serious incidents
- Investigate contributing program or management factors
- Communicate necessary corrective actions
- Provide feedback to improve program management and prevent future incidents

Other Reviews

Special reviews are conducted, as needed, to explore concerns outside of the typical FA1 or FA2 schedule. OHS reserves the right to conduct unannounced reviews at any time.

Scheduling

Each year, recipients are required to submit an accurate calendar of availability, which is used to schedule monitoring reviews. The availability calendar also gives recipients a way to inform OHS as to when their program is not operational and when children are not in session. Recipients should immediately update their calendars as changes in program availability occur. Please note that OHS has very limited capacity to accommodate requests to reschedule reviews and can only do so under exceptional circumstances.

Monitoring reviews can also be conducted with or without prior notification to the recipient that it will take place.

Communications

Recipients scheduled to receive a monitoring review in FY25 will receive a notification letter 45 calendar days before the start of the event. They can also expect a planning call with their assigned coordinator to discuss their review. During the initial call, recipients should share their program's current service delivery options. OHS Review Reports are typically issued within 60 calendar days of the monitoring review.

If you have any questions regarding the FY25 monitoring season, please contact your regional office.

Thank you for the work you do on behalf of children and families.

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-OHS-PI-24-03	2. Issuance Date: 05/13/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Eligibility; AIAN; American Indian and Alaska Native; Consolidated Appropriations Act; Fiscal Year 2024	

PROGRAM INSTRUCTION

TO: All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

SUBJECT: New Eligibility Provisions for American Indian and Alaska Native programs

INSTRUCTION:

On March 23, 2024, President Biden signed the [Further Consolidated Appropriations Act, 2024 \(Public Law 118-47\)](#), which provides fiscal year (FY) 2024 appropriations for several federal departments and agencies. This spending bill funds Head Start programs through the remainder of the fiscal year. The Office of Head Start (OHS) funding changes for FY 2024 are detailed in a separate Program Instruction (PI), [ACF-OHS-PI-24-02](#). This PI describes changes to eligibility criteria for Region XI, American Indian and Alaska Native (AIAN) Head Start recipients in Section 238 of the Further Consolidated Appropriations Act, 2024.

OHS regularly engages with tribes to understand the special circumstances of AIAN Head Start programs. Through regular consultation, tribal leaders and Tribal Head Start administrators have indicated that tribes should be able to exercise appropriate discretion in determining which children should be eligible and prioritized for Head Start services. Following this historic statutory change, OHS affirms that tribes — to the maximum extent possible — should determine which children in their communities would most benefit from Head Start services.

Implementation of the New Eligibility Provision

This provision specifies that in FY 2024, and every year after, AIAN programs have the discretion to consider eligibility for Head Start services regardless of income. This provision applies to programs operated by an Indian tribe as defined in the Head Start Act, 42 U.S.C. 9801, or designated by an Indian tribe to operate on its behalf. The new language applies to both tribal and non-tribal children in an AIAN program’s service area. This law will increase the number of children in tribal communities who are eligible to participate in Head Start services, including opportunities to participate in activities that engage their Native language and culture.

In accordance with the Head Start regulations at 45 CFR §§[1302.14](#) and [1302.11\(b\)](#), AIAN programs are still required to annually establish selection criteria to enroll children in their service area who would benefit most from Head Start services. These selection criteria must weigh the prioritization of participants based on needs identified in the community needs assessment. The criteria may, at the program's discretion, include prioritizing children in families where a child, a family member, or a member of the same household is a member of an Indian tribe. Programs do not need to update their selection criteria at this time. However, if a program opts to change its selection criteria in response to the new provision in Section 238, it must engage in consultation with and obtain approval from its governing body and policy council. The program can then begin using the updated criteria. Additionally, all programs must include their selection criteria in their annual refunding application.

Per Section 238, AIAN Head Start programs no longer have income requirements for eligibility. This means that AIAN programs do not need to collect income information from families for the purposes of eligibility. However, if an AIAN program decides to use income as part of its selection criteria to support making determinations regarding families most in need, it should collect family income information accordingly.

This new law is effective immediately. It applies this fiscal year and for all future years. However, no child who is currently served in a Tribal Head Start program should have their enrollment disrupted to accommodate new enrollees who may qualify based on this change.

Additional Details on Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Requirements

Due to this statutory change, the Head Start Program Performance Standards (HSPPS) on eligibility now reflect some outdated requirements. To update the HSPPS, OHS must engage in a rulemaking process.

In the interim, where there is misalignment between the Further Consolidated Appropriations Act, 2024, and existing HSPPS eligibility requirements, AIAN programs should follow the new statutory provision in Section 238. For example, tribal programs are no longer required to verify eligibility based on income or maintain income eligibility records ([45 CFR §1302.12\(i\),\(k\)](#)).

While this new law changes income eligibility requirements, other HSPPS for eligibility, recruitment, selection, enrollment, and attendance remain. For example, programs must still adhere to age eligibility requirements (45 CFR §1302.12(b)). Per [45 CFR §1302.13](#), programs must develop and implement a recruitment process designed to actively inform all families within the recruitment area of the availability of program services, and to encourage and assist them in applying for admission. Existing enrollment ([45 CFR §1302.15](#)) and attendance ([45 CFR §1302.16](#)) regulations also remain.

As emphasized in Section 238, a tribal program may, at its discretion, use selection criteria to give priority to children in families where a child, a family member, or a member of the same household is a member of an Indian tribe and would benefit from the Head Start program. Tribal membership enrollment criteria are outlined in tribal constitutions, articles of incorporation, or

ordinances. The criteria vary from tribe to tribe, so [uniform membership requirements do not exist](#). Tribes have the authority to define their tribal membership requirements and how they will use those requirements for Head Start selection criteria.

Please note that guidance under ACF-IM-HS-23-02 American Indian and Alaska Native (AIAN) Eligibility Through Tribal TANF is no longer relevant. AIAN programs no longer must adhere to income eligibility requirements, inclusive of Head Start program eligibility due to receipt of public assistance.

Data and Reporting

The OHS [Program Information Report \(PIR\)](#) provides comprehensive data on the services provided and staff, children, and families served by Head Start and Early Head Start programs nationwide. All grant recipients and delegates are required to submit a PIR annually. The 2024–2025 PIR will be updated to reflect these changes to AIAN eligibility policy. OHS issued guidance to grant recipients on May 9 on how to submit the 2023–2024 PIR for those AIAN programs that deem families eligible per the new language in Section 238 during this program year.

Monitoring

The Head Start Act requires periodic federal review of all Head Start programs. Recipients with upcoming FY 2024 [monitoring reviews](#) will be monitored according to these changes to AIAN eligibility policy. FY 2025 monitoring protocols will reflect these changes.

Full Enrollment Initiative

Additional guidance will be forthcoming from OHS about how this new provision will impact the Full Enrollment Initiative (FEI). OHS plans to extend flexibility to AIAN grant recipients in the FEI to allow time to implement this new law.

Change in Scope Process

This new eligibility provision will not impact Change in Scope applications that have already been approved and implemented. If you have questions about a change in scope request, please reach out to your regional office.

Training and Technical Assistance (TTA) and Ongoing Support

With this new law, many resources and materials available to programs on the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) need to be updated. It will take time to align the website with the new provision.

OHS encourages recipients to continue to use the TTA system, inclusive of the [four National Centers](#) and the Region XI TTA network, for support. The OHS TTA system supports program staff in delivering quality services to children and families. The TTA system offers support at the

national, regional, and recipient levels. While each level has distinct and unique functions, they are designed to complement each other.

OHS anticipates that programs will have questions about these changes. We welcome your feedback and communication throughout the implementation process. Specific opportunities to provide feedback through the Tribal consultation process will be shared soon. Please send your questions about these changes to AIANHeadStart@acf.hhs.gov.

OHS is grateful for your partnership in implementing this important change so that more families in tribal communities are eligible for Head Start services. Thank you for the work you do on behalf of children and their families. I look forward to our continued partnership.

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-OHS-PI-24-04	2. Issuance Date: 05/13/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Eligibility; MSHS; Migrant and Seasonal Head Start; Consolidated Appropriations Act; Fiscal Year 2024	

PROGRAM INSTRUCTION

TO: All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

SUBJECT: New Eligibility Provisions for Migrant and Seasonal Head Start programs

INSTRUCTION:

On March 23, 2024, President Biden signed the [Further Consolidated Appropriations Act, 2024 \(Public Law 118-47\)](#), which provides fiscal year (FY) 2024 appropriations for several federal departments and agencies. This spending bill funds Head Start programs through the remainder of the fiscal year. The Office of Head Start (OHS) funding changes for FY 2024 are detailed in a separate Program Instruction (PI), [ACF-OHS-PI-24-02](#). This PI describes changes to eligibility requirements for Region XII, Migrant and Seasonal Head Start (MSHS) recipients in Section 239 of the Further Consolidated Appropriations Act, 2024.

The new provision expands opportunities for MSHS programs to more effectively serve the families they were designed to serve. Our nation’s rich agricultural history has always featured the incredible resilience of farmworkers and their families. MSHS programs take great pride in supporting the legacy of these families and offering new opportunities for future generations.

Implementation of the New Eligibility Provision

This provision specifies that in FY 2024, and every year after, MSHS programs can serve any age-eligible child who has one family member whose income comes primarily from agricultural employment as defined in Section 3 of the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. 1802), regardless of total family income.

In accordance with the Head Start regulations at 45 CFR §§[1302.14](#) and [1302.11\(b\)](#), programs are required to annually establish selection criteria that weigh the prioritization of participants based on needs identified in the community needs assessment. MSHS programs must still follow these requirements and use selection criteria to enroll children who would benefit most from their services, prioritizing the children of migrant farmworker families. Programs do not need to

update their selection criteria at this time. However, if a program opts to change its selection criteria in response to the new provision in Section 239, it must engage in consultation with and obtain approval from its governing body and policy council. The program can then begin using the updated criteria. Additionally, all programs must include their selection criteria in their annual refunding application.

One unique characteristic of MSHS eligibility is a family connection to agricultural employment. To be eligible for a MSHS program before the passage of this provision, a family had to show that their income came primarily from agricultural labor, in addition to meeting income eligibility or other criteria for Head Start services. However, it has become increasingly less common for agricultural work to be the primary source of a family's income. Agricultural work has become less available or stable due to unpredictable weather events and higher pay in other industries.

This new law addresses such barriers while maintaining the MSHS connection to agricultural work. Now, a child is eligible if at least one family member's income comes primarily from agricultural work. To make this determination, a program must verify that more than 50% of the individual's income comes from agricultural work. The new provision also reiterates the requirement that MSHS programs prioritize farmworker families who would benefit most from their programs — especially migrant farmworker families who have relocated frequently within the past two years to pursue agricultural work.

Per Section 239, for the purposes of eligibility, MSHS programs are now required to collect income information from only one family member to determine whether the individual's income comes primarily from agricultural work. However, if a MSHS program decides to use income as part of its selection criteria to support making determinations regarding families most in need, it should collect income information from the entire family accordingly.

This new law is effective immediately. It applies this fiscal year and for all future years. However, no child who is currently served in a MSHS program should have their enrollment disrupted to accommodate new enrollees who may qualify based on this change.

Additional Details on Eligibility, Recruitment, Selection, Enrollment, and Attendance Requirements

Due to this statutory change, the Head Start Program Performance Standards (HSPPS) on eligibility now reflect some outdated requirements. To update the HSPPS, OHS must engage in a rulemaking process.

In the interim, where there is misalignment between the Further Consolidated Appropriations Act, 2024, and existing HSPPS eligibility requirements, MSHS programs should follow the new statutory provision in Section 239. For example, MSHS programs are no longer required to adhere to income eligibility requirements under [45 CFR §1302.12\(c\)](#). However, these programs are still required to verify eligibility under 45 CFR §1302.12(f) based on the income of one family member coming primarily from agricultural employment.

While this new law changes income eligibility requirements, other HSPPS for eligibility, recruitment, selection, enrollment, and attendance remain. For example, programs must still adhere to age eligibility requirements (45 CFR §1302.12(b)). Per [45 CFR §1302.13](#), programs also must develop and implement a recruitment process designed to actively inform all families within the recruitment area of the availability of program services and encourage and assist them in applying for admission to the program.

Please note, as emphasized in Section 239, a MSHS program is still required to prioritize migrant families who move multiple times within a two-year period for enrollment. Existing enrollment ([45 CFR §1302.15](#)) and attendance ([45 CFR §1302.16](#)) regulations also remain.

Definitions

This new statutory language does not change the definition of *family* in the existing HSPPS. The definition of *migrant family* is now outdated, in part — a migrant family no longer needs to have a family income that comes primarily from agricultural employment. Rather, the family must have one family member whose income comes primarily from agricultural employment, which is operationalized as more than 50% of one family member's income is derived from agricultural employment.

The term *agricultural employment* (29 U.S.C. § 1802 (3)) means employment in any service or activity included within the provisions of Section 3(f) of the Fair Labor Standards Act of 1938 ([29 U.S.C. 203\(f\)](#)) or section [3121\(g\) of title 26](#), such as the handling, planting, drying, packing, packaging, processing, freezing, or grading prior to delivery for storage of any agricultural or horticultural commodity in its unmanufactured state. In accordance with current practice, programs should apply this definition consistent with their community needs assessment and selection criteria.

Data and Reporting

The OHS [Program Information Report \(PIR\)](#) provides comprehensive data on the services provided and staff, children, and families served by Head Start and Early Head Start programs nationwide. All grant recipients and delegates are required to submit a PIR annually. The 2024–2025 PIR will be updated to reflect these changes to MSHS eligibility policy. OHS issued guidance to grant recipients on May 9 on how to submit the 2023–2024 PIR for those MSHS programs that deem families eligible per the new language in Section 239 during this program year.

Monitoring

The Head Start Act requires periodic federal review of all Head Start programs. Recipients with upcoming FY 2024 monitoring reviews will be monitored according to these changes to MSHS eligibility policy. FY 2025 monitoring protocols will reflect these changes.

Full Enrollment Initiative

Additional guidance will be forthcoming from OHS about how this new provision will impact the Full Enrollment Initiative.

Change in Scope Process

This new eligibility provision will not impact Change in Scope applications that have already been approved and implemented. If you have questions about a change in scope request, please reach out to your regional office.

Training and Technical Assistance (TTA) and Ongoing Support

With this new law, many resources and materials available to programs on the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) will need to be updated. It will take time to align the website with the new provision.

OHS encourages recipients to continue to use the TTA system, inclusive of the [four National Centers](#) and the Region XI TTA network, for support. The OHS TTA system supports program staff in delivering quality services to children and families at the national, regional, and recipient levels. While each level has distinct and unique functions, they are designed to complement each other.

OHS anticipates that programs will have questions about these changes. We welcome your feedback and communication throughout the implementation process. Specific opportunities to provide feedback will be shared soon. Please send your questions about these changes to MSHeadStart@acf.hhs.gov.

OHS is grateful for your partnership in implementing this new change so that more families are eligible for Migrant and Seasonal Head Start services. Thank you for the work you do on behalf of children and their families. I look forward to our continued partnership.

/ Khari M. Garvin /

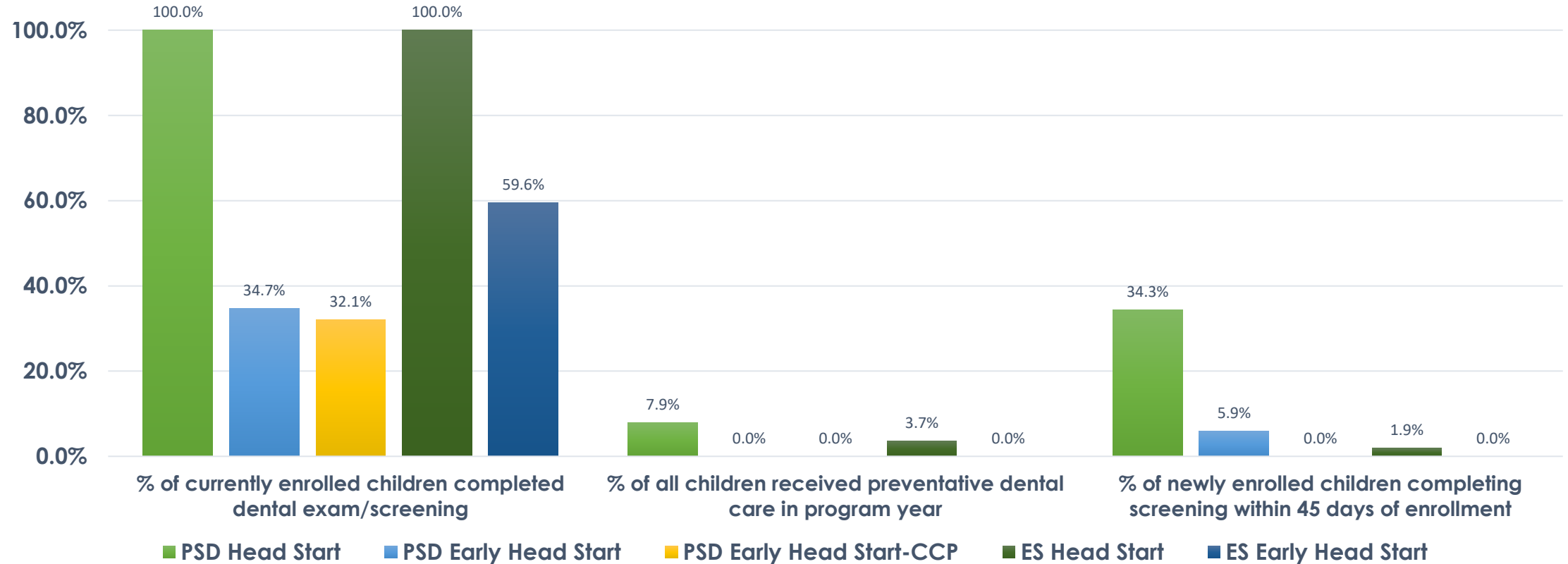
Khari M. Garvin
Director
Office of Head Start

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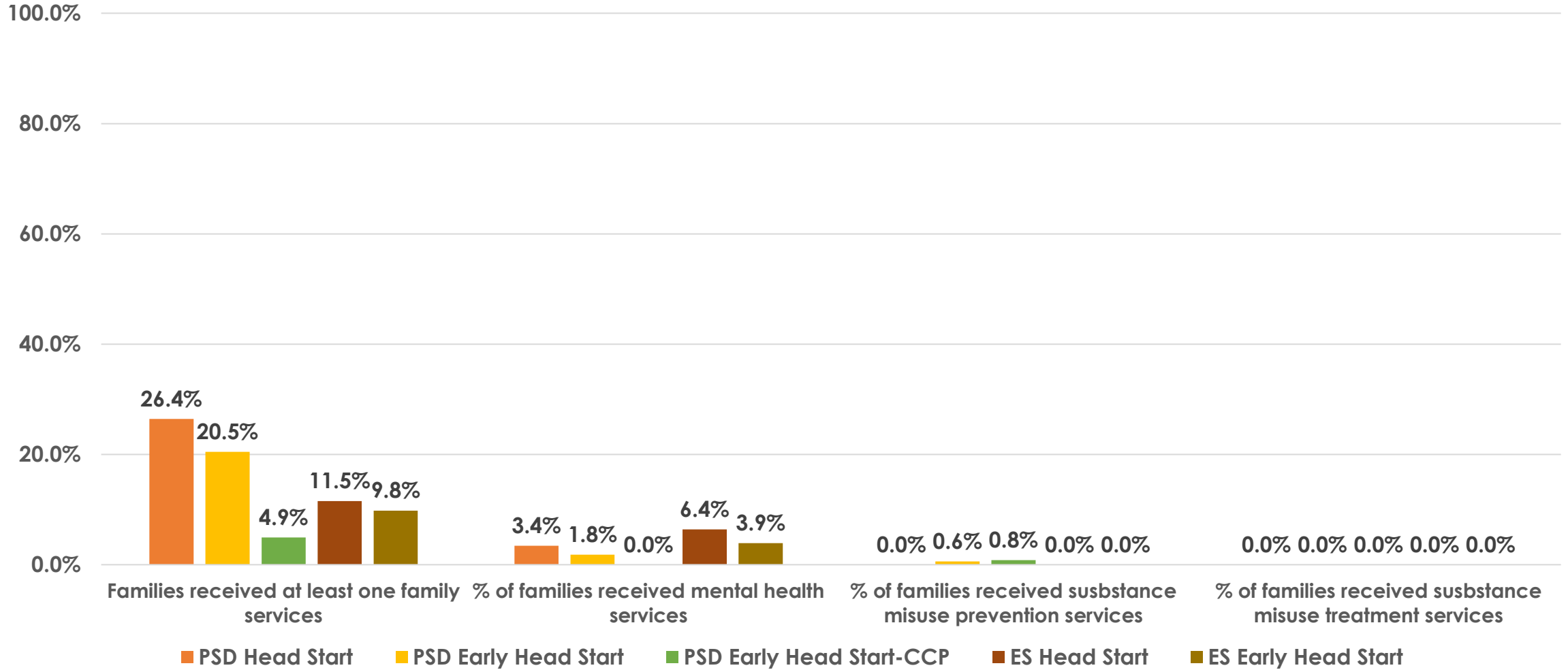


Preschool Services Department
Program Information Report
For Policy Council
Aug 2024

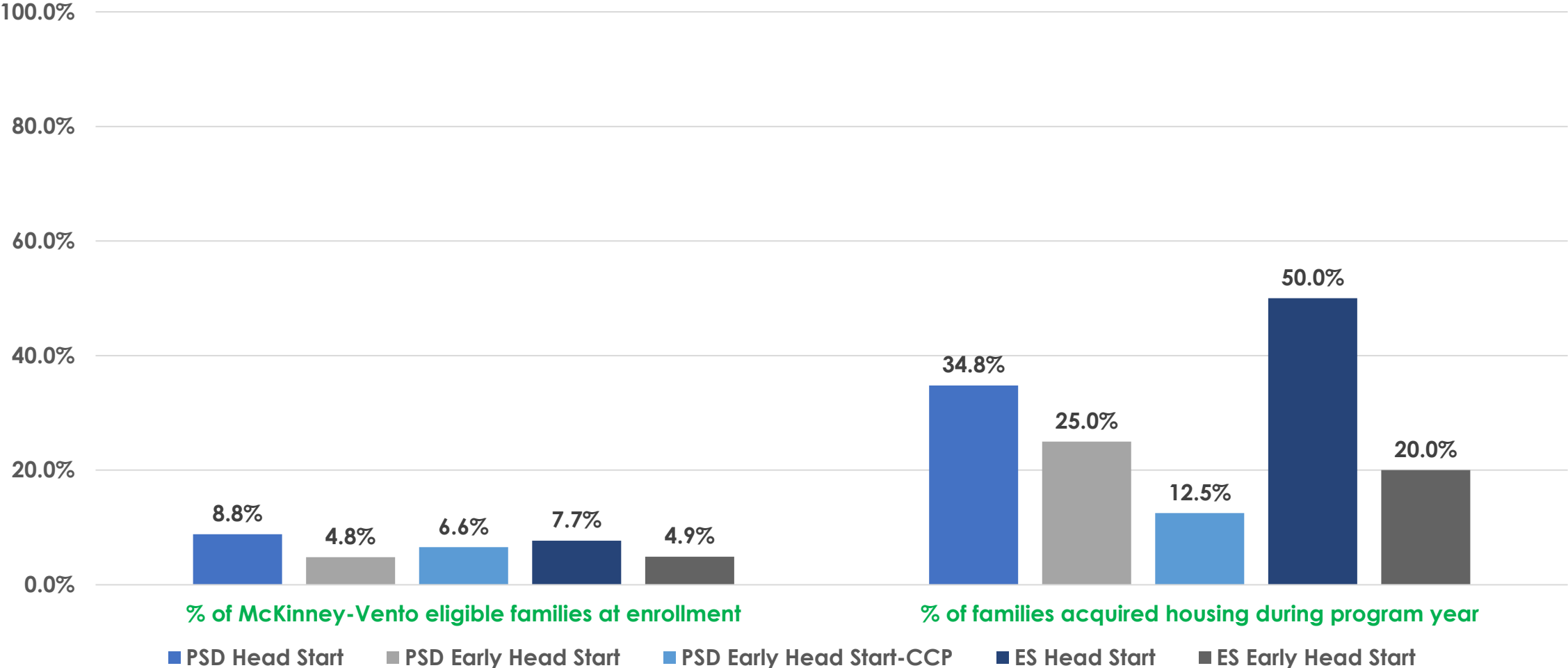
Dental Exams/Screenings, Dental Preventative Care, and 45-Day Screenings for Developmental, Sensory and Behavioral Concerns



Family Services



Homelessness Services



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**County of San Bernardino Preschool Services Department Enrollment Report
July 2024**

Head Start Sites	HS Funded Slots	Enrolled	Vacancies < 30 Days	Total Vacancies	% Enrolled
Adelanto	31	16	0	15	52%
Apple Valley	46	15	0	31	33%
Arrowhead Grove	32	0	0	32	0%
Baker FLC	16	16	0	0	100%
Barstow Main	32	14	0	18	44%
CA-Colton Bloomington JUSD	32	0	0	32	0%
CA-Colton San Salvador JUSD	112	0	0	112	0%
CA-Needles USD	61	0	0	61	0%
Chino	48	0	0	48	0%
Crestline	15	0	0	15	0%
Cucamonga	43	0	0	43	0%
Del Rosa	32	0	0	32	0%
DA-Easter Seals Montclair	63	16	0	47	25%
DA-Easter Seals Ontario Haven	32	16	0	16	50%
DA-Easter Seals Ontario Mills	84	0	0	84	0%
DA-Easter Seals Ontario Phillips	64	48	0	16	75%
Fontana Citrus	48	15	0	33	31%
Hesperia	48	32	0	16	67%
Highland	32	0	0	32	0%
Las Terrazas	32	0	0	32	0%
Mill CDC	83	43	2	40	52%
Northgate	31	15	0	16	48%
Ontario Maple	16	16	0	0	100%
Redlands Valencia	14	13	0	1	93%
Rialto Eucalyptus	68	16	1	52	24%
Rialto Renaissance	64	0	0	64	0%
Rialto Willow	24	22	1	2	92%
San Bernardino Parks & Rec	30	0	0	30	0%
South Redlands	32	0	0	32	0%
Twenty Nine Palms	15	0	0	15	0%
Upland	32	0	0	32	0%
Victorville	46	32	0	14	70%
Westminster	28	0	0	28	0%
Whitney Young	32	0	0	48	0%
Yucaipa	31	0	0	31	0%
Yucca Valley	16	0	0	16	0%
Total	1465	345	4	1120	24%

Total Reserved Slots		0	
Total Vacancies 30 days or less		4	
End of Month Total Enrollment		349	24%

**County of San Bernardino Preschool Services Department Enrollment Report
July 2024**

Early Head Start Sites	Funded Slots	Enrolled	cies < 3	Total Vacancies	% Enrolled
DA-Easter Seals Montclair (FD)	16	15	0	1	94%
DA-Easter Seals Ontario Haven	32	29	1	3	91%
DA-Easter Seals Ontario Mills	24	22	2	2	92%
DA-Easter Seals Ontario Phillips	32	5	0	27	16%
DA-Easter Seals Valley View (FD)	32	31	0	1	97%
Amethyst EHS	24	0	0	24	0%
Apple Valley EHS	34	17	2	17	50%
Barstow Main EHS	27	11	2	16	41%
CA-Fontana USD Admin EHS (FD)	24	20	2	4	83%
Chino EHS	26	20	0	6	77%
Fontana Citrus EHS	19	17	0	2	89%
Hesperia EHS (HB)	11	11	0	0	100%
Mill St (FD)	16	8	0	8	50%
Ontario Maple (FD)	24	7	1	17	29%
Rialto Eucalyptus (FD)	16	7	0	9	44%
South Redlands (HB)	20	19	0	1	95%
Victorville	16	16	0	0	100%
Whitney Young (FD)	8	0	0	8	0%
Yucaipa EHS (HB)	10	10	0	0	100%
Yucca Valley EHS	26	9	1	17	35%
Totals	437	274	11	163	63%

Indicates EHS Expansion Sites	Total Reserved Slots				
* Eight additional slots cannot be filled at this location	Total Vacancies 30 Days	11			
	End of Month Total Enrollment	285			65%

**County of San Bernardino Preschool Services Department Enrollment Report
July 2024**

Early Head Start - CCP Sites	EHS CCP Funded Slots	Enrolled	Vacancies < 30	Total Vacancies	% Enrolled
Ana Brown Family	3	3	0	0	100%
Benavides Family	7	7	0	0	100%
Bennett Family	5	5	0	0	100%
Bouchey FCC	4	4	0	0	100%
Brown (Mayra) Family	5	4	0	1	80%
CA Gonzalez-Gannon FCC	3	2	0	1	67%
CA Honeybee CCC	0	0	0	0	0%
CA Lily Bug's CCC 01	1	1	0	0	100%
CA Lily Bug's CCC 02	4	3	0	1	75%
Campos Family	5	4	0	1	80%
Caring Hearts CDC 01	7	7	1	0	100%
Caring Hearts CDC 02	4	3	0	1	75%
CA Robinson's CCC	4	4	0	0	100%
Castellanos Family	4	4	0	0	100%
Contrereas Family	6	4	1	2	67%
Crooms Family	0	0	0	0	0%
Flores Family	2	2	0	0	100%
Gore Family	1	1	0	0	100%
Griffin Family	2	2	0	0	100%
Guzman Family	6	5	0	1	83%
Harris Family	2	1	0	1	50%
Heartfelt Day Care 01	6	6	0	0	100%
Heartfelt Day Care 02	5	5	0	0	100%
Johnson Family	7	6	1	1	86%
Lanre-Orepo Family	8	8	0	0	100%
Matheu Family	6	6	0	0	100%
Oak Tree Learning Center 01	2	2	0	0	100%
Oak Tree Learning Center 02	2	2	0	0	100%
Reyes Family	8	7	0	1	88%
Rodriguez (Cindy) FCC	6	4	0	2	67%
Simmons Family	2	0	2	2	0%
Wade Family	5	4	0	1	80%
Wallace Family	4	4	0	0	100%
Wright Family	4	4	0	0	100%
Yarber Family	0	0	0	0	0%
Zacarias Family	6	5	0	1	83%
Totals	146	129	5	17	88%

Total Reserved Slots	0		
Total Vacancies 30 Da	5		
End of Month Total En	134		92%

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2301 - Average Daily Attendance

Program Term: Head Start 2024-2025 | Preschool Services Department • All Classrooms | Report Dates: 7/01/2024 - 7/31/2024 | Attendance Status: Present - Present: Absent - Absent: Excused - Present: Unexcused - Absent: Not Scheduled - Neither: No Class - Neither: Late Pickup - Present: Tardy and Late Pickup - Present | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Summary

Preschool Services Department

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Adelanto	313	0	0	20.00 (avg)	15.65	16	97.81%	15.65	100.00%
Apple Valley	299	20	0	21.00 (avg)	14.24	16	88.99%	15.19	93.73%
Baker FLC	313	7	0	21.00 (avg)	14.90	16	93.15%	15.24	97.81%
Barstow	251	8	0	21.00 (avg)	11.95	16	74.70%	12.33	96.91%
Fontana Citrus	283	9	0	21.00 (avg)	13.48	16	84.23%	13.90	96.92%
Hesperia	603	34	0	20.00 (avg)	30.15	32	94.22%	31.85	94.66%
Mill CDC	832	59	32	20.25 (avg)	41.59	51	81.33%	44.54	93.38%
Ontario Maple	314	6	0	21.00 (avg)	14.95	16	93.45%	15.24	98.13%
Redlands-Valencia Grove	269	0	0	20.00 (avg)	13.45	14	96.07%	13.45	100.00%
Rialto Eucalyptus	312	7	0	20.00 (avg)	15.60	16	97.50%	15.95	97.81%
Rialto Willow	443	1	0	20.00 (avg)	22.15	24	92.29%	22.20	99.77%
Victorville	628	0	0	21.00 (avg)	29.91	32	93.45%	29.91	100.00%
Victorville Northgate	307	8	0	21.00 (avg)	14.62	16	91.37%	15.00	97.46%
Preschool Services Department	5,167	159	32	20.47 (avg)	252.64	281	89.85%	260.45	97.01%
Report Totals	5,167	159	32	20.47 (avg)	252.64	281	89.85%	260.45	97.01%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Excused(E), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N), No Class (-)

2301 - Average Daily Attendance

Program Term: EHS 2024-2025 | Preschool Services Department • All Classrooms | Report Dates: 7/01/2024 - 7/31/2024 | Attendance Status: Present - Present: Absent - Absent: Excused - Present: Unexcused - Absent: Not Scheduled - Neither: No Class - Neither: Late Pickup - Present: Tardy and Late Pickup - Present | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Summary

Preschool Services Department

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Apple Valley EHS	201	3	131	21.00 (avg)	9.57	18	53.17%	9.72	98.53%
Barstow EHS	163	4	69	20.50 (avg)	8.10	19	41.69%	8.30	97.60%
CA-Fontana USD Admin EHS	443	0	0	22.00 (avg)	20.14	24	83.90%	20.14	100.00%
Chino EHS	301	0	24	20.00 (avg)	14.39	26	58.33%	14.39	100.00%
Fontana Citrus EHS	186	5	81	21.00 (avg)	8.86	19	46.62%	9.09	97.38%
Hesperia EHS	36	2	165	21.00 (avg)	1.71	11	15.58%	1.81	94.74%
Mill CDC EHS	156	2	0	20.00 (avg)	7.80	8	97.50%	7.90	98.73%
Ontario Maple EHS	126	11	0	20.00 (avg)	6.30	8	78.75%	6.85	91.97%
Redlands South EHS	61	1	303	20.00 (avg)	3.05	20	15.25%	3.10	98.39%
Rialto Eucalyptus EHS	115	8	0	20.00 (avg)	5.75	8	71.88%	6.15	93.50%
Victorville EHS	247	71	0	21.00 (avg)	11.76	16	73.51%	15.14	77.67%
Yucaipa EHS	33	2	133	21.00 (avg)	1.57	10	15.71%	1.67	94.29%
Yucca Valley EHS	150	15	24	21.00 (avg)	7.14	18	39.68%	7.86	90.91%
Preschool Services Department	2,218	124	930	20.74 (avg)	106.14	205	52.23%	112.12	94.71%
Report Totals	2,218	124	930	20.74 (avg)	106.14	205	52.23%	112.12	94.71%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Excused(E), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N), No Class (-)

2301 - Average Daily Attendance

Program Term: EHS CCP 2024-2025 | Preschool Services Department • All Classrooms | Report Dates: 7/01/2024 - 7/31/2024 | Attendance Status: Present - Present: Absent - Absent: Excused - Present: Unexcused - Absent: Not Scheduled - Neither: No Class - Neither: Late Pickup - Present: Tardy and Late Pickup - Present | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Summary

Preschool Services Department

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Ana Brown FCC	54	0	0	18.00 (avg)	3.00	3	100.00%	3.00	100.00%
Benavides FCC	126	0	0	18.00 (avg)	7.00	7	100.00%	7.00	100.00%
Bennett FCC	65	0	0	13.00 (avg)	5.00	5	100.00%	5.00	100.00%
Brown (Mayra) FCC	52	0	0	13.00 (avg)	4.00	5	80.00%	4.00	100.00%
CA-Bouchey FCC	40	0	0	11.00 (avg)	3.64	4	90.91%	3.64	100.00%
CA-Gonzales-Gannon FCC	36	0	0	18.00 (avg)	2.00	3	66.67%	2.00	100.00%
CA-Lilly Bug's CCC	47	0	0	13.00 (avg)	3.62	5	72.31%	3.62	100.00%
CA-Robinson FCC	32	0	0	9.00 (avg)	3.56	4	88.89%	3.56	100.00%
Campos FCC	40	0	0	10.00 (avg)	4.00	5	80.00%	4.00	100.00%
Caring Hearts CCC	180	0	0	16.50 (avg)	10.88	11	98.90%	10.88	100.00%
Castellanos FCC	47	2	8	18.00 (avg)	2.61	4	65.28%	2.72	95.92%
Contreras FCC	79	0	0	17.00 (avg)	4.65	6	77.45%	4.65	100.00%
Flores FCC	18	0	0	9.00 (avg)	2.00	2	100.00%	2.00	100.00%
Gore FCC	16	2	0	18.00 (avg)	0.89	1	88.89%	1.00	88.89%
Griffin FCC	18	0	0	10.00 (avg)	1.80	2	90.00%	1.80	100.00%
Guzman FCC	90	0	0	18.00 (avg)	5.00	6	83.33%	5.00	100.00%
Harris FCC	10	0	0	11.00 (avg)	0.91	2	45.45%	0.91	100.00%
Heartfelt Day Care CCC	176	11	0	17.00 (avg)	10.35	11	94.12%	11.00	94.12%
Johnson FCC	121	2	0	18.00 (avg)	6.72	7	96.03%	6.83	98.37%
Lanre-Orepo FCC	144	0	0	18.00 (avg)	8.00	8	100.00%	8.00	100.00%
Matheu FCC	60	0	0	11.00 (avg)	5.45	6	90.91%	5.45	100.00%
Oak Tree Learning Center (New)	32	0	0	8.00 (avg)	4.00	4	100.00%	4.00	100.00%
Reyes FCC	126	0	0	18.00 (avg)	7.00	8	87.50%	7.00	100.00%
Rodriguez (Cindy) FCC	71	0	1	18.00 (avg)	3.94	6	65.74%	3.94	100.00%
Simmons FCC	16	0	0	10.00 (avg)	1.60	2	80.00%	1.60	100.00%
Wade FCC	72	0	0	18.00 (avg)	4.00	5	80.00%	4.00	100.00%
Wallace FCC	60	0	0	15.00 (avg)	4.00	4	100.00%	4.00	100.00%
Wright FCC	64	0	0	16.00 (avg)	4.00	4	100.00%	4.00	100.00%
Zacarias FCC	90	0	0	18.00 (avg)	5.00	6	83.33%	5.00	100.00%
Preschool Services Department	1,982	17	9	14.55 (avg)	128.62	146	88.09%	129.60	99.15%
Report Totals	1,982	17	9	14.55 (avg)	128.62	146	88.09%	129.60	99.15%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Excused(E), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N), No Class (-)

2301 - Average Daily Attendance

Program Term: Head Start 2024-2025 | Easter Seals Child Dev. Center • All Classrooms | Report Dates: 7/01/2024 - 7/31/2024 | Attendance Status: Present - Present: Absent - Absent: Excused - Present: Unexcused - Absent: Not Scheduled - Neither: No Class - Neither: Late Pickup - Present: Tardy and Late Pickup - Present | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Summary

Easter Seals Child Dev. Center

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
ESSC-Montclair CDC	337	0	0	22.00 (avg)	15.32	16	95.74%	15.32	100.00%
ESSC-Ontario CDC (Haven)	348	0	0	22.00 (avg)	15.82	16	98.86%	15.82	100.00%
ESSC-Phillips North	1,000	7	0	22.00 (avg)	45.46	48	94.70%	45.77	99.30%
Easter Seals Child Dev. Center	1,685	7	0	22.00 (avg)	76.60	80	95.74%	76.91	99.59%
Report Totals	1,685	7	0	22.00 (avg)	76.60	80	95.74%	76.91	99.59%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Excused(E), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N), No Class (-)

2301 - Average Daily Attendance

Program Term: Head Start 2024-2025 | Easter Seals Child Dev. Center • All Classrooms | Report Dates: 7/01/2024 - 7/31/2024 | Attendance Status: Present - Present: Absent - Absent: Excused - Present: Unexcused - Absent: Not Scheduled - Neither: No Class - Neither: Late Pickup - Present: Tardy and Late Pickup - Present | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Summary

Easter Seals Child Dev. Center

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
ESSC-Montclair CDC	337	0	0	22.00 (avg)	15.32	16	95.74%	15.32	100.00%
ESSC-Ontario CDC (Haven)	348	0	0	22.00 (avg)	15.82	16	98.86%	15.82	100.00%
ESSC-Phillips North	1,000	7	0	22.00 (avg)	45.46	48	94.70%	45.77	99.30%
Easter Seals Child Dev. Center	1,685	7	0	22.00 (avg)	76.60	80	95.74%	76.91	99.59%
Report Totals	1,685	7	0	22.00 (avg)	76.60	80	95.74%	76.91	99.59%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
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6. Statuses counted as Absent: Absent(A), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N), No Class (-)

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County of San Bernardino
PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2024

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	23-24 Target	Acc. Quarter 1	23-24 Quarter 2	23-24 Quarter 3	23-24 Quarter 4
OBJECTIVE	Strategically engage particular Vision Element Groups to support and expand the County's public facing Vision projects.	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.	55%	N/A	N/A	18%	35%
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 30,2024.						
EXPLANATION	Full day children are assessed three time a year. After the third assessment, 44% of the Head Start children did not meet developmental expectations in literacy skills. When compared to the baseline of 68% of children not meeting developmental expectations after the first assessment, 35% of those children now meet the developmental expectations after the third assessment. The department did not achieve the target goal of reducing the number of children who were not meeting developmental expectations in literacy skills after the first assessment by 55% by the end of the 2023-2024 program year.						

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2024

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	23-24 Target	Acc. Quarter 1	23-24 Quarter 2	23-24 Quarter 3	23-24 Quarter 4
OBJECTIVE	Strategically engage particular Vision Element Groups to support and expand the County's public facing Vision projects.	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	N/A	17%	37%
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, 2024.						
EXPLANATION	Early Head Start children are assessed three time a year. After the third assessment, 29% of the children ages 18-36 months did not meet the developmental expectations for social emotional skills. When compared to the baseline of 46% set after the first assessment, 37% of those children now meet the foundation expectations in social emotional skills. The department achieved its target goal of reducing the number of children who were not meeting developmental expectations in social emotional skills after the first assessment by 30% by the end of the 2023-2024 program year.						

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2024

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	23-24 Target	Acc. Quarter 1	23-24 Quarter 2	23-24 Quarter 3	23-24 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.	316	122	147	229	253
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 for the fourth quarter 2023-24. The department enrolled an additional 26 foster children in its various programs during the fourth quarter. The department did not achieve the target goal of enrolling 316 foster children by the end of the 2023-2024 program year.						

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2024

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	23-24 Target	Acc. Quarter 1	23-24 Quarter 2	23-24 Quarter 3	23-24 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.	Percentage of children identified at the beginning of the year as In Excess of Healthy BMI or Over Healthy BMI whose BMI is reduced.	60%	N/A	38%	60%	73%
STRATEGY	Identify In Excess of Healthy Body Max Index (BMI) and/or Over Healthy BMI children ages 2-5 years in an effort to promote a healthy lifestyle.						
STRATEGY	Promote nutrition education programs for parents at each school site.						
STRATEGY	Ensure that children receive both nutrition curriculum and physical activity daily within the classroom schedule.						
STRATEGY	Decrease the number of children who are identified as In Excess of Healthy BMI or Over Healthy BMI from the higher level of Body Mass Index (BMI) classification to the next lower level by children's height and weight.						
EXPLANATION	Year round, full day children are assessed four times a year. After the fourth assessment, the department identified 44 children in Excess of Healthy BMI or Over Healthy BMI full-day children for whom it will provide nutrition counseling and education training throughout the program year; 16 children (73% of the children still enrolled) have improved their BMI classification to the next lower level. The department achieved its target goal of lowering the Body Mass Index to a healthier classification for 60% of the children identified after the first assessment by the end of the 2023-2024 program year.						

DEPARTMENT PERFORMANCE MEASURES

Budget Group	Department	County Goal	Objective	Strategy	Measure	2022-23 Actual	2023-24 Target	2023-24 Estimate	2024-25 Target	2024-25 Action
	Preschool Services	6. Provide for the Safety, Health and Social Service Needs of County Residents	6.a 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.	1. Promote school readiness. 2. Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of teh community to support the success of every child from the cradle to career." 3. Support the Vision2Read Initiative. 4. Identify the number of Head Start/State Preschool children ages 3 – 5 not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in Literacy skills on the first quarter's assessment, and reduce this count by 55% by June 30, 2024.	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.	36%	55%	18%	55%	
	Preschool Services	6. Provide for the Safety, Health and Social Service Needs of County Residents	6.a 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.	1. Promote school readiness. 2. Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of every child from the cradle to career." 3. 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.	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.	49%	30%	17%	30%	
	Preschool Services	6. Provide for the Safety, Health and Social Service Needs of County Residents	6.a 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.	1. Increase enrollment opportunities for foster children. 2. Enhance the referral process of enrollment with the Children and Family Services Department.	Number of foster children enrolled	228	316	229	301	
	Preschool Services	6. Provide for the Safety, Health and Social Service Needs of County Residents	6.a 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.	1. Identify in Excess of Healthy Body Max Index (BMI) and/or Over Health BMI children ages 2-5 years in an effort to promote a healthy lifestyle. 2. Promote nutrition education programs for parents at each school site. 3. Ensure children receive both nutrition curriculum and physical activity daily within the classroom schedule. 4. Decrease the number of children who are identified as in excess of healthy BMI or over healthy BMI from the higher level of BMI classification to the next lower level by children's height and weight.	Percentage of children identified at the beginning of the year	66%	60%	60%	60%	

Instructions

Use the dropdown list option to select information for the following sections: Budget Group, Department, County Goal, Objective, and 2024-25 Action. Please enter information for the following sections: Strategy, Measure, 2022-23 Actual, 2023-24 Target, 2023-24 Estimate, and 2024-25 Target.

For each Performance Measure, please ensure each section below is completed:

- **Budget Group**
- **Department**
- **County Goal:** County Goals are numbered. Last Adopted by the Board of Supervisors on May 4, 2021.
- **Objective:** When selecting an Objective please ensure the Objective begins with the same number as the Goal selected.
- **Strategy:** Strategies should be a description of how the Department will accomplish the specific County Goal(s) and Objective(s) chosen.
- **Measure:** The method of monitoring, evaluating and providing feedback related to service delivery/program outcomes executed by the Department through budgetary means.
- **2022-23 Actual:** Enter the Actuals for 2022-23, as reported in the 2023-24 Adopted Book.
- **2023-24 Target:** Enter the Targets for 2023-24, as reported in the 2023-24 Adopted Book.
- **2023-24 Estimate:** Enter the estimated target the Department anticipates to achieve in 2023-24. This should match the Department's most recent estimate reported quarterly for performance measures.
- **2024-25 Target:** Enter the Target for 2024-25.
- **2024-25 Action:** Select the dropdown for the action (type of submittal) of the Measure taking place in 2024-25:
 - **Review/Resubmit:** This involves the same measure approved in 2023-24, but targets/goals/objectives/strategies may change for 2024-25.
 - **Revision:** This involves revisions to a 2023-24 approved measure, to be reflected in 2024-25.
 - **New:** This involves the additional of a new measure to 2024-25, not approved in 2023-24.
 - **Delete:** This involves the deletion of a 2023-24 approved measure, to be deleted in 2024-25. Use prior years' information to fill out the sections.

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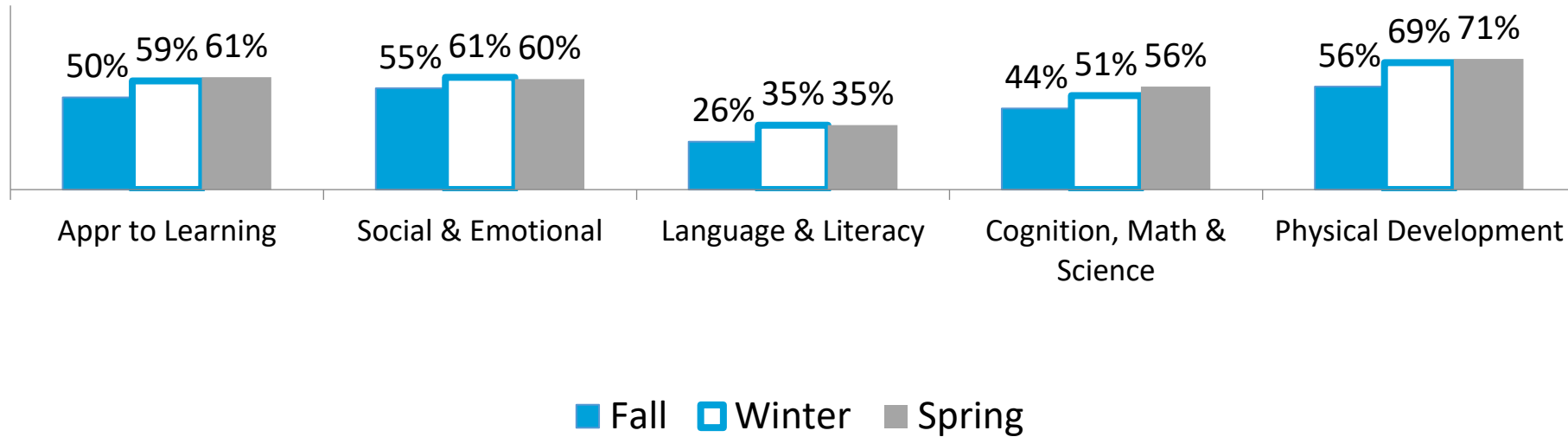
Preschool Services Department

SCHOOL READINESS CHILD OUTCOMES FALL, WINTER, AND SPRING 2023 – 2024

By: Education Managers

Domain Comparison for All Infants & Toddlers

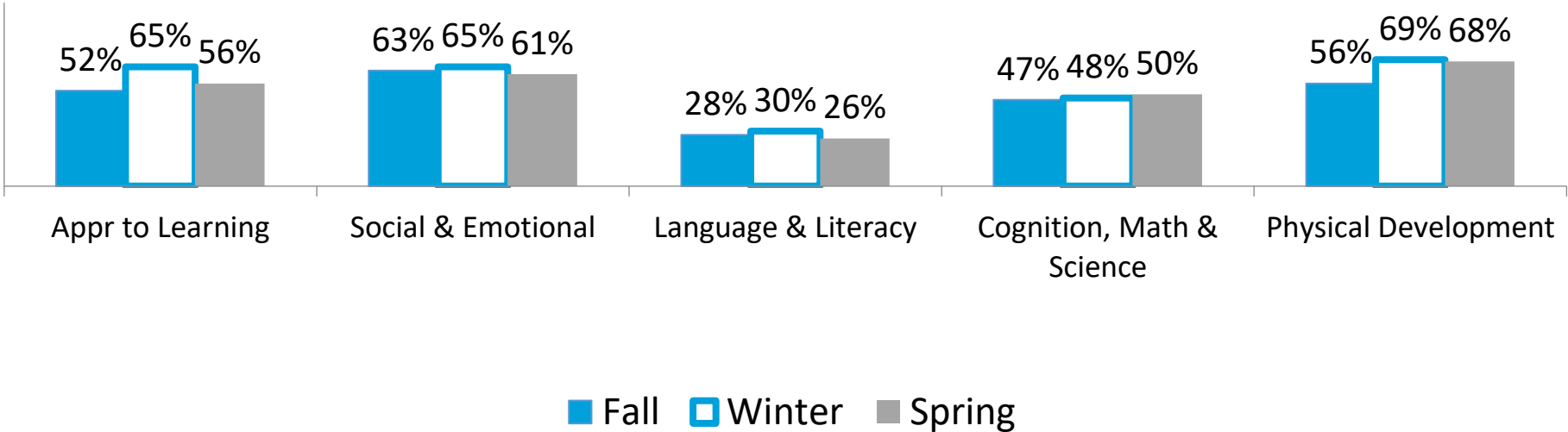
Spring 2023-2024 Percentage of Children At or Above Foundation Expectations



	Total
# of Children	267
Average Age (years)	2.0
% of English Language Learners	16%

Domain Comparison for 1 Yr Old (K in 2027) Children

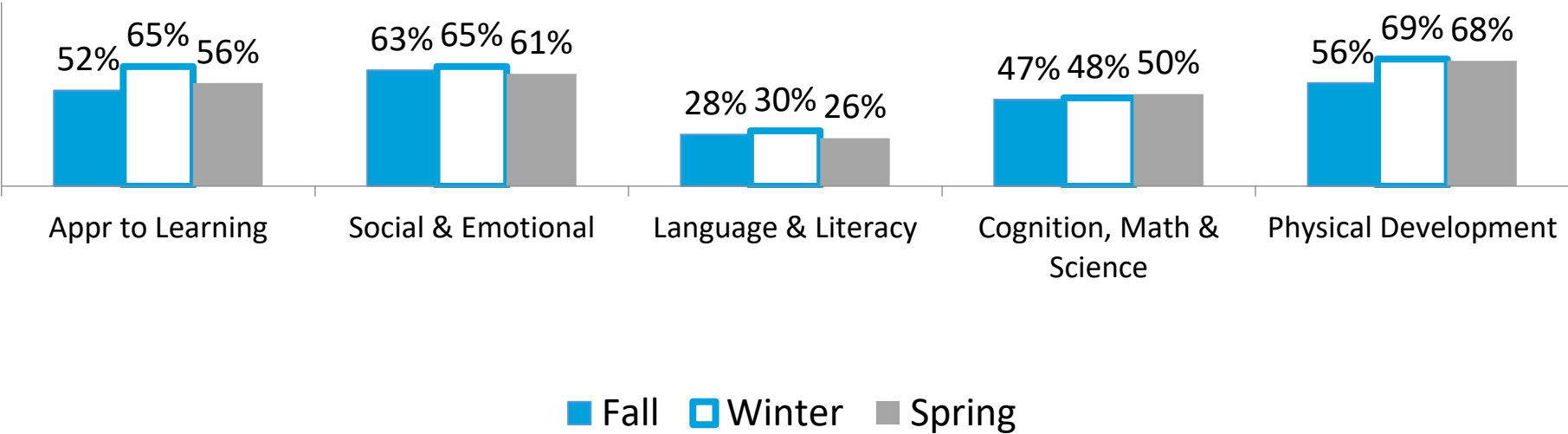
Spring 2023-2024 Percentage of Children At or Above Foundation Expectations



	Total
# of Children	119
Average Age (years)	1.9
% of English Language Learners	18%

Domain Comparison for 1 Yr Old (K in 2027) Children

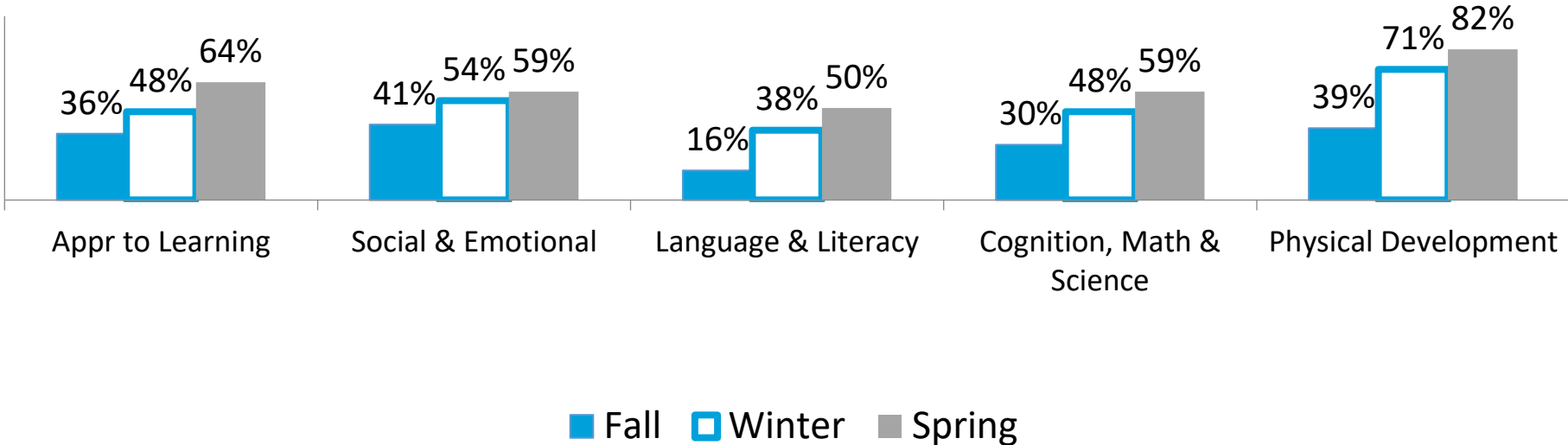
Spring 2023-2024 Percentage of Children At or Above Foundation Expectations



	Total
# of Children	119
Average Age (years)	1.9
% of English Language Learners	18%

Domain Comparison for 2 Yr Old (K in 2026) Children

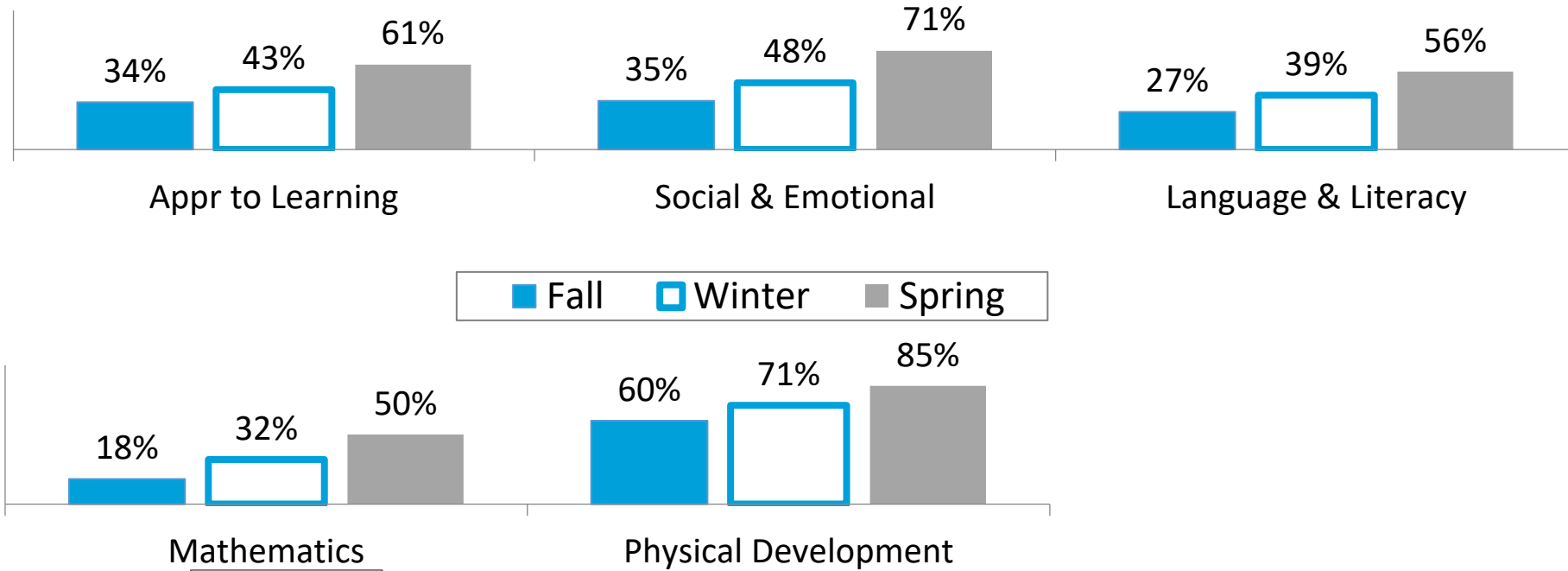
Spring 2023-2024 Percentage of Children At or Above Foundation Expectations



	Total
# of Children	93
Average Age (years)	2.6
% of English Language Learners	17%

Domain Comparison for All Preschoolers

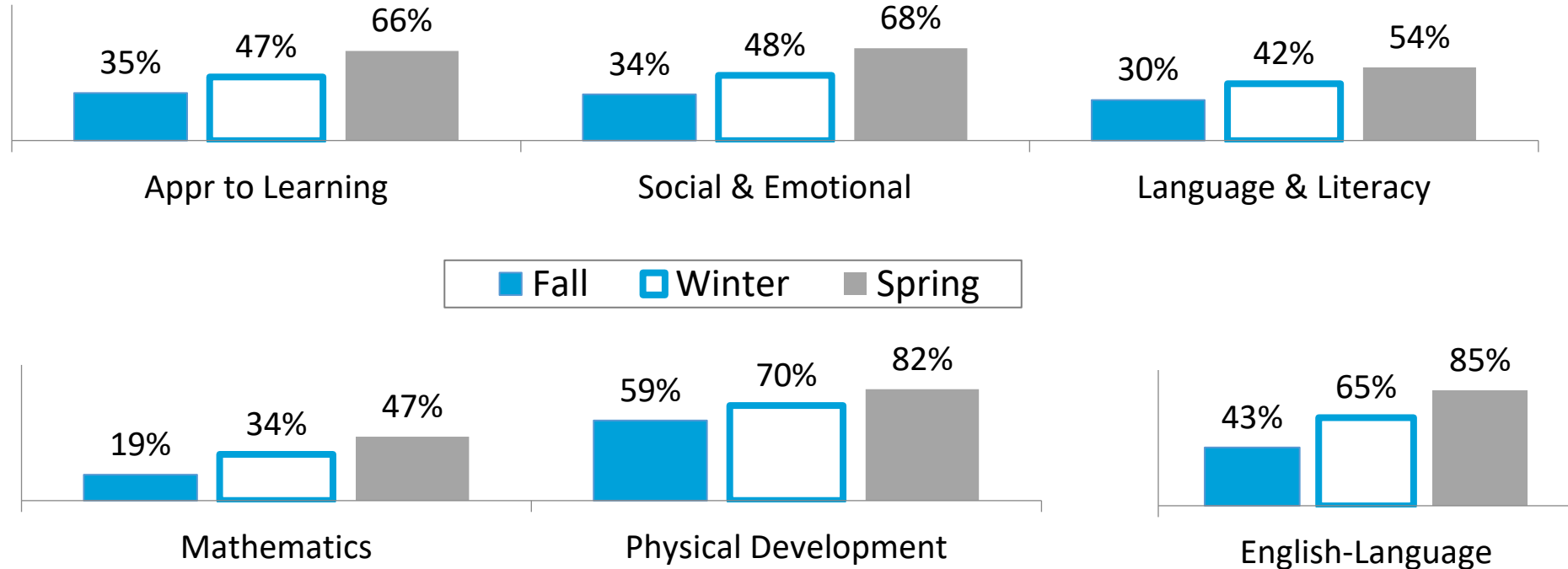
Spring 2023-2024 Percentage of Children At or Above Foundation Expectations



	Total
# of Children	1,219
Average Age (years)	4.3
% of English Language Learners	24%

Domain Comparison for 3 Yr Old (K in 2025) Children

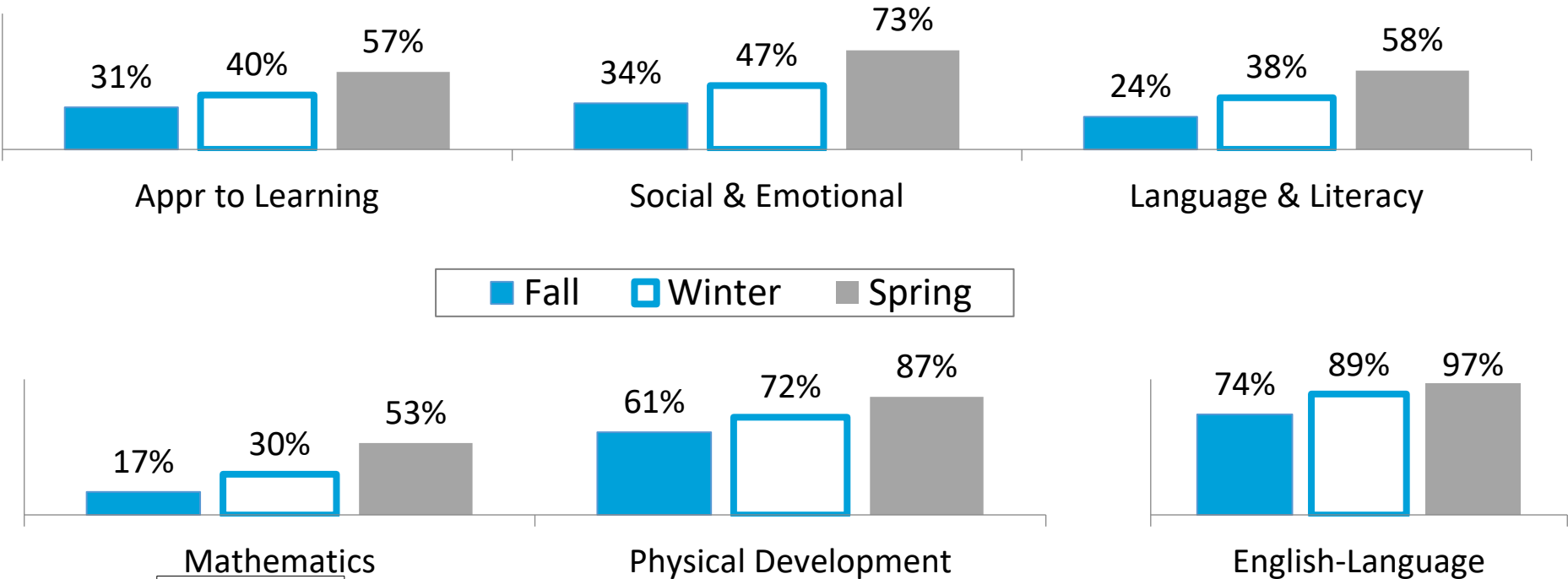
Spring 2023-2024 Percentage of Children At or Above Foundation Expectations



	Total
# of Children	526
Average Age (years)	3.9
% of English Language Learners	24%

Domain Comparison for 4 Yr Old (K in 2024) Children

Spring 2023-2024 Percentage of Children At or Above Foundation Expectations



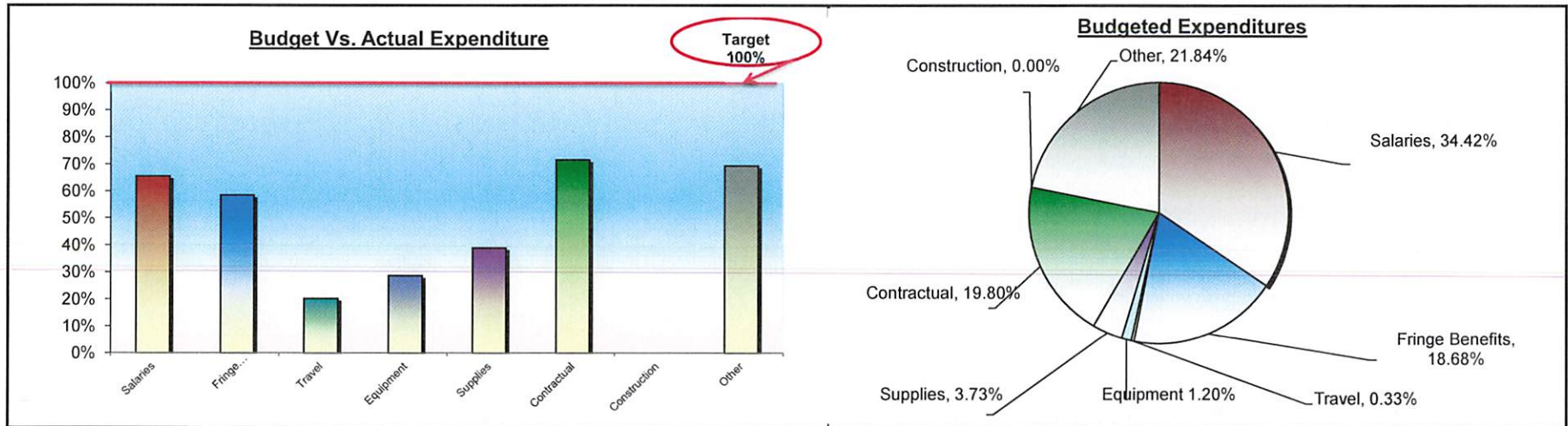
	Total
# of Children	593
Average Age (years)	4.7
% of English Language Learners	24%

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

Expenditures As of June 30, 2024

Combined

Budget Categories	(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)	
	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Accruals/ Obligations	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)	Budget Transfer		Budget Balance II (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
							Transfer-In (i)	Transfer-out (ii)		
Expenditures										
A Salaries	22,212,193	14,539,682	7,672,511	549,594	15,089,276	7,122,917		(7,122,917)	-	65.5%
B Fringe Benefits	12,052,845	7,048,331	5,004,514	226,468	7,274,800	4,778,045		(4,778,045)	-	58.5%
C Travel	215,830	43,730	172,100	-	43,730	172,100		(172,100)	-	20.3%
D Equipment	776,682	222,381	554,301	-	222,381	554,301	5,118,448		5,672,749	28.6%
E Supplies	2,406,386	937,613	1,468,773	93,339	1,030,952	1,375,434	975,602		2,351,036	39.0%
F Contractual	12,778,816	9,146,824	3,631,992	2,120,451	11,267,275	1,511,541		(1,511,541)	-	71.6%
G Construction	-	74,671	(74,671)	10,131	84,802	(84,802)	10,346,733		10,261,931	0.0%
H Other	14,091,090	9,767,511	4,323,579	383,139	10,150,650	3,940,440		(2,856,179)	1,084,261	69.3%
Total Direct Costs	64,533,842	41,780,743	22,753,099	3,383,123	45,163,866	19,369,976	16,440,783	(16,440,783)	19,369,976	64.7%
Percentage (%) Analysis	100.0%	64.7%	35.3%	5.2%	70.0%	30.0%	25.5%	-25.5%	30.0%	35.26%

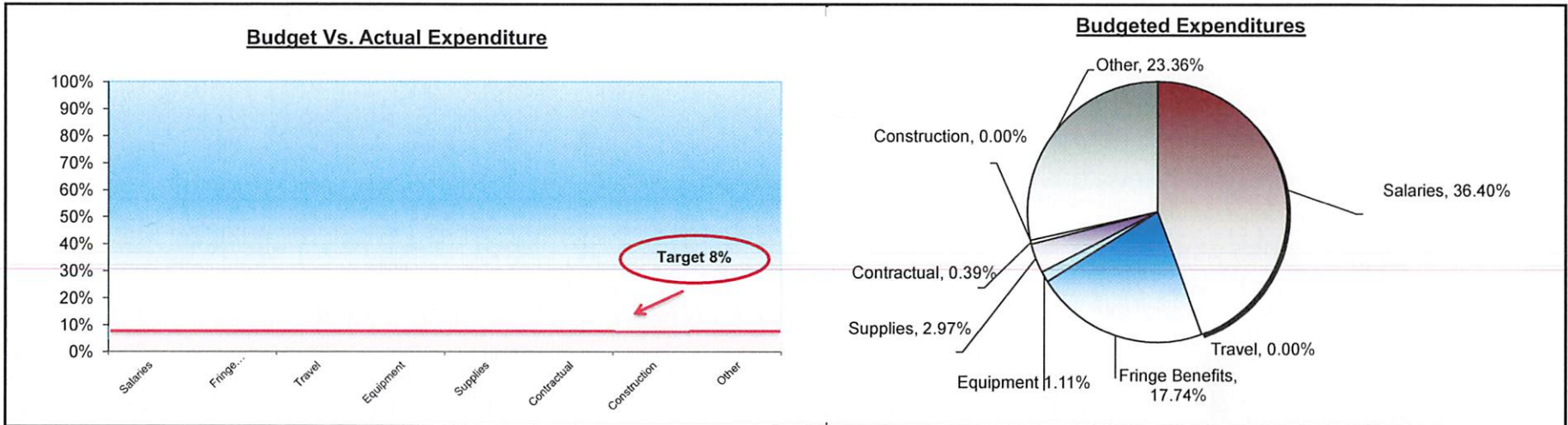


Note: Year to date actual reflects expenditures as of June 30, 2024 in SAP accounting system

County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2024-25 As of July 2024

Combined

Budget Categories	(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)	
	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)	Budget Transfer Transfer-In (i)	Budget Transfer Transfer-out (ii)	Budget Balance II (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
Expenditures										
A Salaries	12,016,614	-	12,016,614	-	-	12,016,614	-	-	12,016,614	0.0%
B Fringe Benefits	5,857,954	-	5,857,954	-	-	5,857,954	-	-	5,857,954	0.0%
C Travel	367,316	-	367,316	-	-	367,316	-	-	367,316	0.0%
D Equipment	980,757	-	980,757	-	-	980,757	-	-	980,757	0.0%
E Supplies	129,567	-	129,567	-	-	129,567	-	-	129,567	0.0%
F Contractual	5,950,159	-	5,950,159	-	-	5,950,159	-	-	5,950,159	0.0%
G Construction	-	-	-	-	-	-	-	-	-	0.0%
H Other	7,713,967	-	7,713,967	-	-	7,713,967	-	-	7,713,967	0.0%
Total Direct Costs	33,016,334	-	33,016,334	-	-	33,016,334	-	-	33,016,334	0.0%
Percentage (%) Analysis	100.0%	0.0%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%	8.33%



Note: Year to date actual expenditures are not available at this time.

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

Estimated Expenditures As of June 30, 2024

Carryover 2023-24 Approved

	(A)	(B)	(C)	(D)	(E)	(F)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)
Expenditures						
A Salaries		-	-	-	-	-
B Fringe Benefits		-	-	-	-	-
C Travel		-	-	-	-	-
D Equipment	1,689,233.00	-	1,689,233	1,689,233	1,689,233	-
E Supplies	749,118.14	-	749,118	749,118	749,118	-
F Contractual		-	-	-	-	-
G Construction	21,145,745.00	-	21,145,745	21,145,745	21,145,745	-
H Other	3,032,620.00	-	3,032,620	3,032,620	3,032,620	-
Total Direct Costs	26,616,716.14	-	26,616,716	26,616,716	26,616,716	-

Note: Year to date actuals reflect expenditures as of June 30, 2024 in SAP accounting system

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Preschool Services
Department

SGB Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Training

Sean Segal
ERSEA Program Manager
8-22-2024

www.SBCounty.gov/PSD

Regulations:

- Head Start (HS) Act – 2017
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Final Rule – 2015
- Program Performance Standards
- Program Instructions (PI)
- Information Memorandums (IM)



ERSEA must train policies and procedures (specifically eligibility determinations) to all:

- Governing Body
- Policy Council
- Management and
- Staff

Based on the community assessment date, Preschool Services Department (PSD) programs must consider the possibility of allowing socio-economic diversity into the classroom which can be supported by other funding sources including private pay.

Socio-economic diversity cannot be at the expense of children who are income eligible to the program. Income eligible families, Families receiving public assistance, foster children, and those experiencing homelessness must be served first.

ERSEA 1302.12(d)(1) Additional Allowances for Programs

A program may enroll an additional 35% of participants whose income falls between 101-130% of the Federal Poverty Level.

A maximum of 10% of children in our care may fall above this level



- Telephone interviews may be completed over the phone if an in-person interview is not possible or convenient for the family
- Program cannot create enrollment barriers requiring stringent documentation
- This streamlines the eligibility requirements

Employees of the Preschool Services Department who intentionally falsify information or violate the regulations governing family eligibility into the program are subject to formal County disciplinary actions.

This includes (but is not limited to)

- Ignoring or changing a family's income
- Misrepresenting the number of members in the family
- Providing false proof of eligibility for Public assistance
- Misrepresenting the relationship between a child and guardian

ERSEA 1302.14 (a)(3) Selection Process

Head Start (HS) programs must prioritize older children on their waitlists, while also creating more Early Head Start opportunities when operating in communities with publicly funded pre-k, and HS children can enroll in pre-k full-day.

Head Start program re-evaluate their selection criteria annually according to their community assessment.



Programs are required to fill vacancies within 30 calendar days at all times, *including* when there are less than 60 calendar days remaining in the program year.



ERSEA 1302.15 (b)(3) & 1302.72 (a) Continuity of Enrollment and Transitioning Between Programs

Staff will:

- Make every effort to maintain the child's enrollment (even when the family/child moves to another service area)
- Support homeless/foster families transition to any program they choose:
 - Different service area
 - Head Start (HS)
 - Early Childhood Education (ECE)



If it is determined from the Community Assessment; a program may reserve up to 3% of funded enrollment for:

- Pregnant women
- Children experiencing homelessness and
- Children in Foster Care (FC)

Note: After 30 days, the slot is considered vacant and must be filled within an additional 30 days.

ERSEA must comply with state immunization requirements for:

- Enrollment and
- Attendance

Exception:

Homeless and foster children may attend for up to 30 days as long as:

- Allowed by state licensing and
- Program assists families in obtaining the required immunizations as soon as possible.

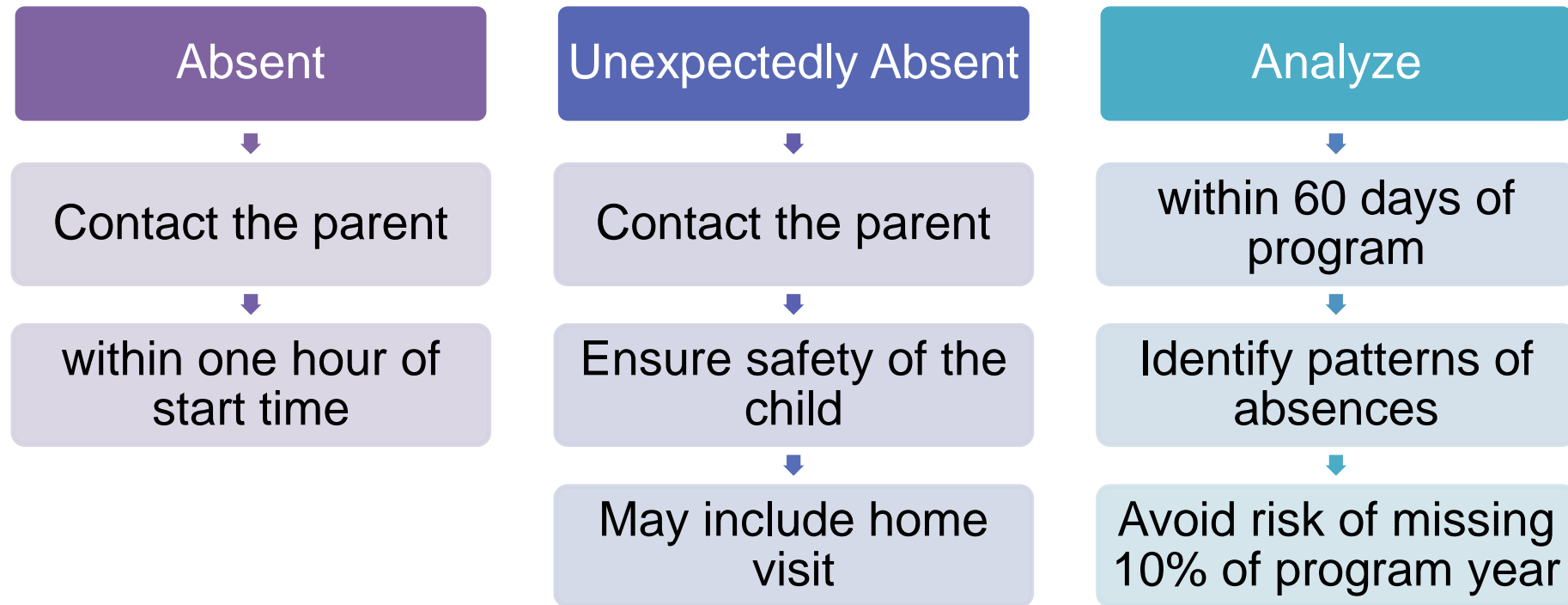


Regular attendance must be promoted through education and family support.



ERSEA 1302.16 (a) Attendance cont.

The diagram below outlines the steps staff will take to ensure regular attendance is being met.



To ensure children who are homeless attend class regularly, staff will:

- Not exclude children for not providing immunization or medical records and
- Coordinate transportation through community resources when transportation becomes an obstacle for regular attendance.





Limitation on suspension prohibits staff from suspending or expelling children due to the child's behavior.

Temporary suspension may be used only as a last resort and/or in an extraordinary circumstance.

Mental health professionals will be consulted to work with children, families, and staff on how to manage children with challenging behaviors prior to determining if a temporary suspension is necessary.



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**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**Head Start Shared Governance Board
May 23, 2024**

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Josh Dugas, Director, San Bernardino County Department of Public Health
3. Myrlene Pierre, Assistant Superintendent, Student Services, San Bernardino County Superintendent of Schools
4. Kevin Anderson, Interim Children's Network Officer, San Bernardino County Children's Network
5. Kari Turner, Policy Council Chair, SGB Representative, 29 Palms Head Start
6. Eva Gutierrez, Policy Council SGB Representative, Boys & Girls Club

Absent:

7. Ted Alejandre, County Superintendent, San Bernardino County Superintendent of Schools, SGB Vice Chair
8. Dr. Georgina Yoshioka, Director, San Bernardino County Department of Behavioral Health
9. Kristina Rodriguez, Policy Council SGB Representative, Hesperia Head Start



Head Start Shared Governance Board
Meeting Minutes

DATE: May 23, 2024
PLACE: Preschool Services Department
662 South Tippecanoe Avenue, San Bernardino, 92415

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

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

Rommel Fuller, Teamsters Business Agent, commented on the following:

- change in Parent Policy Council (PC) procedures regarding closing meetings to the public
- PC adherence to Robert's Rules of Order

He requested the SGB investigate these changes.

4. Presentation of the Agenda

4.1 Modification to the Agenda

Shar Robinson, Secretary, announced changes to the agenda as follows:

- Item 5.2 Report of Program Updates – Change of presenter to Arlene Molina, Assistant Director
- Item 8.2 Policy Council Bylaws 2023/24 was tabled.

5. Executive Reports/Program Updates

5.1 Administration for Children and Families - Office of Head Start Communications

Arlene Molina, PSD Assistant Director, shared recent communication from the Office of Head Start as follows:

- Information Memorandum 24-01 – Strategies and Recommendations for Supporting Mental Health
- Program Instruction 24-02 – Fiscal Year 2024 Head Start Funding Increase

5.2 Program Updates

Arlene Molina, PSD Assistant Director, updated the SGB members of the following Preschool Services Department updates.

Full Enrollment Initiative

Arlene shared the following updates:

- PSD continues to be about 30% to 35% underenrolled.
- PSD has implemented a plan that includes the following:
 - Recruitment of children
 - PSD now has a very robust wait list
 - Recruitment and retention of qualified staff
 - Workforce Development cohort for Teacher Aides
 - Completion by December 2024
 - If all 53 applicants complete the program PSD may potentially open 25 to 30 new classes in January 2025.
 - Stipend for current employees – paid out prior to the end of this program year

5.3 PSD Program Year 2023/24 Reports and Updates

5.3.1 Enrollment Report

Sean Segan presented the following enrollment reports for the month of April 2024:

- Head Start (HS) 58%
- Early Head Start (EHS) 58%
- Early Head Start - Child Care Partnership (CCP) 97%

Supervisor Baca Jr. inquired about the success of the sites that are 100% enrolled.

Sean shared that the EHS full-day center-based slots are the most needed in the community. PSD will be making changes to the program options by increasing EHS slots for the new program year to accommodate this community need.

5.3.2 Attendance Report – 2301 Average Daily Attendance

Sean presented the following reports for April 2024:

- Head Start 98.65%
- Early Head Start 98.16%
- EHS-CCP 99.60%
- Easter Seals HS 99.15%
- Easter Seals EHS 99.48%

5.3.3 Facilities Report

Debra Billings-Merlos, Deputy Director, presented the May 8, 2024 report. Items included the following:

- Work Order Status Analysis
- Capital Improvement Projects Status Update
- Facility Projects

5.3.4 Quarterly Performance Measures 2023-24 – Quarter 3

LaTrenda Terrell, Deputy Director, presented the following update:

GOAL	23-24 Target	Quarter 1	Quarter 2	Quarter 3
Identify the number of Head Start/State Preschool	55%	N/A	N/A	18%

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 county by 55% by June 30,2024.				
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, 2024.	30%	N/A	N/A	17%
Increase the enrollment opportunities for foster children	316	122	147	229
Decrease the number of children who are identified as in excess of a healthy level of Body Mass Index (BMI) classification to the next lower level by children’s height and weight.	60%	N/A	38%	60%

5.4. School Readiness Baseline Outcomes – Winter 2023-24

Julia Chukumerije, Program Manager, presented the Winter 2023-24 School Readiness Baseline Outcomes and highlighted the following.

- Desired Results Developmental Profile (DRDP) Results – Winter 2023/24 Rating Period
 - All Infants & Toddlers – 338 children assessed were average age of 2 years and 18% English Language Learners.

Domain	Fall	Winter
▪ Learning	49%	59%
▪ Social & Emotional	54%	62%
▪ Language & Literacy	26%	38%
▪ Cognition, Mathematics, & Science	41%	52%
▪ Physical Development-Health	55%	60%
 - All Preschoolers – The following percentages for the 1,342 children assessed were average age of 4.2 years and 24% English Language Learners

▪ Learning	32%	42%
▪ Social & Emotional	33%	46%
▪ Language	30%	41%
▪ Literacy	28%	44%
▪ Mathematics	18%	31%
▪ Physical Development	58%	70%
▪ Health	46%	56%

- English-Language 61% 78%

Myrlene Pierre, Assistant Superintendent, Student Services, commended the PSD team for the improvement in the areas of school readiness. Supervisor Baca Jr. agreed and congratulated the team.

5.5. Annual PSD Self-Assessment Report 2023/24

Arlene Molina, Assistant Director, presented the Winter 2023-24 School Readiness Baseline Outcomes and highlighted the following

- Head Start Requirements and purpose.
- The 2023-24 Annual Self-Assessment focused on human resource system, specifically in the area of recruitment strategies.
- Methodology: SWOT Analysis, Meetings, Surveys, Document Review
- Overall Analyses of Data – enrollment and staff vacancies
- Overall Findings
- Plan of Action

5.6 Finance Reports – Budget to Actual Reports Ending April 30, 2024

Madeline Tsang, PSD Administrative Manager, provided the Budget-to-Actual and Projected Expenditure Reports for the Combined Head Start/Early Head Start/Early Head Start-Child Care Partnership as follows:

Combined HS/EHS FY 2023-24	Budget/Balance	Percentage Analysis
Budget	64,533,842	
Projected Budget Balance	\$21,790,466	25.5%
Carryover 23-24 Approved	\$26,616,716	

6. SGB Trainings

6.1 Program Information Report (PIR)

Debra Billings-Merlos presented the annual PIR training and highlighted the following:

- Background/Purpose
- PIR Sections: Program Information, Program Staff and Qualifications, Child and Family Services, and Grant Level Questions
- Program Information
- Program Staff and Qualifications
- Child and Family Services
- Grant Level Questions

6.2 Parent Family Community Engagement (PFCE)

LaShawn Love-French, Program Manager, presented the annual PFCE training. The following was highlighted:

- Performance Standards
- PFCE Framework
- Outcomes for the family
- Family Engagement Process
 - Family Service Assessment
 - Family Partnership Agreement
- Apprenticeship Training Program
- Nurturing Father’s Class
- Family Development Credential Program

7. Consent Items

The following consent item was approved.

- 7.1 SGB Minutes – March 21, 2024
- 7.2 PSD Planning Road Map 2024/25
- 7.3 Governance Calendar of Activities 2024/25
- 7.4 SGB Calendar 2024/25
- 7.5 SGB Delegate Appointments

APPROVED

Motion/Second: Josh Dugas/Myrlene Pierre
 AYES: Supervisor Baca Jr., Myrlene Pierre, Josh Dugas, Kevin Anderson
 ABSENT: Superintendent Alejandro, Dr. Yoshioka
 ABSTAIN: None

8. Discussion Items

8.1 Approval of PSD Selection Criteria Policy

Sean Segal, Program Manager, presented the updated Selection Criteria policy. Items that were highlighted:

- Eligibility Points
- High Priority Circumstances
- Local Priorities
- ChildPlus Points

APPROVED

Motion/Second: Josh Dugas/Kevin Anderson
 AYES: Supervisor Baca Jr., Myrlene Pierre, Josh Dugas, Kevin Anderson
 ABSENT: Superintendent Alejandro, Dr. Yoshioka
 ABSTAIN: None

8.2 Continuation of Policy Council Bylaws 2023/24

This item was tabled to the next SGB meeting.

8.3 Approval of 2024-25 Head Start/Early Head Start – Budget Transfer Request

Madeline Tsang, Administrative Manager, presented the following budget transfers within the Head Start (HS) & Early Head Start (EHS) programs for the fiscal year 2023-24.

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

GABI Code	Budget Categories	Current Amount	Head Start		Early Head Start		Total Transfer	Revised Budget
			CAN# G094122		CAN# G094122			
			Transfer In	Transfer Out	Transfer In	Transfer Out		
A	Salaries	22,212,193		(6,736,927)		(506,005.0)	-	14,969,261

B	Fringe Benefits	12,052,845		(4,427,303)		(407,994.0)	-	7,217,548
C	Travel	215,830		(105,191)		(51,019.0)	-	59,620
D	Equipment	2,465,915	4,605,602		512,846	-	5,118,448	7,584,363
E	Supplies	3,155,504	828,667		146,935	-	975,602	4,131,106
F	Contractual	12,778,816		(2,594,384)	-	-	-	10,184,432
G	Construction	21,145,745	9,605,226		741,507	-	10,346,733	31,492,478
H	Other	17,273,710		(1,175,690)	-	(436,270.0)	-	15,661,750
Total		91,300,558	15,039,495	(15,039,495)	1,401,288	(1,401,288)	16,440,783	\$ 91,300,558

The purpose of the above transfer is to adjust 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 while carrying out the mission and the essential preschool services within San Bernardino County. These budget adjustments reflect the budgetary needs on the approved program changes as required by the program compliance standards. The total adjustment amount is \$16,440,783 (Head Start \$15,039,495; Early Head Start \$1,401,288). The amount of Transfer Out (\$1,401,288) is from various budget categories. The amount of \$12,078,229 is the salary and benefit savings from unfilled positions due to labor market shortages. The remaining amount of \$4,362,554 is reduced from Travel, Contractual and Other budget categories based on the projected annual expenditures and program option changes. The detailed projects related to the Transfer In is described in the tables below:

- Equipment - \$5,118,448

Location	Descriptions	Estimated Cost
Admin	Audio and video equipment for training and meeting	10,000
All Sites	Hatch TV, Smart Board, etc.	87,500
18 Sites	Playground updates for all sites other than previously approved sites (\$134,903.89 Per)	2,428,270
10 sites	Add additional funds for approved Carryover Projects for more than 10 locations.	1,450,338
EHS CCP Providers	EHS-CCP providers facility support (minor renovations)	680,000
Las Terrazas	Various kitchen equipment for new site	200,000
Needles USD	Needles playground equipment	110,000
	Needles Shade Structure	110,000
	2 Spot Vision and Hearing Screener	28,340
Upland	Upland HVAC	14,000
D - Equipment Total		\$ 5,118,448

- Supplies - \$975,602

Location	Descriptions	Estimated Cost
All HS employees	Cell phone, IPAD, Printer, Webcams, TV, etc.	400,000
All Sites	Computer hardware, monitors, projector, portable screens, etc.	451,204
Barstow	Furniture and supplies	124,398

E - Supplies Total		975,602
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- Construction - \$10,346,733

Location	Descriptions	Estimated Cost
Admin	Admin Building Renovations	2,000,000
Barstow	3 Modularity installation/purchase	2,500,000
	Lower Parking Surfacing	1,500,000
ESSC	2 Modularity's Relocation	1,600,000
Ontario Maple, Whitney Young	Constructions & Major Renovations	2,746,733
G- Construction Total		\$10,346,733

This Budget Transfer Request was reviewed and approved by the Policy Council on May 20, 2024.

APPROVED

Motion/Second: Myrlene Pierre/Josh Dugas

AYES: Supervisor Baca Jr., Myrlene Pierre, Josh Dugas, Kevin Anderson

ABSENT: Superintendent Alejandro, Dr. Yoshioka

ABSTAIN: None

8. Informational Items

8.1 Next SGB Meeting

The next SGB meeting is scheduled for August 22, 2024.

10. Executive Comment

There were no comments.

11. Adjournment

The meeting adjourned at 3:24 P.M.

**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
662 SOUTH TIPPECANOE AVENUE
SAN BERNARDINO CA 92415-0630
Phone: (909) 383-2078**

POLICY COUNCIL BY-LAWS

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be the COUNTY OF SAN BERNARDINO PRESCHOOL SERVICES DEPARTMENT POLICY COUNCIL (Policy Council).

ARTICLE II

PURPOSE

The purpose of the Policy Council shall be the encouragement and promotion of parent participation in the process of making policy decisions about the nature, operation and implementation of Head Start, Early Head Start and Early Head Start Child Care Partnership programs in San Bernardino County.

The Policy Council shall exercise all such powers, duties and functions as granted by the San Bernardino County Board of Supervisors providing that:

- A. Actions of the Policy Council shall not be contrary to, or in conflict with, Federal or State, or local ordinances. The guidelines, regulations or policies are established by the Federal Department of Health and Human Services (HHS), Administration for Children and Families. (45 Code of Federal Regulations (CFR) Part 1301) Head Start Act of 2007 Section 642(C)
- B. The Federal Regulations outline the functions of the Policy Council as follows:
 - 1. Must approve procedures for program planning.
 - 2. Must approve the program's philosophy and long and short-range program goals and objectives.
 - 3. Must approve the selection of Delegate Agencies, partners, and their service areas.
 - 4. Must approve criteria for defining recruitment, selection, and enrollment priorities in accordance with the requirements of 45 CFR sections 1301.2, 1301.3 and 1301.4.
 - 5. Must approve all funding applications and amendments to funding applications for Head Start, Early Head Start and Early Head Start Child Care Partnerships including administrative services, prior to the submission of such applications to Shared Governance, the County of San Bernardino, and HHS.

6. Must approve Policy Council budget.
7. Must approve Policy Council and Parent Committee Reimbursement for reasonable expenses incurred by the members.
8. Must approve the annual self-assessment of the grantee's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
9. Must approve the composition of the Policy Council and the procedures by which policy group members are chosen.
10. Must approve procedures describing how the governing body and the appropriate policy group will implement shared decision making.
11. The Grantee and the Policy Council must jointly establish written procedures for resolving internal disputes, including impasse procedures, between Shared Governance and the policy group.
12. Must approve program policies and subsequent changes to those policies, in accordance with 45 CFR Part 1301, including standards of conduct for program staff, consultants, volunteers, and Policy Council members.
13. Must approve, with the County Board of Supervisors, and Shared Governance Board, the decision to hire or terminate the Head Start Director of the grantee agency.
14. Must approve program personnel policies and decisions regarding the employment of any person who works primarily for Head Start or Early Head Start at the grantee agency.

The Policy Council participates in the process by:

- a. Participating in the interview panel
15. The Parent Representative must report the actions taken by the Policy Council back to the Parent Committees at their individual sites.
16. The function of screening and interviewing prospective applicants may be designated to the Policy Council Personnel Committee.
17. Must serve on the Shared Governance Board. Representation shall consist of three (3) Policy Council members [Policy Council Chair and two (2) representatives].
18. Must approve position duties for Policy Council members, Policy Council alternates, Policy Council Executive Board, and Shared Governance Board Representatives.

ARTICLE III

POLICY COUNCIL MEMBERSHIP

A. Membership Composition

The membership of the Policy Council shall consist of:

- a. One representative selected from each Early Head Start site.
- b. One representative selected from each Head Start site.
- c. One representative selected from each Early Head Start Child Care Partnership region.
- d. One representative for each contract partner and Delegate Agency.
- e. Not more than five (5) representatives from the community (Community Representatives), including businesses and others who are familiar with resources and services for low-income children and families, as well as former Head Start and Early Head Start parents. (45 CFR section 1301.3 (a))

Parent representatives constitute majority of the members of the Policy Council membership. Parents from both home based and center based options are included in the parent meetings which elect the representatives. The elected representative must be an active member of the Parent Committee at the site he/she represents. Each site elects an alternate representative to serve on the Policy Council in the event that the Policy Council member cannot attend a meeting.

B. Community Representative

An announcement seeking applicants for the position of Community Representative must be distributed at least three months prior to the first scheduled meeting of the Policy Council in October. Interested candidates must submit an application to the Grantee agency before the close of the recruitment period designated in the announcement. Applications shall be presented to an Ad Hoc committee established by the Chairperson for consideration and nomination to the Executive Board. The Executive Board shall determine which applicants are selected to participate as Community Representatives on the Policy Council.

C. Term of Membership

The term of membership shall be for one (1) year from October to October of each year. The Policy Council must limit the number of one-year terms any individual may serve. Policy Council members may not be dissolved until successor Councils are elected and seated. Membership on the Policy Council is limited to no more than five (5) one-year terms.

D. Conflict of Interest

No member shall:

- 1. Have a conflict of interest with the Grantee or any Delegate Agency; or
- 2. Receive compensation for serving on the Policy Council, with the exception of allowable reimbursement, or for providing services on behalf of the Grantee. This

3

does not include parents who occasionally substitute as staff for either the Grantee or Delegate Agency.

E. Certification of Membership

The certification of membership establishes in writing the eligibility for membership.

Appropriate documentation for membership includes:

1. The member's name, address, telephone number, and email address.
2. Minutes of the Parent Committee meeting at which the member was elected and a copy of the sign-in sheet of the committee members in attendance.

F. Orientation

Policy Council members and Policy Council Alternates must participate in an annual Policy Council Orientation Training Session. Make-up Policy Council Orientation will be held monthly prior to the monthly Policy Council meeting. Newly elected members must attend the make-up orientation prior to attending the monthly Policy Council meeting

G. Voting

Only members who have been certified and have attended orientation shall have voting rights. Each member shall be entitled to one (1) vote on each matter. An alternate, if he/she has attended orientation, may be seated as a voting member in the absence of the elected member if so designated by the Chairperson before the start of the meeting.

H. Attendance

Policy Council members are expected to attend all regular Policy Council meetings. Any member who fails to participate and regularly attend Policy Council meetings in accordance with these Bylaws will be subject to removal.

I. Absences

1. Policy Council members with three (3) [communicated](#) absences from the regularly scheduled Policy Council meetings will be removed from the Policy Council. Exception: The three (3) absences should not include conducting other PC business such as attending conferences, etc. [All absences should be communicated to PSD Secretary that supports the Policy Council. Any absence that is not communicated within 24 hours of the meeting will result in automatic dismissal.](#)
2. Policy Council Board members with three absences from the Executive Planning and/or other Executive meetings, may be removed from the Executive Board but may remain a member of the Policy Council. The three (3) absences from the Executive Planning and/or Executive meetings should not include conducting other PC business such as attending conferences, etc.
3. A written notice will be sent to the member, by the PSD Secretary, after the second absence, advising the member that a third absence will result in automatic removal

from the Policy Council. The Policy Council Secretary must be notified of the removal.

4. If the alternate representing the site attends the meeting, in the absence of the representative, it will not be considered an absence.
5. For attendance to be tracked, Policy Council members must sign-in on the Policy Council Sign-in sheet. If members have not signed in, they are counted as absent.

Policy Council members must contact the PSD Policy Council Coordinator or the PSD Receptionist to report the absence prior to the start time of the Policy Council meeting.

J. Resignation

If any member of the Policy Council wishes to resign, he/she may do so at any time. He/she must inform the Site Supervisor.

K. Vacancies

When a vacancy, resignation or termination occurs, the site for which the member served on behalf of shall conduct a Parent Committee meeting to select a new member for certification. The appropriate written documentation must be submitted to Preschool Services Department, and certification orientation and training will take place. *Vacancies that occur during the summer months shall be considered vacant in order to achieve a quorum.* The Policy Council member that vacates their position must return the Policy Council binder to the site.

Note: The previously elected alternate shall be given the first opportunity to become the new Policy Council Representative and the site must elect a new alternate.

L. Transfer of Membership

Membership in this Policy Council is not transferable.

M. Code of Conduct and Commitment

Policy Council members shall discharge faithfully their duties and demonstrate the highest standard of morality and ethics consistent with the requirements of their position. Refer to the Code of Conduct. All Policy Council members are required to comply with San Bernardino County policies and standard practices in fulfilling their role as members of the Policy Council.

PC members are required to notify recording secretary of any contact information changes as soon as they occur.

PC members may not be allowed to video record without prior authorization if the recording causes an unreasonable disruption of the proceedings.

A member may be terminated from Policy Council by a majority vote if the Code of Conduct is violated.

N. Disciplinary Action

5

Disciplinary action may be taken for Policy Council members who exhibit inappropriate behavior such as but not limited to:

- 1 Personal misconduct when representing Policy Council.
- 2 Providing false information (oral or written).
- 3 Violation of confidentiality.
- 4 Slanderous or libelous remarks against Policy Council members or staff.
- 5 Correspondence sent on behalf of the Policy Council without Policy Council approval.
- 6 External reproduction of Policy Council and/or department documents without Policy Council prior approval
- 7 Violation of the Code of Conduct.

O. Termination

All members who do not attend the regularly scheduled monthly Policy Council meetings in accordance with the provisions above~~below~~ shall be subject to termination. Termination will result from a member's excessive absences or in accordance with the Policy Council's disciplinary action.

Any Executive Board officer elected or appointed by the Policy Council may be removed from the Board by a two-third (2/3) vote of all members whenever the behavior of the officer violates the Code of Conduct or whenever the best interest of the Policy Council has been compromised. The office shall be notified by certified mail of pending action. (Refer to Disciplinary Actions Regarding Policy Council member.)

ARTICLE IV

ELECTIONS FOR SPECIAL ACTIVITIES

Elections will be held for formal representation from the Policy Council to meetings or conferences which would benefit the Head Start, Early Head Start, Early Head Start Child Care Partnership or State Preschool programs such as National Head Start Association, National Head Start Annual Parent Training, California Head Start Association, etc.

The dates and numbers of positions will be announced in the regular meetings. Candidates receiving majority of the votes will be elected to attend. In case of a tie, a run-off election will be held. Unsuccessful candidates will be placed on a waiting list.

In case of time constraints during a Policy Council meeting or a large number of Policy Council members volunteer to be considered to attend a special activity, the representatives may be selected via a drawing.

In the event there is insufficient time to conduct an election for a special activity, the Policy Council

Executive Board may be selected to attend a special event. The order used for this selection is:

- Policy Council Chairperson
- Policy Council Vice Chairperson
- Policy Council Secretary
- Policy Council Treasurer

Members elected must conduct Head Start, Early Head Start, or Early Head Start Child Care Partnership business according to the travel protocol procedure. (Refer to Travel Protocol Procedure.)

ARTICLE V

OFFICERS OF THE EXECUTIVE BOARD OF THE POLICY COUNCIL

The Executive Board of the Policy Council shall consist of a Chairperson, Vice Chairperson, Treasurer, and Secretary. The Executive Board shall be elected by a plurality of votes at the first scheduled meeting conducted by the Policy Council following the orientation and training. Other positions may be elected by a plurality of the established quorum.

Elections will be conducted in accordance with the nominating and election procedures. All Policy Council elections for the Executive Board will be conducted by roll call and announced following the conclusion of the roll call.

The Executive Director of the Grantee and the PSD Policy Council Clerk shall serve as *ex officio* members of the Executive Board.

A. Duties of the Chairperson: The Chairperson shall,

1. Conduct all meetings of the Policy Council.
2. Act as liaison between the Policy Council and Shared Governance Board of San Bernardino County.
3. Serve as representative to the Shared Governance Board of San Bernardino County.
4. Call meetings to order, clarify business at hand, and follow the agenda.
5. Ensure that personal comments are avoided.
6. Appoint members to temporarily assume duties of absent officers.
7. Attend monthly agenda setting, planning meetings and special events as needed.
8. Provide leadership to the overall Policy Council.
9. Remain calm and deal fairly with issues.
10. Work closely with the appointing authority of San Bernardino County Grantee/agency.
11. Assure that there is open communication between committees and the Policy Council.

7

12. Participate in the annual self-assessment of the program.
13. Serve as the chairperson of the Technology Committee, and Ad-Hoc Committee, and publish monthly parent newsletter.

B. Duties of the Vice Chair: The Vice Chair shall,

1. Assume duties in the absence of the Chairperson.
2. Receive and perform any duties assigned by the Policy Council Chairperson.
3. Attend any subcommittee meetings in the absence of the Chairperson.
- ~~4. Work closely with the Chairperson to ensure the end-of-year training is planned and completed in a timely manner.~~
- ~~5.4.~~ Attend monthly agenda setting, planning meetings and special events as needed.
- ~~6.5.~~ Participate in the annual self-assessment of the program.
- ~~7.6.~~ Serve as the Chairperson for Quality Assurance Committee, Health Committee, and Parent Family and Community Engagement (PFCE) Committee

C. Duties of the Secretary: The Secretary shall,

1. Receive names of all committee and subcommittee members, including phone numbers.
2. Attend monthly agenda setting, planning meetings and special events as needed.
- ~~3.~~ Call roll and maintain a list of attendance.
- ~~3.4.~~ Notify Chairperson if there is a change in attendance during the meeting that may affect the quorum.
- ~~4.5.~~ Communicate with the absent members who have missed two meetings and/or Orientation. Provide assistance to the recording secretary as requested.
- ~~5.6.~~ Read all correspondence from Policy Council members and statements of absences and present to the Policy Council members at regular meetings.
- ~~6.7.~~ Work closely with the PSD Secretary to notify members of possible termination and new members.
- ~~7.8.~~ Participate in the annual self-assessment of the program.
- ~~8.9.~~ Serve as the Chairperson for Early Child Development Committee and T/TA Committee

D. Duties of the Treasurer: The Treasurer shall,

1. Serve as Chairperson of the Finance Committee and the Personnel Committee.
2. Monitor and report to the Council the monthly expenditures of the Council.
3. Maintain copies of the budget submitted to the Policy Council for approval
4. Maintain copies of the monthly Budget Comparison Statement.

5. Attend monthly agenda-setting, planning meetings and special events as needed.
6. Participate in the annual self-assessment of the program.

ARTICLE VI

OTHER ELECTED REPRESENTATIVES

A. Shared Governance Board

The purpose of the Head Start Shared Governance Board is to develop, review and advise the Board of Supervisors on policies and procedures affecting the operation of the Head Start and Early Head Start programs. The Chairperson and two Policy Council members shall be seated as non-voting advisory members of the Shared Governance Board, to help facilitate a better understanding of issues. Policy Council shall elect a new member should a vacancy arise later in the year. More than one ~~Any~~ absence by a Shared Governance Board Policy Council ~~Shared Governance Board~~ Representative will result in dismissal from the Shared Governance Board and a new Representative will be elected by the Policy Council. Representatives of the Shared Governance Board shall,

1. Be elected by the Policy Council
2. Serve a term of one year, unless if eligible, by re-election of the Policy Council for another term
3. Attend all planned and special Shared Governance Board meetings as needed
4. Operate as a representative of non-voting member of the Shared Governance Board the Board of Supervisors and be involved in the decision-making process prior to the point of final approval

B. Region IX Representative

Region IX Head Start Association provides education, training, tools, and resources to Head Start Programs in California, Nevada, Arizona, Hawaii, and Trust Territories to ensure their ongoing viability and vitality. The Region IX Representative shall,

1. Be elected by the Policy Council and must be a parent of a currently enrolled child
2. Serve a term of one year, unless if eligible, by re-election of the Policy Council for another term
3. Must be able to attend the Region IX Conferences and report back to the Policy Council
4. Represent PSD and serve in leadership capacities in the various committees of the Association

C. Local Planning Committee (LPC)

The primary mission of the LPC is to plan for childcare and development services based

on the needs of families in the local community. LPCs are intended to serve as a forum to address the childcare needs of all families in the community for all types of child care, both subsidized and non-subsidized (<https://www.cde.ca.gov/sp/cd/re/lpc.asp>).

The LPC Representative shall,

1. Be elected by the Policy Council
2. Serve a term of one year, unless if eligible, by re-election of the Policy Council for another term
3. Attend all LPC scheduled meetings
4. Adhere to the LPC Council Member’s Role and Responsibilities

ARTICLE VII

STANDING SUBCOMMITTEES

The standing subcommittees shall be:

1.	Finance	monthly meetings
2.	Personnel	biannually, and as needed meetings
3.	Health Advisory	biannually
4.	Early Child Development/Education	bimonthly meetings
5.	Quality Assurance	quarterly meetings
6.	Training and Tech Assistance	quarterly meetings
7.	Ad-Hoc	annual meetings or as needed
8.	Technology	quarterly meetings
9.	Nutrition/Menu planning	biannually
10.	PFCE	bimonthly

STANDING SUBCOMMITTEE STRUCTURE

FINANCE COMMITTEE

Meets monthly to review and make recommendations to the Policy Council, i.e., budget, (changes in budget) use of parent funds.

PERSONNEL COMMITTEE

Participate in in-person and virtual interviews. Interviews will not exceed seven (7) hours per panel under normal circumstances.

Training of these members will take place on a biannual basis, and as needed.

HEALTH ADVISORY

Meets biannually to plan, discuss, and evaluate health services. The committee is composed of Policy Council members, health services staff and other health professionals (County Public Health Department, pediatricians, Behavior Health, dieticians).

EARLY CHILDHOOD DEVELOPMENT/EDUCATION COMMITTEE

10

Meets bimonthly prior to the Policy Council meeting. The purpose of this meeting is to inform parents of the progress of the curriculum, help develop the curriculum and provide training as requested. Members receive updates on child outcome and literacy progress.

QUALITY ASSURANCE

Meets quarterly prior to Policy Council to review results of the ongoing monitoring process and the committee members serve on the Annual Self-Assessment Team. Training for the Self- Assessment process is required, and participation involves a commitment of several days.

TRAINING & TECHNICAL ASSISTANCE

Meets quarterly prior to the Policy Council meeting. This committee coordinates training needs for parents and staff, while raising their skill levels and knowledge.

AD-HOC

Meets as needed for a specific purpose, problem, or task. Typically to review Community Representative applications and review/revise the PC By-Laws.

TECHNOLOGY

Meets quarterly to develop and distribute the monthly Parent Newsletter and discuss department IT projects.

NUTRITION/MENU PLANNING

Meets biannually to gather parental input as to children's menus at the sites.

PARENT FAMILY & COMMUNITY ENGAGEMENT

Meets bimonthly to discuss the integration of parent and family strategies in order to promote family well-being and children's learning and development. The committee supports mutual respect between parents and the program staff and seeks to identify and establish new linkages for services to children and families. This committee also discusses ways to help increase the volunteer activity in the agency, while generating new ideas for volunteerism.

ARTICLE VIII

MEETINGS

Regular Policy Council meetings shall be held the third Monday of each month unless a legal holiday or changed by a two-thirds (2/3) vote of the Policy Council.

One regular day meeting shall be designated for recognition and training of Policy Council members.

A. Special Meetings

1. A special meeting is a meeting held outside the regular Policy Council schedule, which may be held in person or via teleconference.

11

PSD Policy Council By-Laws

PC Approved: ~~May 20~~June 17, 2024

SGB Approved: pending

2. Specials meetings may be called by the Chairperson in agreement with the PSD Executive Director.

B. Meeting Procedure

Meetings shall be conducted in accordance with Robert's Rule of Order. Policy Council meetings shall be limited to a maximum of three (3) hours, with the exception of the Orientation and Training.

C. Quorum

1. A quorum shall consist of at least 51% eligible Policy Council members (trained by PSD designee) to conduct business.
2. Reference Robert's Rules of Order, 9th Edition, Page 340.
3. Note: In an emergency and in order to meet quorum, the PC chairperson may elect to contact absent members to attend the meeting via conference call. Called in members must state to Madam/Mr. Chair that they seek recognition, obtain the floor and/or submit motions. The Chairperson determines the presence of a quorum, takes, and verifies votes.

ARTICLE IX

INTERNAL DISPUTE/RESOLUTION AND IMPASSE POLICY SAN BERNARDINO COUNTY HEAD START AND EARLY HEAD START

- A. **BACKGROUND:** Effective November 2016, the revised Head Start Program Performance Standards required that each grantee and delegate agency establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group. This policy establishes the foundation for complying with this mandate.
- B. **PURPOSE:** To resolve all differences between the Shared Governance Board as representatives of the San Bernardino County Board of Supervisors and the San Bernardino County Head Start and Early Head Start Policy Council through normal channels or the use of the formal procedures noted in this document. These differences are focused on, but not limited to, the Program Performance Standards regulations noted in 45 CFR section 1301.6.
- C. **GENERAL AGREEMENT:** Commitment to Resolve Issues in Good Faith.

This standing agreement assumes the commitment of the Shared Governance Board and the Head Start and Early Head Start Policy Council to make every good faith effort to resolve differences on an amicable basis. This step includes using all internal agency communications systems available to reach agreement and avoid impasse.

If necessary, this includes the Shared Governance Board and Head Start and Early Head Start Policy Council commitment to fully cooperate in all aspects of the established internal dispute and impasse process in order to resolve issues in the best interest of the children and families being served.

When the Shared Governance Board and the Head Start and Early Head Start Policy Council cannot jointly approve proposed actions, the dispute will formally be referred to the Dispute Resolution Committee.

D. PROCEDURES

STEP 1. ESTABLISHMENT OF THE DISPUTE RESOLUTION COMMITTEE

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

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

STEP 2. FILING THE COMPLAINT

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

STEP 3. NOTIFICATION OF COMPLAINT

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

STEP 4. DISPUTE RESOLUTION COMMITTEE MEETING

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

STEP 5. TIME LIMITATION

The Committee shall have ten (10) County business days from the first meeting convened to determine the validity of the issue(s) and provide a written solution to the Head Start Shared Governance Board, Head Start Policy Council, and the Director.

STEP 6. PROPOSED DISPUTE RESOLUTION RECOMMENDATION

The written solution must be presented to:

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

Both parties must inform the other in writing of their determination to either accept or reject the written solution.

STEP 7. FAILURE OF DISPUTE RESOLUTION COMMITTEE TO REACH CONSENSUS

If the Committee does not reach a consensus, the Committee so shall inform the Head Start Policy Council, the Head Start Shared Governance Board, and the Director.

STEP 8. FAILURE TO RESOLVE INTERNAL DISPUTE

If the Committee cannot reach a consensus, or if the written solution is rejected by either body, the dispute shall proceed to mediation.

- A. **MEDIATION:** This procedure requires the intervention into the dispute of an acceptable, impartial, and neutral third party who has no decision-making authority. The objective of this intervention is to assist both parties to voluntarily reach an acceptable resolution of the issue in dispute. The selected mediator will work with the Dispute Resolution Committee in order to make a final decision regarding the dispute issue(s).

Within fifteen (15) County business days from written notification that a consensus could not be reached, or rejection of the written solution, mediation shall be initiated by the Committee.

COMPOSITION: The mediation shall be conducted by the Head Start Director from a neighboring County.

TIME LIMITATIONS: The mediator shall work with the Committee to make a final decision. A written proposed resolution shall be provided within ten (10) County business days from the beginning of the mediation process.

The proposed resolution shall be presented to:

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

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

- B. ARBITRATION:** Requires the presentation of the dispute to an impartial or neutral arbitrator for issuance of a binding decision.

Within fifteen (15) County business days from written notification that the proposed solution was rejected by either body, binding arbitration shall be initiated by the Committee. The Shared Governance Board and the Policy Council agree that they will be bound by the decision made through arbitration.

COMPOSITION: The Committee shall utilize the services of a professional arbitrator in accordance with the County's procurement policy.

TIME LIMITATIONS: The arbitration must take place within fifteen (15) days of initiation of the process unless a greater time is needed to secure an arbitrator or arbitration location. A written resolution must be provided by the arbitrator to the Committee. The Committee shall present the resolution to their respective bodies. The written resolution shall be presented by the Head Start Shared Governance Board to the Board of Supervisors for final notification.

ARTICLE X

AMENDMENTS

These By-Laws may be changed or amended by a seventy-five percent (75%) vote of the current Policy Council members. The By-Laws must be reviewed and accepted annually by the new Policy Council.

~~Shelly Thomas~~
~~Kari Turner~~, Chairperson

Date

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**COUNTY OF SAN BERNARDINO
 PRESCHOOL SERVICES DEPARTMENT
 Request to Carryover PY 2023-24 Funds to PY 2024-25
 Head Start and Early Head Start Grant - 09CH011719 (PY04 to PY05)**

Introduction

San Bernardino County Preschool Services Department (PSD) operates Head Start (HS), Early Head Start (EHS), Early Head Start – Child Care Partnership (EHS-CCP), and State Preschool programs. PSD serves approximately 2,039 children in locations throughout the San Bernardino County. Due to the complexity of various property purchases and service delays in vendor deliveries on equipment, supplies and facility projects. To complete the outstanding projects and continue providing quality services to enrolled children and families, the department is requesting approval to carryover a total of \$40,202,117 unobligated funds from Head Start (HS) and Early Head Start (EHS) Program Year Four to Program Year Five.

These funds will be utilized to complete designated purchases as shown in the budget summary below:

Head Start Award No. 09CH011719-04	Modified Budget	YTD Expenditure	Budget Balance CAN# G094122	HS Carryover Amount	EHS Carryover Amount	Total Carryover CAN # G094122	Remaining Budget Balance
Salaries	22,212,193	15,089,276	7,122,917				7,122,917
Fringe Benefits	12,052,845	7,274,800	4,778,045				4,778,045
Travel	215,830	43,730	172,100				172,100
Equipment	2,465,915	222,381	2,243,534	4,942,273	621,853	5,564,126	(3,320,592)
Supplies	3,155,504	1,030,952	2,124,552	3,580,971	428,147	4,009,118	(1,884,566)
Contractual	12,778,816	11,267,275	1,511,541				1,511,541
Construction	21,145,745	84,802	21,060,943	22,830,466		22,830,466	(1,769,523)
Other	17,273,710	10,150,650	7,123,060	7,548,407	250,000	7,798,407	(675,347)
Total Direct Costs	\$91,300,558	\$45,163,866	\$46,136,692	\$38,902,117	\$1,300,000	\$40,202,117	\$5,934,575

Note: The modified budget does not include a budget transfer (amendment #8) as PSD has not received the PY04 final Notice of Award. Grant expenditures have not been finalized until

September 30, 2024 per grant agreement.

Budget Justification

PSD is requesting to carryover approximately \$40,202,117 to complete designated purchases, constructions, minor and major renovations to ensure new and existing classrooms are supported with school supplies, updated network equipment and furnishings. These unobligated funds are available from HS (\$38,902,117.00) and EHS (\$1,300,000.00) program operations funds (CAN# G094122). The remaining budget balance of \$5,934,575 will be utilized to make final payments on remaining obligations.

Detailed budget justifications are shown in the sections below:

Equipment Budget Category: \$5,564,126

Site	Description	Head Start G094122	Early Head Start G094122	HS & EHS Grand Total
10 Preschool Sites	10 structures & Playground Equipment	1,230,338	220,000	1,450,338
Apple Valley	Shade Structure	110,000		110,000
EHS CCP Provider	EHS-CCP Facility Support	680,000		680,000
Fontana Citrus	HS Shade Structure	159,589		159,589
Las Terrazas	Kitchen equipment	200,000		200,000
Mill	3 Shade Structures	220,000	110,000	330,000
Mill	Playground Equipment	220,000		220,000
Ontario Maple	2 Shade Structures	95,000	55,000	150,000
Ontario Maple	Playground Equipment	220,000		220,000
Rialto - Eucalyptus	HS Shade Structure	147,658		147,658
Upland	Upland HVAC-mini split	20,000		20,000
Victorville Anacapa	Playground Equipment	175,518		175,518
Victorville Anacapa	Shade Structure	110,000		110,000
Westminster	1-2 Shade Structures	150,000		150,000
Whitney Young	2 Shade Structures	130,000	90,000	220,000
Whitney Young	Playground Equipment	220,000		220,000
Yucaipa	Playground Equipment	300,000		300,000
Yucaipa	Shade Structure	220,000		220,000

Yucca Valley	Shade Structure		146,853	146,853
Administration	Audio and Video Equipment for Training	10,000		10,000
Needles	Fence	90,000		90,000
Needles	Shade Structure	110,000		110,000
Needles	Spot Vision and Hearing Screener	14,170		14,170
Needles	Playground	110,000		110,000
		\$ 4,942,273	\$ 621,853	\$ 5,564,126

The above requested funds will be utilized as follows:

1. 25-26 shade structures for \$2,954,100 (includes \$621,853 for EHS)
2. 16 sets of playground equipment for \$1,595,856
3. EHS-CCP Facility Support for \$680,000 needed at EHS CCP Providers
4. Kitchen equipment for \$200,000 needed at Las Terrazas
5. HVAC Mini Split for \$20,000 needed at Upland
6. Audio and video equipment for \$10,000 needed at Administration Office
7. Fence for \$90,000 needed at Needles
8. Spot vision and hearing screener for \$14,170 needed at Needles

Supplies Budget Category: \$4,009,118

Site	Description	Head Start G094122	Early Head Start G094122	HS & EHS Grand Total
31 Preschool Sites	Cellphone, IPAD, Printer, Webcams, TV, etc.	400,000		400,000
31 Preschool Sites	Furniture and Supplies	550,000	350,000	900,000
31 Preschool Sites	Replacement for Computer Hardware, Software, Monitors, etc.	421,853	78,147	500,000
New Admin Building	Furniture and Supplies	2,209,118		2,209,118
		\$3,580,971	\$428,147	\$4,009,118

The above funds will be used to purchase outdoor/Indoor furniture and classroom supplies such as cellphones, iPads, Printer, Webcams, TVs, curriculum, health and safety supplies, internet access, computer hardware, monitors, etc. These supplies will be used at various school sites

and administration building when the facility is ready.

Construction Budget Category: \$22,830,466

Site	Description	Head Start G094122
Del Rosa	Major Renovation	624,900
Victorville Anacapa	Building Purchase	1,818,000
Whitney Young	Major Renovation incl. bike track, turf, surfacing, etc.	3,500,000
Yucaipa	Major Renovation	1,039,646
Yucaipa	Elevator & Installation	815,000
New Admin & Child Development Center	Building Purchase	15,032,920
		22,830,466

The Construction budget will be used to purchase a Child Development Center including a Family Learning Center and a Preschool Administration Office. In addition, PSD is in the process of purchasing a Child Development Center at Victorville and/or other locations to replace existing slots from closed PSD sites. PSD is working with the County Real Estate Services Department on these acquisitions. As property prices has increased rapidly due to inflation, it has taken longer time to find an appropriate property than anticipated. PSD will submit 1303 applications to the Office of Head Start for approval in the future.

Other Budget Category: \$7,798,407

Site	Description	Head Start G094122	Early Head Start G094122	HS & EHS Grand Total
31 Preschool Sites	Data Plan Upgrade, IT subscriptions, Accesses, etc.	90,000		90,000
31 Preschool Sites	External playground deferred maintenance for 31 sites	3,212,464	250,000	3,462,464
31 Preschool Sites	Deferred maintenance on Pour & Play, turf, rubber repair, playground installation, etc.	550,000		550,000

31 Preschool Sites	Preliminary Costs (incl. permits, design, environmental report, property search, demolition charges, etc.)	934,243		934,243
Apple Valley	ADA Ramp	150,000		150,000
Apple Valley	Turf	60,000		60,000
Apple Valley	Walkway surfacing	45,000		45,000
L & M	Inventory System	10,000		10,000
Mill	Fence	200,000		200,000
Mill	Minor Renovation	249,000		249,000
Parks & Recs	Minor Renovation	249,000		249,000
Victorville Anacapa	Fence	200,000		200,000
Victorville Anacapa	Minor Renovation	249,000		249,000
Victorville Anacapa	Turf, Bike Track, Pour & Play	249,000		249,000
Whitney Young	Fence	500,000		500,000
Yucaipa	Moving Costs	30,000		30,000
Yucca	Fence	196,622		196,622
Yucca	Roof Replacement	364,078		364,078
PSD IT Unit	IT Training	10,000		10,000
		\$ 7,548,407	\$ 250,000	\$ 7,798,407

The Other budget mainly consists of network upgrades, deferred maintenance projects at various locations, and some minor renovations for new and existing preschool sites. These facility projects are necessary to carry out the HS and EHS program goals, to provide safe and secured environment for children, families, and staff.