



**Community Action Partnership of Madera County, Inc.
Regular Madera Regional and Early Head Start
Policy Council Meeting**

**Thursday,
December 5, 2024
5:30 p.m.**

**Head Start Conference Room
675 S. Pine St. Suite#101
Madera, CA 93637**

AGENDA

Supporting documents relating to the items on this agenda that are not listed as "Closed Session" are available for inspection during normal business hours at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. Supporting documents relating to the items on this agenda that are not listed as "Closed Session" may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County during normal business hours. Please visit Community Action Partnership of Madera County for updates.

CALL TO ORDER POLICY COUNCIL MEMBERS

ROLL CALL – Maribel Aguirre

A. PUBLIC COMMENT

The first ten minutes of the meeting are reserved for members of the public to address the Policy Council on items of interest to the public that are within the subject matter jurisdiction of our Agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Council is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Council does not respond to the public comment at this time.

B. TRAINING –Child Outcomes

1225 Gill Avenue • Madera, CA 93637 • www.maderacap.org

Administration / Community Services (559) 673-9173 • Fax (559) 673-3223

Child Care Alternative Payment and Resource & Referral Program (559) 661-0779 • Fax (559) 661-0764

Head Start Child Development Services (559) 673-0012 • Fax (559) 661-8459

Fresno Migrant Head Start • 4610 W. Jacquelyn Ave • Fresno, CA 93722 • (559) 277-8641 • Fax (559) 277-2640

Victim Services Center • 812 W. Yosemite Avenue, Suite 101 • Madera, CA 93637 • (559) 661-1000 / (800) 355-8989 • Fax (559) 661-8389

C. ADOPTION OF THE AGENDA

C-1 ADDITIONS TO THE AGENDA: Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Policy Council meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2) Any items added to the agenda will be heard following all Discussion/Action Items (Section F)

C-2 ADOPTION OF AGENDA: Adoption of agenda as presented or with approved Additions

D. ADJOURN TO CLOSED SESSION - NONE

E. APPROVAL OF MINUTES

E-1 Minutes for Madera Regional and Early Head Start Policy Council Meeting
– November 7, 2024.

F. DISCUSSION ITEMS/ACTION ITEMS

F-1 Review and consider approving the 2024-2025 Bylaws for the Madera Regional and Early Head Start Policy Council

Action

White

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (October 2024)

White

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (November 2024)

Pink

G-3 Budget Status Reports (October 2024)

Green

G-4 In-Kind Report (October 2024)

Yellow

G-5 Program Enrollment & Attendance Report (November 2024)

- **Will distribute during the meeting**

Grey

G-6 CACFP Monthly Report (October 2024)

Ivory

H. POLICY COUNCIL MEMBER REPORTS

H-1 Center Report- Verbal

H-2 Board of Directors Report- Verbal

H-3 Active Supervision- Verbal

I. CORRESPONDENCE

I-2 Information Memorandum from the Office of Head Start regarding *Reporting Child Health and Safety Incidents*, Issuance Date: 11/07/24

I-1 Program Instruction from the Office of Head Start regarding *Final Rule to Delay Effective Date for Increasing the CLASS® Instructional Support Domain Competitive Threshold*; Issuance Date: 11/06/2024

I-3 Information Memorandum from the Office of Head Start regarding *Fiscal Year 2025 Monitoring Process for Head Start Recipients*; Issuance Date: 11/08/24

Agency Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Agency Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain the knowledge and skills to achieve self-reliance and economic stability...one life at a time.

- J. **FUTURE AGENDA ITEMS**
 - J-1 Self-Assessment Results and Corrective Plan of Action
 - J-2 2023-2024 Annual Report

- K. **ADJOURNMENT**



**Community Action Partnership of Madera County, Inc.
Junta Regular del Consejo de Políticas de Head Start Regional y Early
de Madera**

**Jueves,
5 de diciembre de 2024
5:30 p.m.**

**Sala de Conferencia de Head Start
675 S. Pine St. Suite #101
Madera, CA 93637**

ORDEN DEL DIA

Los documentos relacionados a los artículos en este orden del día que no están anotados como "Sesión cerrada" están disponibles para inspección durante horas de oficina normales en Community Action Partnership del Condado de Madera, 1225 Gill Avenue, Madera, CA 93637. Los documentos relacionados a los artículos en este orden del día que no están anotados como "Sesión cerrada" puede ser sometido después del anuncio del orden del día y están disponibles en Community Action Partnership del Condado de Madera durante horas de oficina normales. Por favor de visitar a Community Action Partnership del Condado de Madera para actualización.

LLAMAR A ORDEN LOS MIEMBROS DEL CONSEJO DE POLITICAS

PASAR LISTA – Maribel Aguirre

A. COMENTARIO PUBLICO

Los primeros diez minutos de la reunión están reservados para los miembros del público para dirigirse al Consejo de Políticas sobre temas de interés para el público que este dentro de la autoridad de la agencia. Los oradores serán limitados a tres minutos. Se llama la atención que el Consejo esta prohibido por la ley de tomar medidas sobre cuestiones que no se examinan en el orden del día, y ninguna conclusión adversa debe ser concluida si el Consejo no responde a los comentarios del público en este momento.

1225 Gill Avenue • Madera, CA 93637 • www.maderacap.org

Administration / Community Services (559) 673-9173 • Fax (559) 673-3223

Child Care Alternative Payment and Resource & Referral Program (559) 661-0779 • Fax (559) 661-0764

Head Start Child Development Services (559) 673-0012 • Fax (559) 661-8459

Fresno Migrant Head Start • 4610 W. Jacquelyn Ave • Fresno, CA 93722 • (559) 277-8641 • Fax (559) 277-2640

Victim Services Center • 812 W. Yosemite Avenue, Suite 101 • Madera, CA 93637 • (559) 661-1000 / (800) 355-8989 • Fax (559) 661-8389

- B. CAPACITACION** – Resultados del desarrollo de Niños
- C. ADOPCION DE LA AGENDA**
C-1 ADICIONES A LA AGENDA: Temas identificados después de anunciar la Agenda por los que tengan que tomar acción inmediata y no puedan esperar hasta la próxima reunión regular programada. Se necesitan dos tercios del voto o voto unánime si el quórum es menos de los miembros completos, para consideración. (Clave del Gobierno 54954.2 (g) (2) Cualquier tema agregado a la Agenda serán escuchado después de los Temas de Acción/Temas de Discusión.
- C-2 ADOPCION DE LA AGENDA:** La adopción de la Agenda como esta presentada o con las adiciones aprobadas
- D. CLAUSURAR A SESION CERRADA –NINGUNO**
- E. APROBACION DE ACTAS**
E-1 Actas de la Junta Regular del Consejo de Políticas de Head Start Regional y Early de Madera – 7 de noviembre de 2024.
- F. TEMAS DE ACCION/TEMAS DE DISCUSION**
F-1 Revisar y considerar aprobar la lectura final de los Estatutos 2024-2025 para el Consejo de Política Regional y Early Head Start Madera
- | | | |
|--|---------------|---------------|
| | Acción | Blanco |
|--|---------------|---------------|
- G. REPORTES ADMINISTRATIVOS**
- | | |
|--|----------|
| G-1 Cambio de Personal (octubre 2024) | Blanco |
| G-2 Estado de Cuenta de la Tarjeta de Crédito de Banco de América de la Agencia y otras tarjetas de crédito (noviembre 2024) | Rosa |
| G-3 Reporte del Presupuesto (octubre 2024) | Verde |
| G-4 Reporte de In-Kind (octubre 2024) | Amarillo |
| G-5 Reporte de inscripción en el programa y informe de la asistencia (noviembre 2024) | Gris |
| G-6 Reporte Mensual de CACFP (octubre 2024) | Marfil |
- H. REPORTES DE MIEMBROS DEL CONSEJO DE POLITICAS**
H-1 Reporte de los Centros- Verbal
H-2 Reporte de la Mesa Directiva- Verbal
H-3 Reporte de Supervisión Activa- Verbal
- I. CORRESPONDENCIA**
I-1 Instrucción del Programa de la Oficina Head Start sobre *Disposición final para retrasar la fecha de entrada en vigor de la norma que aumenta el umbral competitivo del dominio de Apoyo pedagógico CLASS®*; Fecha de Emisión: 11/06/2024
- I-2 Memorando de Información** de la Oficina Head Start sobre *Presentación de informes sobre incidentes de salud y seguridad infantil*; Fecha de Emisión: 11/07/2024

Agency Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Agency Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain the knowledge and skills to achieve self-reliance and economic stability...one life at a time.

I-3 Memorando de Información de la Oficina Head Start sobre el *Proceso de supervisión del año fiscal 2025 para los destinatarios de Head Start*; Fecha de Emisión: 11/08/2024

J. FUTUROS TEMAS DE LA AGENDA

J-1 Resultados de la autoevaluación y plan de acción correctivo

J-2 Informe Anual del programa del año 2023-2024


K. CLAUSURAMIENTO

Agency Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Agency Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain the knowledge and skills to achieve self-reliance and economic stability...one life at a time.

**Desired Results
Summary Report**
Assessments for School Year 2023-2024

**Community Action Partnership of
Madera County**



Prepared By!

www.ccr-analytics.com

1

**Presentation Overview
Descripción de la Presentación**

-  About the Desired Results Developmental Profile (DRDP)
-  DRDP (2015) Results

-  Sobre el Perfil de Desarrollo de Resultados Deseados (DRDP)
-  Resultados del DRDP (2015)

2

About the Desired Results Developmental Profile (DRDP 2015)

Sobre el Perfil de Desarrollo de Resultados Deseados (DRDP 2015)



3

Why Do We Assess Children?

- **For Teachers** -- Regularly assessing children helps teachers to identify strengths and needs allowing them to better target activities to meet children's needs.
- **For Program Management** -- Analysis of child assessment data helps to identify patterns that can inform training plans, curriculum planning, supply acquisition, and organizational goals.
- **For Best Practices** -- The regular assessment of children is widely acknowledged as a best practice in the field of early education.
- **For Funding Requirements** -- Regular child assessments are a required condition of state and federal funding.

4

¿Por Qué Evaluamos a los Niños?

- **Para Maestros** -- Evaluando a los niños regularmente ayuda a los maestros a identificar fortalezas y necesidades y les permite a seleccionar mejores actividades para encarecer las necesidades de los niños.
- **Para los Gerentes del Programa** -- El análisis de la información de las evaluaciones de los niños ayuda a identificar patrones que pueden informar planes de capacitación, planeamiento del currículo, adquisición de materiales y las metas de la organización.
- **Para Mejores Practicas** -- La frecuente evaluación de niños es ampliamente reconocida como una mejor practica en la rama de educación temprana.
- **Para los Requerimientos al Solicitar Fondos** -- Evaluaciones frecuentes de niños son un requerimiento de los fondos estatales y federales.

5

How Do We Assess Children?

- **Observation Based** -- Teachers observe children over a period of weeks. These observations can include notes on child behavior & interactions, samples of art work, pictures, or videos.
- **Teacher Assessments** -- At the end of an assessment period, teachers review their observations and compare them to a detailed framework of child development.
- **Authentic Assessments** -- Assessments based on the observations of children in real settings are considered more authentic than assessments based on tests conducted in artificial environments.
- **Not a Test** -- The DRDP child assessment is not a test where children are asked to demonstrate specific skills or knowledge at a specific time.

6

¿Cómo Evaluamos a los Niños?

- **Basado en Observaciones** -- Maestros observan a los niños durante el período de semanas. Estas observaciones pueden incluir notas en el comportamiento y interacción, ejemplos de trabajos de arte, fotografías o videos.
- **Evaluaciones de los Maestros** -- Al final del periodo de evaluación, los/las maestros/as repasan sus observaciones y las comparan a una estructura detallada del desarrollo de niño.
- **Evaluaciones Autenticas** -- Se consideran más las evaluaciones basadas en observaciones de los niños en ambientes reales que las evaluaciones basadas en exámenes administrados en ambientes artificiales.
- **No Es Un Examen** -- La evaluación del niño del Perfil de Desarrollo de Resultados Deseados no es un examen donde se le pide al niño que demuestre habilidades específicas o conocimiento en un tiempo específico.

7

The DRDP (2015) Assessment Is Very Broad

The DRDP (2015) seeks to assess child development across a comprehensive set of developmental domains. Here are the developmental domains that are assessed:

- 01 Approaches to Learning: Self-Regulation
- 02 Social & Emotional Development
- 03 Language & Literacy Development
- 04 English-Language Development
- 05 Cognition, Including Math & Science
- 06 Physical Development - Health

8

Es muy extenso la evaluación del Perfil de Desarrollo de Resultados Deseados (DRDP 2015)

El Perfil de Desarrollo de Resultados Deseados (DRDP 2015) busca evaluar el desarrollo del niño a través de un conjunto comprensivo de áreas de desarrollo . Aquí están las áreas de desarrollo que se evalúan:

- Desarrollo cognitivo, incluyendo Matemática y Ciencias
- Desarrollo del lenguaje y la alfabetización
- Desarrollo del inglés como segunda lengua
- Desarrollo físico-Salud
- Desarrollo social y emocional
- Enfoques al aprendizaje: Auto-regulación

9

Understanding the Data

- In order to meaningfully interpret the assessment results, the DRDP 2015 was aligned to the CA Early Learning Foundations.
- The alignment allows us to understand a child's development within an age appropriate context and to meaningfully compare results across the DRDP domains and sub-domains. More can be found on the alignment here, www.ccr-analytics.com/presentations/
- The graphs on the following slides show the percentage of children who meet or exceed their age specific developmental milestones.

10

Comprendiendo la Información

- Para interpretar la información de los resultados de las evaluaciones en una manera significativa, el Perfil de Desarrollo de Resultados Deseados 2015 fue alineado con los Fundamentos del Aprendizaje Pre-escolar de California.
- La alineación nos permite comprender el desarrollo del niño dentro un contexto apropiado basado en la edad y comparar de una forma significativa los resultados a través de las áreas y sub áreas de desarrollo del Perfil de Desarrollo de Resultados Deseados. Se puede ver más sobre la alineación en el link, www.ccr-analytics.com/presentations/
- Los gráficos de las siguientes paginas muestran el porcentaje de niños que alcanzan o superan los indicadores del desarrollo específicos de su edad.

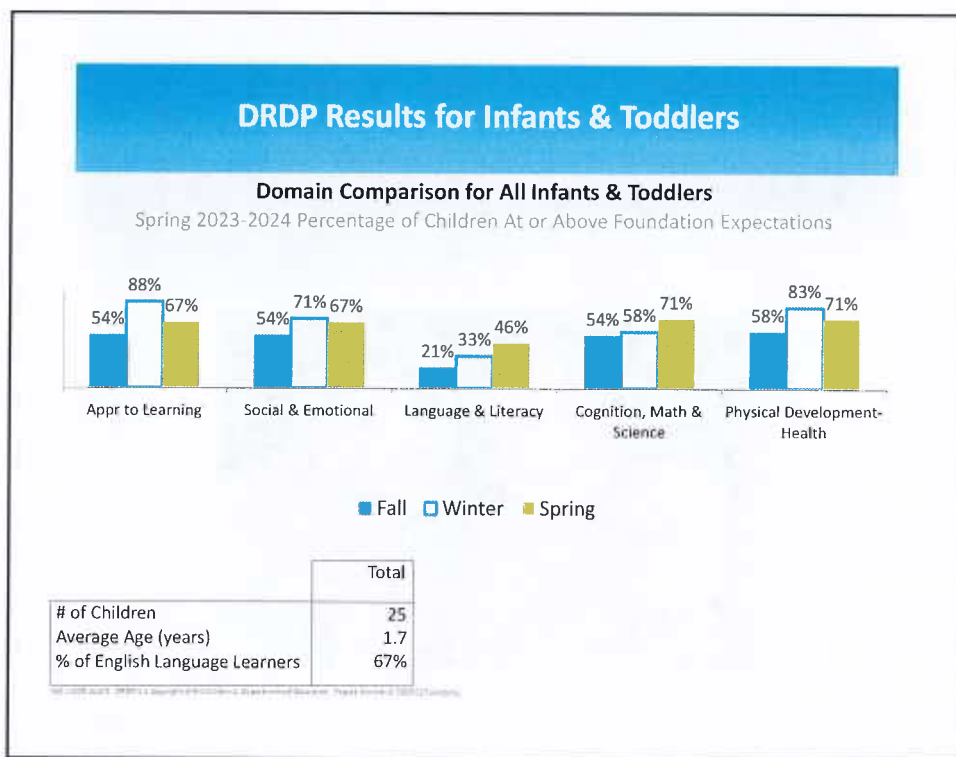
11

Infants & Toddlers Results

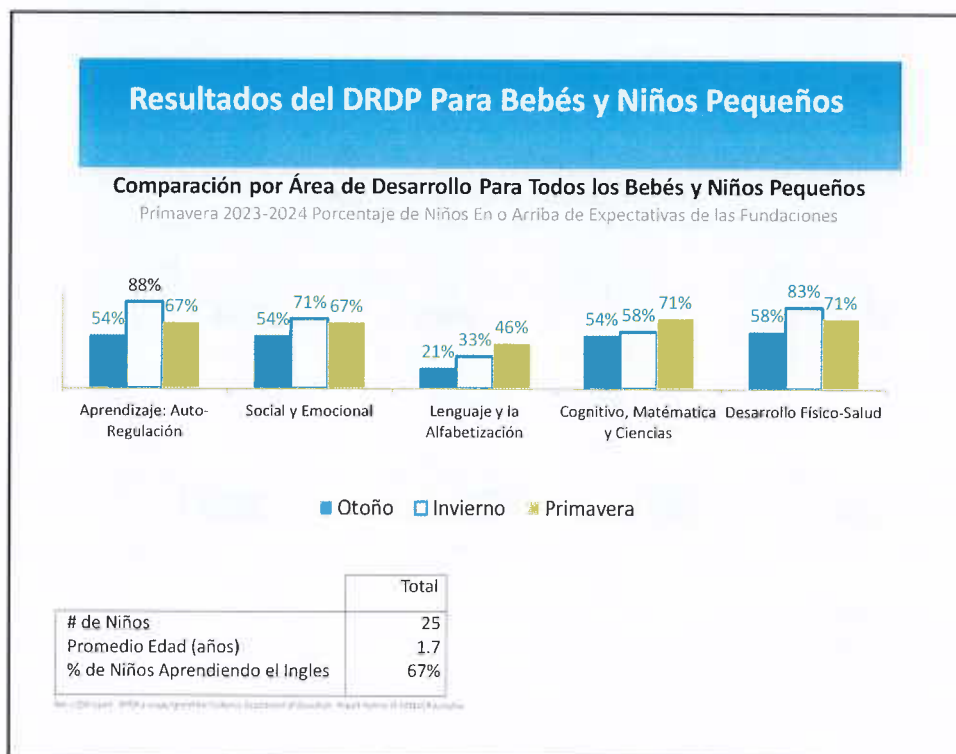
Resultados del Bebés y Niños Pequeños



12



13



14

Preschoolers Results

Resultados del Pre-escolares

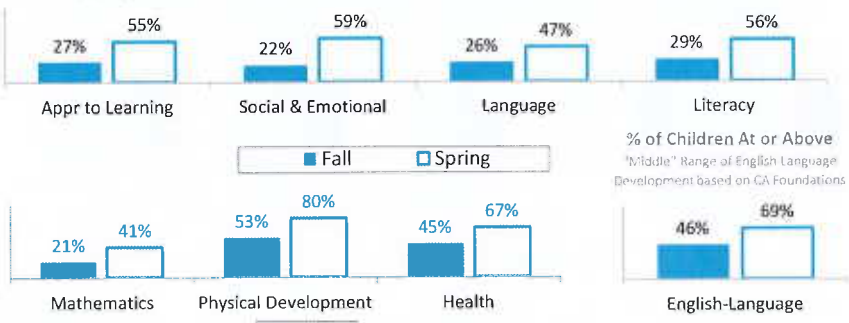


15

DRDP Results for Preschoolers

Domain Comparison for All Preschoolers

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



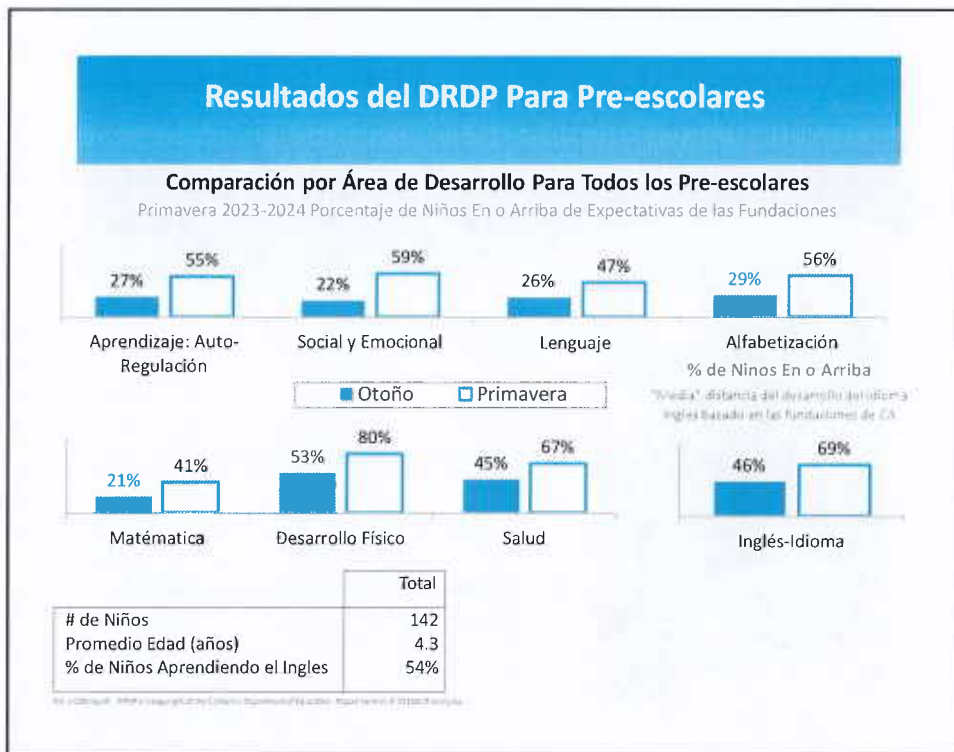
	Fall	Spring
Aprpr to Learning	27%	55%
Social & Emotional	22%	59%
Language	26%	47%
Literacy	29%	56%
Mathematics	21%	41%
Physical Development	53%	80%
Health	45%	67%
English-Language	46%	59%

% of Children At or Above "Middle" Range of English Language Development based on CA Foundations

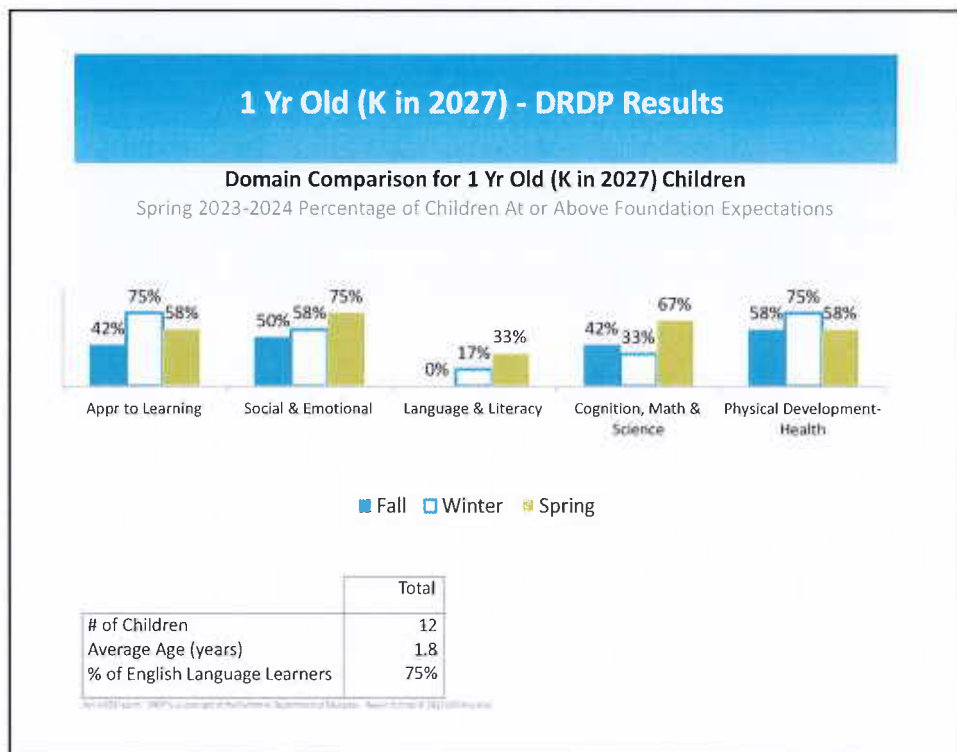
	Total
# of Children	142
Average Age (years)	4.3
% of English Language Learners	54%

Key: 2023110407 - DRDP 4 - 10/20/2023 - 4/15/2024 - 10/20/2023 - 4/15/2024 - 10/20/2023 - 4/15/2024

16



17



18

Actions: Do we need to make any changes based on the findings?



What are the three key findings?

- 1.....
- 2.....
- 3.....

Are there areas where we are doing great?

- 1.....
- 2.....
- 3.....

Are there any areas where we could improve?

- 1.....
- 2.....
- 3.....

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera Regional & Early Head Start Policy Council Committee Meeting
Thursday, November 7, 2024
MINUTES

The Madera Regional & Early Head Start Policy Council Committee meeting was called to order by Otilia Vasquez at 5:32 p.m.

Committee Members Present

Ana Rodriguez
Michelle Manning
Otilia Vasquez
Arianna Ruiz
Griselda Solorio
Connie Hernandez-Gomez
Alexandra Parkill
Michelle Castro

Committee Members Absent

Jasmin Lucas
Martha Garcia
Irene Gomez

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist
Angela Martinez, Area Manager

ROLL CALL

A. PUBLIC COMMENT

Ms. Aguirre mentioned the Bylaws and the Power Point presentation for the training were passed out prior to the training beginning.

B. TRAINING – CLASS: Ms. Martinez that CLASS is a tool that teachers use to observe children and see where the program can support staff and how teachers can support children and parents.

C. ADOPTION OF THE AGENDA

C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Ana Rodriguez, seconded by Arianna Ruiz to approve the agenda as presented. Motion carried unanimously.

D. ADJOURN TO CLOSED SESSION – None

E. APPROVAL OF MINUTES

E-1 Minutes Madera Regular Regional and Early Head Start Policy Council Meeting – October 3, 2024. Motion made by Alexandra Parkill, seconded motion by Griselda Solorio. Motion carried unanimously.

F. DISCUSSION / ACTION ITEMS

F-1 First reading of the 2024-2025 By-Laws for the Madera/Mariposa Regional & Early Head Start Policy Council – Ms. Aguirre mentioned the Bylaws were given out at the beginning at the meeting. The Bylaws are our rules that we follow. Everything in red is the correction. Parents are asked to review and bring any corrections and/or changes to the next meeting.

F-2 Madera/Mariposa Regional Head Start and Early Head Start Information - Ms. Gomez-Zaragoza mentioned the PIR is a report that is submitted yearly. She went over the main points are the report. The one that still needs work on is finding a dental home for the children.

F-3 Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure – Ms. Gomez-Zaragoza mentioned this is the procedure that we will be following. It is a self-audit to ensure we are following all the regulations. A report will be presented to PC council in January. Ms. Gomez-Zaragoza asked parent if they would to participate in the self-assessment.

Otilia Vasquez requested the motion to approve the 2024-2025 Madera/Mariposa Regional and Early Head Start Self-Assessment Procedure. Griselda Solorio made the first motion, seconded by Ana Rodriguez.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (October 2024) – Ms. Aguirre mentioned staffing changes will be presented next month.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (October 2024) – Ms. Aguirre reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (September 2024) – Ms. Aguirre reviewed the current budget.

G-4 In-Kind Report (September 2024) – Ms. Aguirre reviewed the in-kind percentages for the Regional and Early programs.

G-5 Program Enrollment & Attendance Report (October 2024) – Ms. Aguirre went over the enrollment and attendance report for the Early program.

G-6 CACFP Monthly Report (September 2024) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for September.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – Griselda (Fairmead) – The center had a Harvest festival.

H-2- BOD report – All items presented at the last meeting were approved. All items presented today will be presented at the next board meeting.

H-3 Active Supervision – Ms. Gomez-Zaragoza asked parents to make sure that gates are locked, to remind parents to supervise their own children. If there is anything concerning at the center contact the director and if it continues contact Maribel.

I. CORRESPONDENCE

I-1 Program Instruction from the Office of Head Start regarding *Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming – Technical Updates*; Issuance Date: 10/31/2024

J. FUTURE AGENDA ITEMS

J-1 Approval of the 2024-2025 Bylaws

J-2 2024-2025 Community Assessment Update

J-3 2024-2025 Goals & Objectives Update

J-4 Training – Child Outcomes

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 6:14 p.m. Motion made by Arianna Ruiz, seconded by Michelle Manning. Motion carried unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
 Reunión del Comité de Política Regional de Head Start Madera
 Jueves, 7 de noviembre de 2024
ACTAS

La reunión del Comité de Política de Madera Regional y Early Head Start fue llamada al orden por Otilia Vasquez a las 5:32 pm.

Miembros del Comité presentes

Ana Rodriguez
 Michelle Manning
 Otilia Vasquez
 Arianna Ruiz
 Griselda Solorio
 Connie Hernandez-Gomez
 Alexandra Parkill
 Michelle Castro

Miembros del Comité ausentes

Jasmin Lucas
 Martha Garcia
 Irene Gomez

PERSONAL PRESENTE

Maritza Gomez-Zaragoza, Directora del Programa
 Jissel Rodriguez, Asistente Administrativa Ejecutiva
 Maribel Aguirre, Especialista en padres y gobernanza
 Angela Martinez, Gerente de Área

OTROS

A. COMENTARIO PUBLICO

La Sra. Aguirre mencionó que los Estatutos y la presentación en PowerPoint para la capacitación se distribuyeron antes de que comenzara la capacitación.

B. CAPACITACION –

CLASS: La Sra. Martínez explicó que CLASS es una herramienta que los maestros utilizan para observar a los niños y ver dónde el programa puede apoyar al personal y cómo los maestros pueden apoyar a los niños y a los padres.

C. ADOPCION DE LA AGENDA

C-2 Otilia Vásquez pidió la moción para aprobar la agenda tal como se presentó. Moción hecha por Ana Rodriguez, secundada por Arianna Ruiz para aprobar la agenda tal como se presentó. Moción aprobada por unanimidad.

D. SE LEVANTO LA SESION CERRADA -

Ninguno

E. APROBACIÓN DE LAS ACTAS

E-1 Acta de la reunión regular del Consejo de políticas de Head Start de la región de Madera, 3 de octubre de 2024. Moción presentada por Alexandra Parkill, secundada por Griselda Solorio. La moción se aprobó por unanimidad.

F. TEMAS DE ACCION/TEMAS DE DISCUSION

F-1 Primera lectura de los estatutos 2024-2025 del Consejo de políticas regional y de Early Head Start de Madera/Mariposa: la Sra. Aguirre mencionó que los estatutos se entregaron al comienzo de la reunión. Los estatutos son las reglas

que seguimos. Todo lo que está en rojo es la corrección. Se les pide a los padres que revisen y traigan cualquier corrección o cambio a la próxima reunión.

F-2 Información sobre el programa Head Start y Early Head Start regional de Madera/Mariposa: la Sra. Gómez-Zaragoza mencionó que el PIR es un informe que se presenta anualmente. Repasó los puntos principales del informe. El que aún necesita trabajo es encontrar un hogar dental para los niños.

F-3 Revisar y considerar la aprobación del Procedimiento de autoevaluación anual de Madera/Mariposa Regional y Early Head Start 2024-2025. La Sra. Gómez-Zaragoza mencionó que este es el procedimiento que seguiremos. Es una autoauditoría para asegurarnos de que estamos siguiendo todas las regulaciones. Se presentará un informe al consejo del PC en enero. La Sra. Gómez-Zaragoza preguntó a los padres si querían participar en la autoevaluación.

Otilia Vásquez solicitó la moción para aprobar el Procedimiento de autoevaluación de Madera/Mariposa Regional y Early Head Start 2024-2025. Griselda Solorio hizo la primera moción, secundada por Ana Rodríguez.

G. REPORTES ADMINISTRATIVOS

G-1 Cambios del Personal (octubre 2024) – La Sra. Aguirre los cambios de personal mencionados se presentarán el próximo mes.

G-2 Estado de Cuenta de la Tarjeta de Crédito de Banco de América – de la Agencia y otras tarjetas de crédito: (octubre 2024) – La Sra. Aguirre repasó los cargos de los meses. No hubo preguntas sobre los cargos.

G-3 Reporte del Presupuesto - (septiembre 2024) – La Sra. Aguirre revisó que el presupuesto actual.

G-4 Reporte de In-Kind (agosto 2024) – La Sra. Aguirre revisó los porcentajes en especie para los programas Regional y Temprano.

G-5 Reporte de inscripción en el programa e informe de la asistencia (octubre 2024) – La Sra. Aguirre repasó el informe de inscripción y asistencia.

G-6 Reporte Mensual de CACFP (septiembre 2024) – La Sra. Aguirre revisó el CACFP y señaló que el reembolso de septiembre.

H. REPORTES DE LOS MIEMBROS DEL COMITÉ DE POLIZA

H-1 Informe del Centro – Griselda (Fairmead) – El centro tuvo un festival de la cosecha.

H-2 Reportes de la Mesa Directiva – Todos los artículos presentados hoy serán presentados en la próxima reunión de la junta.

H-3 Supervisión activa – La Sra. Gómez-Zaragoza pidió a los padres que se aseguraran de que las puertas estuvieran cerradas, para recordarles que deben supervisar a sus propios hijos. Si hay algo preocupante en el centro, comuníquese con el director y, si continúa, comuníquese con Maribel.

I. CORRESPONDENCIA

I-1 Notificación de Instrucción del Programa de la Oficina Head Start sobre norma definitiva sobre el apoyo a la fuerza laboral de Head Start y la

Programación de Calidad Consistente: Actualizaciones Técnicas; Fecha de Emisión: 10/31/2024

J. ARTÍCULOS DE LA AGENDA FUTURA

J-1 Aprobación de los estatutos 2024-2025

J-2 Actualización de la evaluación comunitaria 2024-2025

J-3 Actualización de objetivos y metas 2024-2025

J-4 Capacitación: Resultados de los niños

K. CLAUSURAMIENTO

Otilia Vasquez solicitó una moción para levantar la sesión a las 6:14 p.m. Moción hecha por Arianna Ruiz, secundada por Michelle Manning. La moción fue aprobada por unanimidad.



Report to the Policy Council

Agenda Item Number: F-1

Policy Council Meeting for: December 5, 2024

Author: Maribel Aguirre

DATE: November 14, 2024

TO: Madera Regional and Early Head Start Policy Council

FROM: Maribel Aguirre, Parent and Governance Specialist

SUBJECT: Approval of the 2024-2025 Bylaws for the Madera Regional and Early Head Start Policy Council

RECOMMENDATIONS

Review and consider approving the 2024-2025 Bylaws for the Madera Regional and Early Head Start Policy Council

SUMMARY

The bylaws are one set of rules that govern the Policy Council. Bylaws are reviewed yearly. Any proposed changes will be made at the time of review. The Council was allowed 30 days for review and is expected to suggest any changes or recommendation if there are any.

DISCUSSION

- The Agency Attorney, Russ Ryan, reviewed the 2024-2025 RHS/EHS By-laws and provided feedback.
- During the December Policy Council meeting, there will be time to address any questions or suggestions members may have.
- Council members were provided with 30 days to review the changes; any requests for changes will be approved at the December Policy Council meeting.

FINANCING: None



Reporte al Consejo de Políticas

Número de Agenda: F-1

Junta del Consejo de Políticas para: 5 de diciembre del 2024

Autora: Maribel Aguirre

FECHA: 14 de noviembre de 2024

PARA: Consejo de Políticas de Head Start Regional de Madera

DE: Maribel Aguirre, Especialista de Padres y Gobernanza

TEMA: Lectura final de los Estatutos del Consejo de Políticas de Head Start Regional y Early de Madera 2024-2025

I. RECOMENDACION

Revisar y considerar aprobar la lectura final de los Estatutos 2024-2025 para el Consejo de Política Regional y Early Head Start Madera / Mariposa

II. RESUMEN

Los estatutos son las reglas que gobierna al Consejo de Políticas. Los Estatutos son revisados anualmente. Cualquier cambio propuesto será hecho al tiempo de revisión. El Consejo se le permite 30 días para la revisión y se espera que sugieran cualquier cambio o recomendación si los hay.

III. DISCUSION

- El abogado de la agencia, Russ Ryan, brindó orientación para actualizar los estatutos de 2024-2025 para garantizar el cumplimiento de la Ley Brown.
- Durante la reunión del Consejo, habrá tiempo para hacer preguntas y clarificar dudas de los miembros.
- Miembros del Consejo Fueron proveído 30 días para revisar los cambios; la aprobación será tomada en la junta de noviembre.

IV FINANCIACION: Ninguno



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AMENDED BYLAWS FOR THE REGULATION OF: MADERA REGIONAL AND EARLY HEAD START POLICY COUNCIL 2024-2025

**Guidance provided by Agency Attorney – July 2024
Approved by the Madera Regional and Early Head Start Policy Council –
Approved by CAPMC Board of Directors –**

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY MADERA COUNTY REGIONAL AND EARLY HEAD START

Article 1: Introduction

Community Action Partnership of Madera County (CAPMC) believes that the gains made by children in Regional and Early Head Start Program must be understood and built upon by the family and the community. To achieve this goal, Regional and Early Head Start provides for the involvement of the child's parents and other members of the family in the experiences the child receives in the child development center by giving them many opportunities for a richer appreciation of the young child's needs and how to satisfy them.

Many of the benefits of Regional and Early Head Start are rooted in "change". These changes must take place in the family itself, the community, and in the attitudes of people and institutions that have an impact on both.

It is clear that the success of Madera Regional and Early Head Start is bringing about substantial changes and demands full and complete involvement of the parents, parental-substitutes, and families of children enrolled in its programs. This involvement begins when the Regional and Early Head Start Program begins and should gain vigor and vitality as planning and activities go forward.

Article 2: Purpose

Section 1 – General The purpose of the Regional and Early Head Start Policy Council is to support the Regional and Early Head Start Program in planning, organizing, and developing programs to serve the needs of children, parents, and the community at large consistent with the 2007 Head Start Act 42 U.S.C. 9801 et seq., and the Head Start Performance Standards – Program Governance, 45 C.F.R. § 1301.50 et seq ("Head Start Performance Standards").

The Regional and Early Head Start Policy Council works in a shared governance model (as provided by the Head Start Act and the Head Start Performance Standards), in partnership with the CAPMC Board of Directors, which is the governing board of the organization. The Regional and Early Head Start Policy Council and the Board of Directors share responsibility (known as "Shared Governance") in implementing the overall goals of Regional and Early Head Start Program. Within the guidelines established by the Head Start Act and Head Start Performance Standards, the Policy Council is responsible for the direction of the program as detailed in 42 U.S.C. 642(c)(2)(D) of the Head Start Act.

These Bylaws set forth the membership, offices, term of office and method of operation of the Policy Council. These Bylaws also incorporate by reference the Binding Arbitration Agreement for Resolution of Impasse between CAPMC's Board of Directors and the Regional and Early Head Start Policy Council.

Article 3: Mission, Vision and Philosophy Statement

Section 1 – CAPMC’s Mission, Vision, and Philosophy Statements are as follows:

MISSION: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

OUR VISION: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.

OUR VALUES – BASIC BELIEF: As a community action organization, CAPMC is respectful of cultural diversity and dedicated to eliminating barriers to social economic independence in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity to work; and the opportunity to live in decency; and dignity, and commit ourselves to six core values.

The values that create CAPMC’s environment are based on fundamental respect for the rights, aspirations and dignity of every individual, client, fellow co-worker and others with whom CAPMC has contact. CAPMC’s Six Core Values are: Trustworthiness, Responsibility, Caring, Respect, Fairness and Citizenship.

STANDARDS TO LIVE BY

One of CAPMC’s four Strategic Goals: Premier Programs and Customer Services: On March of 2011 CAPMC adopted its *Standards to Live By* that were developed to ensure the satisfaction and quality services to customers; the adopted behaviors are expected from all Agency employees, volunteers, and participating parents: **Courtesy, Attitude, Professionalism, Make Time and Closure.**

PROGRAM PHILOSOPHY

Two very unique attributes distinguish Head Start from any other preschool program in our community and county. Those distinguishing elements are the comprehensiveness of the program design and the degree to which parents are involved in all aspects of the program. These factors have helped to develop the philosophy of Head Start and promote our beliefs that we must prepare, educate, and develop our children and their families so that they are positive contributors to our community and country.

Key principles of Head Start since its inception in 1965, which were reaffirmed through a thorough review by the Advisory Committee on Head Start Quality and Expansion, include:

- Comprehensive Services
- Parent Engagement and Family Focus
- Community Partnerships and Community Based Services
- Accountability/Steward of Tax Dollars

Section 2 – Authorized Activities The overall fiscal and legal responsibility for the administration of the Regional and Early Head Start Program lies with the CAPMC Board of Directors.

Section 3 – General Activities The CAPMC Regional and Early Head Start Policy Council is responsible for the direction of the Head Start program, including program design and operation as well as long and short-term planning goals and objectives, taking into account the Regional and Early Head Start Program's annual self-assessment and outcomes data and needs assessment.

Section 4 – Additional Responsibilities The Policy Council shall approve and submit to the CAPMC governing body decisions as to each of the following activities:

- a) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- b) Program Recruitment, selection, and enrollment priorities.
- c) Applications for funding and amendments to applications for funding the programs as described in 42 U.S.C. 642(c)(2)(D) of the Head Start Act., under this subchapter, prior to submission of applications described in this clause.
- d) Recommendations for budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities.
- e) Provide input and compliance with these Bylaws for the operation of the Policy Council.
- f) Reviewing and approving program all personnel policies of the Agency regarding the hiring, evaluation, termination and compensation of Agency employees (See Head Start Act Section 642(c)(1)(E)(iv)(V)).
- g) Approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in equivalent position within the agency. The Policy Council is not required to approve the hiring, evaluation, compensation or termination of Agency employees other than those listed in this section. (See Head Start Act, 45 C.F.R. §642(c)(1)(E)(iv)(IX)).
- f) Standards of conduct for program staff, consultants, contractors, and volunteers.
- h) Developing and/or providing input into procedures for how members of the Policy Council of the Head Start agency will be elected.
- i) Recommendations on the selection of delegate agencies and the service areas for such agencies, if applicable.
- j) Cooperate in good faith with the CAPMC Board of Directors with regard to any impasse including, without limitation, following impasse procedures developed to resolve internal disputes between the CAPMC Board of Directors and Council in a timely manner.
- k) Arrive on time and regularly attend all Policy Council meetings.
- l) Actively prepare for meetings by receiving and reading the agenda and minutes prior to the meetings.

Section 5 - Sharing of accurate and regular information about program planning policies and operation, which include:

- A. Monthly financial statements, including credit card expenditures;
- B. Monthly program information summaries;
- C. Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- D. Monthly reports of meals and snacks provided through programs from the Department of Agriculture;
- E. Annual financial audit;
- F. Annual self-assessment, including any findings related to such assessment;
- G. Community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- H. Communication and guidance from the Department of Health and Human Services; and
- I. Program information reports.

Section 6 – Reimbursement A meeting reimbursement will be provided to Policy Council Representatives in accordance with current CAPMC regulations. The reimbursement will be for attendance at Policy Council meetings, Special Council Meetings and other Policy Council assignments. Reimbursement rates will be based on what is approved annually by the Policy Council and in accordance with CAPMC regulations. Attendance by alternates will only be reimbursed if the Policy Council Representative is unable to attend.

Note: Checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Council Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

Article 4: Membership – Representative of Children Enrolled/Community Members

Section 1 – Total Membership The authorized number of Policy Council members shall be thirteen (13) parent representatives, one representative from the Board of Directors, and at least one Community Representative, if elected. If the numbers fall below thirteen, the Policy Council may lawfully continue to manage Head Start activities but must act with reasonable diligence under the circumstances to select/replace/elect new Policy Council members.

Section 2 – Membership of the CAPMC Regional Policy Council The membership of the Policy Council shall be comprised of at least the following:

- A. Representation from each CAPMC Regional and Early Head Start Program shall be based on the following representative/children served ratio:

1 to 40 children served – 1 Parent Representatives and 1 Alternates

41 to 80 children served – 2 Parent Representatives and 2 Alternates

Center	Representatives	Alternates
Chowchilla	1	1
Cottonwood	1	1

Early Head Start	2	2
East Side	1	1
Fairmead	1	1
Mis Tesoros	1	1
North Fork	1	1
Oakhurst	1	1
Ruth Gonzales	1	1
Valley West	1	1
Verdell McKelvey	1	1

B. Representation from the Community:

Representation from the Community shall be no more than two (2) at-large community representatives. Representation will be sought from relevant community entities or organizations that are supportive of the purposes and goals of Regional and Early Head Start. Community members shall be approved by the members of the Policy Council.

The Head Start Performance Standards also provide that at-large community representatives may include “parents of children who were formerly enrolled in the Head Start program of the agency.”

C. Representation from the Board of Directors:

The CAPMC Board of Directors Chairperson will appoint one Representative and one Alternate to serve on the Policy Council.

Article 5: Selection of Policy Council Members

Section 1 – Head Start Center Representation

- A. The Policy Council members (representatives and alternate) must be elected by general vote of each center’s Parent Center Committee within 30 days of the center opening. Action of the election shall be recorded in the respective center committee minutes and forwarded to the Support Services Manager prior to the next regularly scheduled Policy Council meeting. Subject to the approval of the CAPMC Board of Directors, this Council will prescribe the manner for voting in a manner designed to allow direct participation by the parents in the voting process. This could include, without limitation: (a) voting in person at the center; (b) ballots mailed and/or provided to each parent with a deadline for the parent to return the ballot; (c) on-line voting through a survey or balloting application, website or other process that has reasonable expectations and assurances of accuracy for the vote.
- B. Once elected, the Parent Center Council Officials **may serve** as the respective Policy Council representative of the respective center. If a center has two representatives, both may serve as the representatives.
- C. Any current parent who is also a family member of a Regional and Early Head Start staff employee may **not** serve as an elected representative of the Policy Council.

- D. Only one member of an immediate family may serve on the policy Council as a voting member. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister or relative by marriage or similar degree.

Section 2 – Board of Directors Representation The CAPMC Board Chair will appoint a CAPMC Board member to represent the CAPMC Board of the Policy Council.

Section 3 – Community At-Large Representation The community representative/ organization must submit a letter of interest for consideration of a position to the Regional and Early Head Start Policy Council. The Regional and Early Head Start Policy Council must approve/disapprove the request by a majority vote.

- A. In selecting a community representative at large, the Council shall consider the existing program goals of CAPMC and the ability of the individual to be a resource in achieving those goals. Representation will be balanced to the greatest extent possible. When a vacancy in community representation occurs, notification shall be mailed to the appropriate organization soliciting a written application for representation. In the event there are more individuals willing to serve than there are seats available, the Regional and Early Head Start Policy Council shall annually rotate seats in this sector among the eligible organizations using the following criteria:
1. Length of tenure of each organization on the Policy Council;
 2. The value of the current member organizations as resources to the current and immediate future program goals; and
 3. The desire of the current organization to remain as members
- B. Each representative may have one alternate to substitute for him/her. The representing body shall select its own alternate.

Article 6: Term of Office for Members

Section 1 – Term of Office for Parent Representatives Parent representatives serve at the pleasure of each center's Parent Center Committee. An individual may not serve more than five (5) one-year terms as a parent representative and must be elected or confirmed annually by the Parent Center Committee. Only one member of an immediate family may serve as defined above in Article 5, Section 1(d). Notwithstanding the above (and the requirement under the Head Start Act and Performance Standards that the terms of parent representatives be limited to one year), under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Council, the parent representative's term may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the

dissolution of an existing Council before a successor Council can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 2 – Term of Board of Directors CAPMC Board Representatives shall serve at the pleasure of the CAPMC Board of Directors.

Section 3 – Term of Office for Community At-Large Representative Community representatives serve at the pleasure of the designated organization. An individual may not serve more than five (5) one-year terms as community representative and must be elected or appointed annually by a majority vote of the Head Start Policy Council. Notwithstanding the above, under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Council, the community representatives may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Council before a successor Council can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 4 – Alternates Service as an alternate Policy Council member will not be considered as time served as a principal representative Policy Council member unless the alternate attended a Policy Council meeting and had a vote.

Article 7: Removal

Section 1 – Reasons for Removal Members shall be removed from the Council for the following reasons:

- A. Change of residence to an area outside geographic area of Regional and Early Head Start Services Program.
- B. A Policy Council member transfers their child to another center.
- C. The Parent Center Committee selects another representative.
- D. Unexcused absence of a member from the Policy Council for two meetings. Unexcused absence of a member is defined as failure to timely contact the member's alternate. In addition, a member who will not be in attendance and is being replaced by the alternate must call the Central Office to inform them that the alternate will be attending the meeting.
- E. Any officer or representative not acting in the best interest of the Policy Council may be asked to resign. If the Policy Council officer or representative refuses to resign, the Policy Council officer or representative may be removed upon a two-thirds (2/3) vote of the members then in office.

Section 2 – Resignation by Non-Attendance Any member who misses two (2) regularly scheduled meetings of the Council may be deemed to have resigned their position as a member of the Council (subject to Council approval). After a member has missed two (2)

regularly scheduled monthly meetings, the Support Services Manager will contact the Policy Council member and notify the member, in writing, that failure to attend the next regularly scheduled monthly meeting will result in the Policy Council member's automatic resignation due to non-attendance.

Article 8: Vacancies

Section 1 – Events Causing Vacancy A vacancy shall occur when:

- A. A Council member is notified of his/her removal by actions of the Policy Council for cause;
- B. A Policy Council member notifies the Policy Council of his/her resignation;
- C. The Designee body removes its representative by 2/3 vote of the total non-vacant seats.

Section 2 – Vacancy of Parent Representative If a seat of a representative of the parents is vacant, and if an alternate has not been selected, the Policy Council will call for election from the respective center's Parent Center Committee. If the alternate has been selected, then the alternate shall fill the seat for the remainder of the unexpired term and a new alternate shall be elected by the Parent Center Committee.

Section 3 – Board of Directors If a seat of the representative of the Board of Directors is vacant and if a new representative has not been appointed, then the Policy Council shall prepare a written request to the Chair of the Board of Directors for a new appointee.

Section 4 – Vacancy of Community Representative If a seat of the representative of the Community is vacant, and if the designated alternate has not been selected, the Policy Council will call for election from the Community Body of Representation. The Policy Council shall ask the organization to name another representative to fill the term if no alternate has been selected.

Article 9: Meetings

Section 1 – General Meetings Regular meetings of the Policy Council will normally be held on the first Thursday of each month unless the Policy Council fixes another date and time. The Policy Council will use reasonable best efforts to maintain those dates as Policy Council meeting dates. If a scheduled meeting date falls on a legal holiday, the meeting shall be held as soon as reasonably possible thereafter, typically the following week. The Policy Council recognizes its obligations to comply with the Ralph M. Brown Act (the "**Brown Act**") open meeting laws and will comply with all applicable provisions of the Brown Act including, without limitation, the publishing of notices and agendas for all meetings as well as the dissemination of information related to agenda items. This generally means publishing notice of all meetings at least 72 hours prior to general meetings including those that may be held by teleconference and/or videoconference (such as by use of WebEx, Zoom or similar apps or programs). In addition, the Robert's Rules of Order shall be the governing rules for all Policy Council meetings.

Section 2 – Quorum Fifty-one percent of the current, non-vacant seats shall constitute a quorum at any meeting of the Policy Council. A quorum must be present at the time of any official action taken.

Section 3 – Special Meetings Special meetings of the Policy Council may be called when the business to be addressed cannot be deferred until the next regularly scheduled meeting with notice published as required by the Brown Act. A special meeting of the Policy Council may be called by the Chairperson of the Policy Council or by any two Members. A call for a special meeting will state the business to be addressed by the Policy Council at the special meeting in the form of agenda items. Every member of the Policy Council must be notified of the special meeting at least five days prior to the established meeting time, unless the meeting is emergency in nature and fulfills the emergency meeting requirements of the Brown Act. The requirements of the Brown Act apply at all special meetings (as may be modified by Executive Order or otherwise due to constraints resulting from pandemics, natural disasters, etc. to allow for the all those who wish to attend to do so in person in whatever ways in which participation is being offered, including (including by teleconference or videoconference (by use of WebEx, Zoom or similar apps or programs), and only those items for which the special meeting was called may be deliberated and action taken.

Section 4 – Special Meetings Executive Committee When a need for a special meeting arises, the Support Services Manager will determine with the Policy Council Chairperson if an Executive Committee meeting rather than a full Policy Council meeting would be appropriate as set forth in these Bylaws. If it is determined that a special meeting of the Executive Committee is appropriate, all Members will receive notice of the meeting and are permitted to attend and participate in the meeting. If at the meeting a quorum of the Policy Council is established, the meeting would then become a special meeting of the Policy Council.

Section 5 – Place of Meetings Meetings of the Policy Council shall generally be held at CAPMC's administrative offices, which is currently located as 1225 Gill Avenue, Madera, California. Meetings may be held, however, at any place within the County of Madera designated by the Policy Council so long as notice of such meetings is published as required by the Brown Act and is held in a location that does not discriminate on the basis of any protected category under California law. Nothing in these Bylaws is intended to prohibit the Policy Council from meeting in closed sessions to discuss matters concerning specific employees, any potential or existing litigation, or other matters which may be discussed in closed session pursuant to the Brown Act.

Section 6 – General Notice Requirements All notices and agendas of meetings shall comply with the Brown Act and specify the place, date, and hour of the meeting, how those wishing to attend by teleconference or videoconference may participate, as well as all matters of business to be considered by the Policy Council. Remote attendance is only permitted as specifically detailed in the traditional Brown Act's teleconferencing rules and the addition of Government Code Section 54953(k) (effective through January 1, 2026)

which requires certain findings to establish “emergency circumstances” with the Committee taking certain actions to approve the request. Written notification of regular Policy Council meetings shall be made by mail or other electronic forms that gives actual notice of the meeting to the Members at least five days in advance of the meeting. The Policy Council secretary is authorized to execute any and all affidavits of notice indicating that notice of the meeting was duly made.

Section 7 – Action at a Meeting Presence (including presence by teleconference or videoconference (by use of WebEx, Zoom or similar apps or programs) as permitted by the Brown Act (as may be modified by Executive Order, regulation or otherwise due to constraints resulting from pandemics, natural disasters, etc.) of a majority of the members then in office at a meeting of the Policy Council constitutes a quorum for the transaction of day-to-day business of the Policy Council, except as otherwise provided in these Bylaws. Every act done or decision made by a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Policy Council, unless a greater number, or the same number after disqualifying one or more members from voting, is required by the Articles of Incorporation, these Bylaws, or the provisions of the California Corporations Code applicable to CAPMC. Members may not vote by proxy but their alternates may vote in their place instead. Voting by alternates is not deemed a vote by proxy.

Section 8 – Proxy Voting The practice of proxy voting at any meeting, either the Policy Council as a whole, or at a Special Committee meeting, is prohibited. Any such attempted voting shall be deemed null and void.

Note: Alternate Board members serve in the place instead of absent principal Board members, so any votes of an alternate Board member count in place of the vote of the respective absent Policy Council Board member.

Section 9 – Adjournment A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time and place, but any notice of adjournment to another time or place shall be given in accordance with the provisions of the Brown Act.

Section 10 – Meeting Minutes Records of all actions of the Policy Council (including actions in closed session) will be set forth in written minutes of the meeting. Minutes will be kept on file as the official record of the Policy Council. Closed session minutes will be kept separately from the regular minutes and kept confidential. CAPMC’s Assistant to the Head Start Director will be the custodian of the minutes. However, it is vital that all members of the Policy Council and the Head Start Director be able to fully participate in the discussions and deliberations, so minutes will be recorded on tape during each meeting by a member of CAPMC’s clerical staff or by a volunteer, not by a member of the Policy Council or by the Head Start Director. Minutes will then be transcribed by an Agency clerical employee after the meeting. The tape recordings are not the official meeting minutes and are used only for the transcription of the official minutes and/or used by the Policy Council to ensure the accuracy of the official minutes of a particular meeting prior to their approval. As a result, the tape recordings are not available to the public for review. Once the official minutes of a

particular meeting have been approved by the Policy Council, the tape recording will be destroyed. Minutes of previous meetings will be distributed to all members no fewer than five days in advance of the next meeting, except for closed session minutes. The written official minutes of Policy Council Meetings (other than minutes of closed sessions) shall be available to the public for inspection in accordance with the provisions of the California Public Records Act.

Section 11.-- The Policy Council reserves the right to enact other safety measures to protect its members, CAPMC employees and the public from unnecessary health risks by taking appropriate actions to minimize exposure to illnesses such as COVID-19 and/or requiring face coverings and social distancing for both those who are fully vaccinated as well as those who are not. Notwithstanding the above, the Policy Council will at all times comply with applicable provisions of the Brown Act.

Article 10: Officers

Section 1 – Officers The Policy Council shall have the following officers; Chairperson, Vice-Chairperson and Secretary. The alternate to the member serving in these officer positions shall likewise assume the officer position when the alternate is attending in the place and stead of the respective officer including, without limitation, during the Executive Committee meetings and as serving as the representative to the CAPMC Board of Directors.

Section 2 – Duties of Officers The duties of these officers shall be as follows:

- A. **Chairperson** The Chairperson shall be the Chairperson of the Policy Council and Executive Committee. The Chairperson shall:
 - 1. Be a member of the Policy Council and the Executive Committee.
 - 2. Call to order all meetings of the Policy Council and Executive Committee and work with parents and staff (as may be necessary and appropriate) in the development of agendas and submission of agendas with notice of call and keep order over all meetings.
 - 3. Preside at all meetings of the Policy Council and Executive Committee.
 - 4. Exercise such other powers and performs such other duties as may be prescribed by the Policy Council.

- B. **Vice-Chairperson** The Vice-Chairperson shall be a member of the Policy Council and Executive Committee. In the absence or incapacity of the Chairperson, the Vice-Chairperson shall preside at meetings and shall also perform such other duties as may be prescribed by the Policy Council from time to time.

- C. **Secretary** The Secretary shall be a member of the Policy Council and Executive

Committee and shall keep, or work with staff to cause to be kept, minutes of all Committee and Executive Committee meetings, and other such duties as may be prescribed by the Policy Council.

Article 11: Election of Officers

Section 1 – Election of Officers The officers shall be elected (annually) to a one-year term by the Policy Council. Election shall take place at the Policy Council meeting following the seating of the new Policy Council members.

Section 2 – Term of Office The term of office for officers begins at the same time of their election until the new representatives are seated the following year.

Section 3 – Vacancies in Officer Positions Vacancies in officer positions shall be filled at the next regular noticed meeting of the Policy Council to complete the unexpired term of the position being filled.

Section 4 – Alternates may not serve as officers on the Policy Council except to the extent the alternate is assuming the position temporarily as set forth below in Article 12, Section 1.

Section 5 – Designated Representatives Designated Representatives of the Community Representative or other designee officials may not serve as officers.

Article 12: Committees

Section 1 – Executive Committee The Executive Committee shall be composed of the officers and one member elected by the Policy Council. As noted above, the alternate to the member serving on the Executive Committee shall likewise assume the officer position when the alternate is attending in the place and stead of the respective officer Executive Committee member. There will be no limit on the number of terms served by non-officers on the Executive Committee.

Section 2 – Executive Committee – Interim Matters The Executive Committee shall act on interim or emergency matters which cannot wait until the next regular Policy Council meeting.

Section 3 – Executive Committee – Resolving Administrative Management Issues The Executive Committee shall be responsible for determining major administrative and management issues to be addressed by Administration and Policy Council.

Section 4 – Executive Committee Schedule The Executive Committee shall determine its own meeting schedule. Meetings may be called by the President or shall be called upon request of majority members of the Executive Committee.

Section 5 – Executive Committee Quorum A quorum for any of the Executive Committee shall be 50 percent of the authorized total membership of the Executive Committee.

Section 6 – Executive Committee Minutes The Policy Council shall review the minutes of each Executive Committee and accept or reject such minutes in whole or in part.

Article 13: Conflict of Interest

Section 1 – No Conflict of Interest All Policy Council Members will be required to sign a Policy Council Code of Conduct form on a yearly basis. The form indicates that each member acknowledges the following:

- Participation on the Policy Council will result in no financial gain to the Policy Council member or any member of his/her family.
- Conflict of Interest – The Policy Council member confirms that he/she is not related to any Head Start employee by blood or marriage.

Oath of Confidentiality – The Policy Council member acknowledges and agrees that all information obtained during his/her participation on the Policy Council meetings is confidential and that no information gained as a result of participation on the Policy Council will be used for any purpose except to make appropriate decisions and recommendations for the program.

Section 2 – Employment with CAPMC Any Policy Council Member wishing to apply for a position within CAPMC must resign or have vacated his/her Policy Council Representative position prior to submitting any application for employment.

Section 3 – Loans CAPMC may not lend any money or property to, or guarantee the obligation of, a Policy Council Representative or officer; provided however that CAPMC may advance money to a Director or officer of CAPMC for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Policy Council Representative or officer would otherwise be entitled to reimbursement for such expenses by CAPMC. In the case of an advance, itemized receipts shall be submitted to the Assistant to the Head Start Director within ten days of the actual expenditure. As noted above, checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Council Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

Article 14: Confidentiality

Section 1 – Confidentiality All officers, employees and volunteers (Policy Council and CAPMC Board Members) collecting, maintaining and utilizing any client data information or Executive Session or Closed Session information in the course of their work in CAPMC shall sign a Policy Council Code of Conduct form. Any person breaching confidentiality of Executive or Closed Sessions or client data information will be immediately suspended from the Policy Committee, and where appropriate be asked to resign or be removed from the Board upon a two-thirds (2/3) vote of the members then in office. Anyone who discloses confidential or other

information disclosed during closed sessions may also be potentially liable for violations of the Brown Act which carries substantial civil and criminal penalties.

Article 15: Binding Arbitration

Section 1 – Binding Arbitration The Binding Arbitration Agreement for Resolution of Impasse between the CAPMC Board of Directors and the Policy Council must be followed and is hereby incorporated herein by reference into these Bylaws.

Article 16: Amendments and Revisions

The Policy Council may adopt, amend, or repeal Bylaws by affirmative vote of two-thirds (2/3) of the members then in office. A public notice of any proposed bylaw change must be made at least two weeks prior to the meeting at which such a proposal will be voted upon. Proposed amendments to these Bylaws must be in writing and sent to the members at least seven days in advance of the Policy Council meeting in which the Policy Council will act to provide public notice of a proposed bylaw change.

If any provision of these Bylaws requires the vote of a larger proportion of the Policy Council than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote.

CODE OF CONDUCT

The Madera Regional and Early Head Start Policy Council recognizes that persons involved in governance activities (Policy Council) at Community Action Partnership of Madera County – Madera Regional and Early Head Start are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Community Action Partnership of Madera County Head Start and Early Head Start public's image, reputation, or credibility.

CODE OF CONDUCT

Community Action Partnership of Madera County-Madera Regional and Early Head Start Policy Council members:

1. Will respect and promote the unique identity of each child, family, employee, Council and Board member and refrain from stereotyping on the basis of gender, race (including traits historically associated with race, hair texture and protected hairstyles), national origin (includes language use and possession of a driver's license issued to persons unable to provide their presence in the United States is authorized under federal law), religion or creed (including religious dress and grooming practices), color, ancestry, physical or disability (perceived disability, requesting accommodation for disability or religious beliefs, medical condition (including HIV and AIDS), genetic characteristics or information (including information from the employee's or family member's genetic tests and

- manifestation of a disease or disorder in the employee's family member), marital status, registered domestic partner status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breast feeding), gender (a person's sex at birth), gender identity (a person's identification as male, female, a gender different from the person's sex at birth), gender expression (a person's gender-related appearance or behavior, whether or not associated with the person's sex at birth), transgender (a general term for a person whose gender identity differs from the person's sex at birth), transitioning, having transitioned, perceived to be transitioning; sex stereotyping (relying on assumptions about a person's appearance or behavior, or making assumptions about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's gender), reproductive decision-making, age, sexual orientation, citizenship, military/service member status and veteran status, use of cannabis off the job and away from the workplace consistent with the provisions of California Government Code Section 12954, as well as any other category protected by federal, state or local law or ordinance or regulation.
2. Conflict of Interest – I am confirming that I am not related to any Community Action Partnership of Madera County-Head Start program employee by blood or marriage.
 3. Must uphold the agency's confidentiality guidelines stated as follows:
 - i. No information regarding children and families of children enrolled with Madera/Mariposa Regional and Early Head Start is to be discussed outside of the work setting or Board/Council meetings;
 - ii. Information is to be discussed within the work setting and at Board/Council meetings only as is necessary and related to program operations/business or decision-making;
 - iii. No information learned at Board/Council meetings or while conducting Board/Council business may be discussed or used in any way outside of Board/Council activities.
 4. Will support and participate in a TEAMWORK approach to decision making.
 5. Will behave and interact respectfully while participating on Board/Council or representing the organization within the community.
 6. Must have an interest and concern for children and their families.
 7. May not accept gifts and/or gratuities as stated in the Community Action Partnership of Madera California Personnel Policy Manual.
 8. Are prohibited from using their position on Board/Council for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.
 9. Must not make public statements under the auspices of any agency title without the Board of Directors' approval.
 10. Will follow all Community Action Partnership of Madera California – Madera Regional and Early Head Start general operating procedures.

11. Will respect and uphold the legal authority of the Board of Directors to establish, review, or revise the standards of conduct for individuals participating on the Board/Council.

CERTIFICATION OF CHAIRSPERSON

I certify that I am the duly acting Chairperson of the Madera Regional and Early Head Start Policy Council that the above Bylaws are the Bylaws of this Head Start Policy Council as adopted by the Head Start Policy Council on _____, and that they have not been amended or modified since that date.

Otilia Vasquez, Chairperson

Dated: _____

CAPMC

Madera Regional/ Early Head Start Policy Committee Staffing Changes - October 2024

NEW HIRES

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
61419	Advocate II	Chowchilla	10/21/2024	80	Open Position
61481	Teacher III	Chowchilla	10/16/2024	80	Open Position

PROVISIONAL

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
61484	Instructional Aide III	Chowchilla	10/15/2024	80	Open Position

SUBSTITUTES

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
----------------	-----------------	-----------------	-----------------------	--------------	----------------------

CONTRACT EMPLOYEE

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
----------------	-----------------	-----------------	-----------------------	--------------	----------------------

VOLUNTARY RESIGNATIONS

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
61118	Advocate III	Chowchilla	10/2/2024	80	Resignation

TERMINATION

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
61408	Advocate III	Eastside	10/18/2024	80	Termination

CAPMC**Comite de Politicas de Head Start Regional
Cambios del Personal - Octubre 2024****NUEVOS EMPLEADOS**

<u># DE ID EE</u>	<u>Posición</u>	<u>Ubicación</u>	<u>Fecha de Efectividad</u>	<u>Horas</u>	<u>Justificación</u>
61419	Trabajadora de familias II	Chowchilla	10/21/2024	80	posición abierta

PROVISIONAL

<u># DE ID EE</u>	<u>Posición</u>	<u>Ubicación</u>	<u>Fecha de Efectividad</u>	<u>Horas</u>	<u>Justificación</u>
-------------------	-----------------	------------------	-----------------------------	--------------	----------------------

SUBSTITUTO

<u># DE ID EE</u>	<u>Posición</u>	<u>Ubicación</u>	<u>Fecha de Efectividad</u>	<u>Horas</u>	<u>Justificación</u>
-------------------	-----------------	------------------	-----------------------------	--------------	----------------------

EMPLEADO POR CONTRATO

<u># DE ID EE</u>	<u>Posición</u>	<u>Ubicación</u>	<u>Fecha de Efectividad</u>	<u>Horas</u>	<u>Justificación</u>
-------------------	-----------------	------------------	-----------------------------	--------------	----------------------

RENUNCIA VOLUNTARIA

<u># DE ID EE</u>	<u>Posición</u>	<u>Ubicación</u>	<u>Fecha de Efectividad</u>	<u>Horas</u>	<u>Justificación</u>
61118	Trabajadora de familias III	Chowchilla	10/2/2024	80	renuncia

TERMINO DE EMPLEO

<u># DE ID EE</u>	<u>Posición</u>	<u>Ubicación</u>	<u>Fecha de Efectividad</u>	<u>Horas</u>	<u>Justificación</u>
61408	Trabajadora de familias III	Eastside	10/18/2024	80	Termino de empleo

MBNA America Business Card
 Credit Card Charges
November / Novembre 2024 Statement
Maritza Gomez / Regional Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
10/05/2024	NA	Prestige Custom Glass	Replace broken window for Verdell	\$320.00	311.0-6432-3.1-001-00	Yes
10/16/2024	26854	Ilikai Hotel	Hotel reservation - Family Engagement Conf.	\$305.52	310.0-6742-3.1-000-00	Yes
10/16/2024	26854	Ilikai Hotel	Hotel reservation - Family Engagement Conf.	\$305.52	310.0-6742-3.1-000-00	Yes
10/16/2024	26854	Ilikai Hotel	Hotel reservation - Family Engagement Conf.	\$305.52	310.0-6742-3.1-000-00	Yes
10/16/2024	NA	City of Chowchilla	Halloween Recruitment event	\$10.00	311.0-6130-000-00	Yes
10/19/2024	NA	Zoom	Video Conferencing system	\$7.99	311.0-6130-3.1-000-00 50%	Yes
10/26/2024	NA	Lyft	Transportation from hotel to airport (Family & Parent Engagement conf.)	\$28.68	311.0-6714-3.1-000-00	Yes
11/03/2024	NA	Venngage.com	Monthly subscription for flyer software	\$8.57	311.0-6130-3.1-000-00 30% (\$7.35) 312.0-6130-3.1-000-00 5% (\$1.22)	No
TOTAL				\$1,291.80		

Comments: I certify that the items and charges above are true and correct and that the charges incurred have been for business purposes only. Receipts are attached (if available).

 Maritza Gomez, Head Start Director

 Date

Madera Regional Head Start
Budget to Actual
October 31, 2024

Account	Grant	Current	Current Mth	Prior Mth				
Description	Budget	Period	YTD	YTD	% Spent	YTD Encumbered	Actual + Encumbered	Balance
Revenues								
4110- GRANT INCOME-FEDERAL	\$ 4,499,507	225,948.89	1,659,200.42	1,433,251.53	42%	246,870.68	1,906,071.10	2,593,435.90
4210- DONATIONS					0%			
4220- IN KIND CONTRIBUTIONS	\$ 1,136,383	51,980.26	205,914.36	153,934.10	18%		205,914.36	930,468.64
4330- SALE OF ASSETS					0%			
4350- RENTAL INCOME					0%			
4390- MISC INCOME					0%			
Total Revenues	\$ 5,635,890	277,929.15	1,865,114.78	1,587,185.63	33%	246,870.68	2,111,985.46	3,523,904.54
5010 SALARIES & WAGES	\$ 1,993,828	78,973.30	807,450.47	728,477.17	40%		807,450.47	1,186,377.53
5019- SALARIES & WAGES C19	\$ -				0%			
5020 ACCRUED VACATION PAY	\$ 154,380	4,745.85	59,398.38	54,652.53	38%		59,398.38	94,981.62
5112 HEALTH INSURANCE	\$ 333,462	7,437.30	84,707.34	77,270.04	25%		84,707.34	248,754.66
5114 WORKER'S COMPENSATION	\$ 66,592	2,589.94	22,202.29	19,612.35	33%		22,202.29	44,389.71
5115- Worker's Compensation C19	\$ -				0%			
5116 PENSION	\$ 111,290	4,114.98	36,925.63	32,810.65	33%		36,925.63	74,364.37
5117- Pension C19	\$ -				0%			
5121- FICA C19	\$ -				0%			
5122 FICA	\$ 159,095	6,179.53	61,760.40	55,580.87	39%		61,760.40	97,334.60
5123- SUI C19	\$ -				0%			
5124 SU1	\$ 34,782	18.12	1,361.85	1,343.73	4%		1,361.85	33,420.15
5130 ACCRUED VACATION FRINGE	\$ 12,319	363.26	4,526.03	4,162.77	37%		4,526.03	7,792.97
6110 OFFICE SUPPLIES	\$ 18,900	1,204.99	5,128.74	3,923.75	43%	2,983.08	8,111.82	10,788.18
6112 DATA PROCESSING	\$ 61,800	9,115.57	28,111.71	18,996.14	48%	1,348.24	29,459.95	32,340.05
6121 FOOD	\$ 5,000	146.97	146.97	-	3%		146.97	4,853.03
6122 KITCHEN SUPPLIES	\$ 5,000	81.38	81.38	-	2%		81.38	4,918.62
6130 PROGRAM SUPPLIES	\$ 74,000	19,169.94	63,502.69	44,332.75	99%	9,796.58	73,299.27	700.73
6132 MEDICAL & DENTAL SUPPLIES	\$ 500	3,003.98	6,813.71	3,809.73	1363%		6,813.71	(6,313.71)
6134 INSTRUCTIONAL SUPPLIES	\$ 19,500	2,831.48	2,963.69	132.21	15%		2,963.69	16,536.31
6140 CUSTODIAL SUPPLIES	\$ 24,000	10,444.28	11,619.49	1,175.21	48%		11,619.49	12,380.51
6142 LINEN/LAUNDRY	\$ 140				0%			140.00
6150 UNIFORM RENTAL/PURCHASE	\$ 450	150.00	150.00		33%		150.00	300.00
6170 POSTAGE & SHIPPING	\$ 600		126.34	126.34	21%		126.34	473.66
6180 EQUIPMENT RENTAL	\$ 25,956	3,923.16	10,448.89	6,525.73	40%		10,448.89	15,507.11
6181 EQUIPMENT MAINTENANCE	\$ 20,580	2,162.60	6,952.79	4,790.19	34%		6,952.79	13,627.21
6221 EQUIPMENT OVER >\$6000	\$ 185,000				95%	176,381.79	176,381.79	8,618.21
6231- BUILDING RENOVATION	\$ -				0%			
6310 PRINTING & PUBLICATIONS	\$ 15,000		6,707.34	6,707.34	45%		6,707.34	8,292.66
6312 ADVERTISING & PROMOTION	\$ 200	400.00	400.00		200%		400.00	(200.00)
6320 TELEPHONE	\$ 165,828	12,450.76	63,246.90	50,796.14	38%		63,246.90	102,581.10
6410 RENT	\$ 204,058	20,341.01	96,632.05	76,291.04	47%		96,632.05	107,425.95
6420 UTILITIES/ DISPOSAL	\$ 107,436	5,526.39	45,231.68	39,705.29	42%		45,231.68	62,204.32
6432 BUILDING REPAIRS/ MAINTEN	\$ 38,880	661.54	13,580.63	12,919.09	62%	10,549.00	24,129.63	14,750.37
6433 GROUNDS MAINTENANCE	\$ 31,212	3,691.43	13,826.16	10,134.73	64%	6,000.00	19,826.16	11,385.84
6435 BUILDING IMPROVEMENTS	\$ -				0%			

Madera Regional Head Start
Budget to Actual
October 31, 2024

Account	Grant	Current	Current Mth	Prior Mth		YTD	Actual +	
Description	Budget	Period	YTD	YTD	% Spent	Encumbered	Encumbered	Balance
6436 PEST CONTROL	\$ 7,188	704.72	3,621.63	2,916.91	50%	-	3,621.63	3,566.37
6437 BURGLAR & FIRE ALARM	\$ 3,915	1,290.30	1,848.52	558.22	47%	-	1,848.52	2,066.48
6440 PROPERTY INSURANCE	\$ 32,915	-	4,771.36	4,771.36	14%	-	4,771.36	28,143.64
6520 CONSULTANTS	\$ -	117.00	370.50	253.50	0%	19,168.00	19,538.50	(19,538.50)
6522 CONSULTANT EXPENSES	\$ -	-	-	-	0%	-	-	-
6524 CONTRACTS	\$ 49,000	-	-	-	0%	-	-	49,000.00
6530 LEGAL	\$ 5,000	100.00	4,403.40	4,303.40	88%	-	4,403.40	596.60
6540 CUSTODIAL SERVICES	\$ 10,836	989.99	4,755.00	3,765.01	44%	-	4,755.00	6,081.00
6555 MEDICAL SCREENING/DEAT/ST	\$ 2,400	800.00	1,190.00	390.00	50%	-	1,190.00	1,210.00
6562 MEDICAL EXAM	\$ -	-	-	-	0%	-	-	-
6564 MEDICAL FOLLOW-UP	\$ -	-	-	-	0%	-	-	-
6566 DENTAL EXAM	\$ -	-	-	-	0%	-	-	-
6568 DENTAL FOLLOW-UP	\$ -	-	-	-	0%	-	-	-
6610 GAS & OIL	\$ 12,000	1,176.13	5,135.50	3,959.37	43%	-	5,135.50	6,864.50
6620 VEHICLE INSURANCE	\$ 27,000	-	7,129.35	7,129.35	26%	-	7,129.35	19,870.65
6640 VEHICLE REPAIR & MAINTENA	\$ 9,000	584.34	5,263.23	4,678.89	58%	-	5,263.23	3,736.77
6712 STAFF TRAVEL-LOCAL	\$ 6,500	424.04	1,487.00	1,062.96	23%	-	1,487.00	5,013.00
6714 STAFF TRAVEL-OUT OF AREA	\$ 16,580	199.50	237.10	37.60	1%	-	237.10	16,342.90
6722 PER DIEM - STAFF	\$ -	-	-	-	0%	-	-	-
6724 PER DIEM - PARENT	\$ -	-	-	-	0%	-	-	-
6730 VOLUNTEER TRAVEL	\$ -	-	-	-	0%	-	-	-
6742 TRAINING - STAFF	\$ 12,000	-	3,112.00	3,112.00	26%	-	3,112.00	8,888.00
6744 TRAINING VOLUNTEERS	\$ 5,000	-	-	-	0%	-	-	5,000.00
6746 TRAINING PARENTS	\$ -	-	-	-	0%	-	-	-
6748 EDUCATION REIMBURSEMENT	\$ 10,500	-	-	-	0%	-	-	10,500.00
6750 FIELD TRIPS	\$ -	-	-	-	0%	-	-	-
6810 BANK CHARGES	\$ -	-	-	-	0%	-	-	-
6820 INTEREST CHARGES	\$ -	-	-	-	0%	-	-	-
6832 LIABILITY INSURANCE	\$ 336	122.16	150.22	28.06	45%	-	150.22	185.78
6834 STUDENT ACTIVITY INSURANC	\$ 2,084	474.58	711.63	237.05	34%	-	711.63	1,372.37
6840 PROPERTY TAXES	\$ 293	-	141.85	141.85	48%	-	141.85	151.15
6850 FEES & LICENSES	\$ 31,000	10,305.88	17,028.05	6,722.17	55%	-	17,028.05	13,971.95
6851 CPR FEES	\$ -	-	-	-	0%	-	-	-
6852 FINGER PRINTING	\$ 3,200	72.75	297.00	224.25	9%	-	297.00	2,903.00
6860 DEPRECIATION EXPENSE	\$ -	-	-	-	0%	-	-	-
6870 EMPLOYEE RECOGNITION	\$ -	-	-	-	0%	-	-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	\$ 20,000	2,469.78	3,590.78	1,121.00	18%	52.58	3,643.36	16,356.64
6880 VOLUNTEER RECONGNITION	\$ -	-	-	-	0%	-	-	-
6892 CASH SHORT / OVER	\$ -	-	-	-	0%	-	-	-
7110 PARENT ACTIVITIES	\$ -	-	-	-	0%	-	-	-
7111 PARENT MILEAGE	\$ 500	100.36	238.12	137.76	48%	-	238.12	261.88
7112 PARENT INVOLVEMENT	\$ 1,400	-	-	-	0%	-	-	1,400.00
7114 PPC ALLOWANCE	\$ 1,200	255.00	870.00	615.00	73%	-	870.00	330.00
7115 PPC FOOD ALLOWANCE	\$ -	-	-	-	0%	-	-	-
7116 POLICY COUN. FOOD ALLOWAN	\$ -	317.99	451.19	133.20	0%	-	451.19	(451.19)
8110 IN KIND SALARIES	\$ 136,819	32,303.71	107,366.61	75,062.90	78%	-	107,366.61	29,452.39
8120 IN KIND RENT	\$ 318,251	19,676.55	98,382.75	78,706.20	31%	-	98,382.75	219,868.25
8130 IN KIND - STATE	\$ 681,313	-	165.00	165.00	0%	-	165.00	681,148.00
9010 INDIRECT COST ALLOCATION	\$ 359,872	5,716.61	138,393.44	132,676.83	44%	20,591.41	158,984.85	200,887.15
Total Expenses	\$ 5,635,890	277,929.15	1,865,114.78	1,587,185.63	37%	246,870.68	2,111,985.46	3,523,904.54

Madera Regional Head Start
Budget to Actual
October 31, 2024

Account	Grant	Current	Current Mth	Prior Mth				
Description	Budget	Period	YTD	YTD	% Spent	YTD Encumbered	Actual + Encumbered	Balance
Excess Revenue Over (Under) Expenditures	\$ -	-	-	-	-	-	-	-
	220,232.28	1,520,806.98	1,300,574.70					ADMINISTRATIVE EXPENSES \$205,167.31
	20,041.14	138,393.44	118,352.30					PERCENT ADMINISTRATIVE 10.81%
								LIMIT IS 15%
								YTD Contract % 42.36%

IN-KIND MONTHLY SUMMARY REPORT

Month **October** **Year** **2024**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	208,787.00	92,098.96	23,251.29	115,350.25	93,436.75
A. Professional Services/Servicios Profesionales	-	0.00		-	-
B. Center Volunteers/Voluntarios en el Centro	206,086.00	92,098.96	23,251.29	115,350.25	90,735.75
C. Other/Policy Council/Otro/Comité de Póliza	2,701.00	0.00		-	2,701.00
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	451.00	0.00		-	451.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	-	0.00		-	-
Transportation/ Transportación	-	0.00			-
TOTAL IN-KIND	209,238.00	92,098.96	23,251.29	115,350.25	93,887.75
Grand Total	209,238.00	92,098.96	23,251.29	115,350.25	93,887.75

B. Contracted In-Kind \$ 115,350.25

C. Percent Y-T-D In-Kind 55.13%



Madera Regional Head Start Monthly Enrollment Report November 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



ATTENDANCE REPORT



Madera Early Head Start Monthly Enrollment Report November 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
October-2024**

FREE MEALS	193	138
REDUCED	0	0
BASE	0	0
TOTAL	193	138

PERCENTAGES:

FREE	100.0000%	100.0000%
REDUCED	0.0000%	0.0000%
BASE	0.0000%	0.0000%
TOTAL	100.0000%	100.0000%

MEAL	#		%		RATE	=	
BREAKFAST:	2,543	X	100.0000%	X	\$2.3700		\$6,026.91
LUNCH:	3,024	X	100.0000%	X	\$4.4300		\$13,396.32
SUPPLEMENTS:	217	X	100.0000%	X	\$1.2100		\$262.57

5,784
TOTAL FEDERAL REIMBURSEMENT \$19,685.80

CASH IN LIEU: LUNCHES X \$0.3000 \$907.20

TOTAL REIMBURSEMENT **\$20,593.00**

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC	TOTAL STATE EARNINGS
TOTAL BREAKFAST	2,543	X	\$0.2137	X	100%	\$543.44
TOTAL LUNCHES	3,024	X	\$0.2137	X	100%	\$646.23
TOTAL:						\$1,189.67

TOTAL OF FEDERAL & STATE REIMBURESMENTS: **\$21,782.67**

	Breakfast	Lunch	Snack	Total
RHS	346	3,024	217	3,587
CSPP	2,197	-	-	2,197
	2,543	3,024	217	5,784

	RHS	CSPP	Total
TOTAL FEDERAL REIMBURSEMENT:	\$14,478.91	\$5,206.89	\$19,685.80
CASH IN LIEU:	\$907.20	\$0.00	\$907.20
TOTAL STATE REIMBURSEMENTS:	\$543.44	\$646.23	\$1,189.67
	\$15,929.55	\$5,853.12	\$21,782.67

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-PI-24-07	2. Issuance Date: 11/06/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Classroom Assessment Scoring System (CLASS®); Designation Renewal System (DRS); Head Start Program Performance Standards; Competition	

PROGRAM INSTRUCTION

TO: All Head Start Preschool and Early Head Start Grant Recipients

SUBJECT: Final Rule to Delay Effective Date for Increasing the CLASS® Instructional Support Domain Competitive Threshold

INSTRUCTION:

On November 6, 2024, the Administration for Children and Families (ACF) published a final rule in the [Federal Register](#) that delays the effective date for increasing the competitive threshold of the Classroom Assessment Scoring System (CLASS®) Instructional Support domain. The CLASS competitive threshold is one condition used to determine whether a Head Start agency will be subject to an open competition under the Designation Renewal System (DRS).

The effective date in the Head Start Program Performance Standards (the Performance Standards) that raises the CLASS Instructional Support competitive threshold from 2.3 to 2.5 was August 1, 2025. **This final rule officially delays the effective date to August 1, 2027.**

Background

On August 27, 2020, ACF published a final rule on DRS changes to improve how the Office of Head Start (OHS) determines whether a Head Start agency will be subject to an open competition to receive another five-year grant. Among other policy changes, this rule established a new competitive threshold for the CLASS Instructional Support domain, one of the seven conditions requiring a Head Start program to enter open competition. The established competitive threshold for the Instructional Support domain was 2.3, and was set to increase to 2.5 on August 1, 2025.

The graduated approach established by the 2020 final rule was designed to allow sufficient time for grant recipients to make necessary quality improvements. However, the unexpected pause in CLASS observations due to the COVID-19 pandemic shortened the five-year implementation time frame to less than two years. The fiscal year 2024 OHS monitoring cycle (2023–2024) was the first time the 2.3 competitive threshold for Instructional Support was fully implemented.

OHS is publishing this final rule to allow programs ample time before the increased 2.5 competitive threshold goes into effect.

This decision to delay the Instructional Support competitive threshold increase is also based on OHS' anticipated timeline for adopting CLASS 2nd Edition. In 2022, the developer introduced an updated CLASS tool which requires training, technical assistance, and certification procedures for both OHS and Head Start grant recipients. OHS will ensure necessary systems and supports are in place before its monitoring system implements the updated version.

Additionally, the August 2024 publication of the [Supporting the Head Start Workforce and Consistent Quality Programming](#) final rule in the Federal Register changed many requirements in the Performance Standards. Delaying the CLASS Instructional Support competitive threshold increase will allow Head Start programs the time and attention they need to implement the revised Performance Standards.

Please contact your Regional Office with any questions about the extension of the CLASS Instructional Support competitive threshold increase.

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 No. ACF-OHS-IM-24-06	2. Issuance Date: 11/07/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Child Incidents; Reporting; Health and Safety	

Information Memorandum

TO: All Head Start Grant Recipients

SUBJECT: Reporting Child Health and Safety Incidents

INFORMATION:

The Head Start Program Performance Standards (the Performance Standards) at [45 CFR §1302.102\(d\)\(1\)\(ii\)](#), updated on August 21, 2024, require programs to submit reports, as appropriate, to the responsible U.S. Department of Health and Human Services (HHS) official immediately, but no later than seven calendar days, following an incident. This includes reports of any significant incident that affects the health or safety of a child.

This Information Memorandum (IM) clarifies reporting requirements of 45 CFR §1302.102(d)(1)(ii-iii), including:

- The responsible HHS official to whom programs must report
- The reporting timeframe
- Consequences for failure to report during the given timeframe
- Circumstances under which the obligation to submit a report for significant incidents regarding the health and safety of children applies
- Examples of significant child health and safety incidents that must be reported to HHS and the Office of Head Start (OHS)

This IM supersedes ACF-IM-HS-22-07.

Reportable Incidents That Affect the Health and Safety of Children

Grant recipients are required to report all significant incidents that affect the health and safety of a child that occur in a Head Start setting where services are provided (e.g., playground, program-approved transportation, learning setting, bathroom, program-approved excursion, facility

parking lot), **and** involve either 1) a child who participates in a setting that receives Head Start funds **or** 2) a staff, contractor, or volunteer who participates in a setting that receives Head Start funds.

As illustrated in the table below, a reportable incident must meet the “Where” condition in the left column and at least one of the “Who” conditions in the right column.

WHERE	AND	WHO
Any setting where Head Start services are provided.		A child that receives services fully or partially funded by a Head Start grant, or a child that participates in a classroom at least partially funded by a Head Start grant.
Examples include a learning setting, bathroom, playground, facility parking lot, and program-approved transportation and excursions.		<p style="text-align: center;">OR</p> A staff member, contractor, or volunteer that participates in either a Head Start program or classroom at least partially funded by a Head Start grant, regardless of whether the child involved receives Head Start services.

The two examples below further illustrate the kinds of child health and safety incidents that must be reported.

Incident Example 1: An incident occurs on an elementary school playground that is used by a Head Start classroom on site. The incident involved a third-grade teacher using inappropriate discipline with a third-grade student, resulting in the student’s hospitalization. The third-grade teacher involved is not a Head Start volunteer and does not participate in the classroom in any way, nor is the teacher’s position funded by Head Start resources.

Determination: This incident does not require an incident report to OHS. The incident is considered significant, as it required the student to be hospitalized. The incident also met the conditions of the “Where” column, as it occurred in a setting where Head Start services are provided (i.e., the playground used by the Head Start program). However, it did not meet the conditions of the “Who” column, as neither the child nor the teacher involved participated in a program or classroom at least partially funded by a Head Start grant.

Incident Example 2: An incident occurs in a mixed-funded classroom where Head Start services are provided. The incident involved the assistant teacher using inappropriate discipline with a student in the classroom, resulting in the student’s hospitalization. The individual student involved is not funded by a Head Start grant.

Determination: This incident does require an incident report to OHS. The incident is considered significant, as it required the student to be hospitalized. The incident also met the conditions of the “Where” column, as it occurred in a setting where Head Start services are provided (i.e., a mixed-funded Head Start classroom). While the individual child involved is not funded by a Head Start grant, they participate in a classroom at least partially funded by a Head Start grant. Because the child participates in a classroom supported by Head Start resources, that is sufficient to meet the conditions of the “Who” column and would require an incident report to OHS

regardless of the funding source that provides the salary for the adult involved. Furthermore, in this case, the condition of the “Who” column is also met by the adult, as the assistant teacher is a staff member that participates in a classroom at least partially funded by a Head Start grant.

A Note on Mandated Reporting: Both example incidents above may require a mandated report to the state, local, or tribal child protective agency if the inappropriate discipline meets the definitions under the [Federal Child Abuse Prevention and Treatment Act](#). Programs should refer to their state, local, or tribal laws about mandated reporting of child abuse and neglect, including what their definition of abuse is, and use the more stringent definition to determine if a mandated report is warranted. Example 2 requires an incident report to OHS regardless of whether a mandated report is required. Example 1 does not require an incident report to OHS, even if a mandated report is required.

It is important for OHS to receive the appropriate incident reports as the incidents may have broader implications for all children served in the classroom or program. The IM appendix includes a graphic to help clarify the settings and participants that may result in a recipient submitting an incident report.

OHS outlines minimum expectations for reportable incidents that affect the health or safety of a child in 45 CFR §1302.102(d)(1)(iii). These examples are provided to support programs in understanding what OHS considers a “significant incident” that rises to the level of requiring an incident report.

It is not possible to provide an exhaustive list of significant incidents that affect children’s health and safety because OHS cannot predict all incidents that may occur in Head Start settings. However, OHS considers the following types of incidents to require submission of a report. These illustrative examples are designed to provide Head Start grant recipients with an understanding of the types of incidents that require reporting:

- **Any mandated reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders.** OHS requires an incident report if a program becomes aware of a report of suspected child abuse and neglect to child protective services or law enforcement agencies that identified agency staff or volunteers as a potential perpetrator. Mandated reporting of confirmed or suspected child abuse and neglect in other cases, such as by a parent or caregiver not funded by a Head Start grant in the child’s home, does not need to be reported to OHS.
- **Suspected or known maltreatment or endangerment of a child by staff, consultants, contractors, and volunteers.** Definitions and examples of what OHS considers behaviors that have potential to maltreat or endanger a child are provided under 45 CFR §1302.90(c)(1)(ii).
 - *Corporal punishment or physically abusive behavior* is defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples may include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.

- *Sexually abusive behavior* is defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples may include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
 - *Emotionally harmful or abusive behavior* is defined as behaviors that harm a child's self-worth or emotional well-being. Examples may include, but are not limited to, using seclusion, exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child.
 - *Neglectful behavior* is defined as the failure to meet a child's basic physical and emotional needs, including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples may include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment, or refusing to change soiled diapers as punishment.
- **Serious harm or injury of a child resulting from lack of preventative maintenance** of a Head Start facility (e.g., in a classroom, bathroom, on a playground), bus, or other approved program transportation.

Serious injuries require immediate professional medical attention, such as hospitalization, including for example:

- Broken bones
 - Severe sprains
 - Chipped or cracked teeth
 - Head trauma
 - Deep cuts
 - Contusions or lacerations
 - Animal bites
- **Serious harm, injury, or endangerment of a child resulting from lack of supervision** while in the care or under the supervision of program staff. Lack of supervision includes leaving a child alone and unattended anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion while under the care of the Head Start program.

As stated above, serious injuries require immediate professional medical attention. This update to the Performance Standards represents a change from the prior policy of reporting all instances when a child has been unsupervised for any length of time. Instead, the requirement is that programs report any incident in which there has been serious harm, injury, or endangerment resulting from the lack of supervision.

Endangerment involves conduct that puts children at reasonable risk of harm and can be considered similar to [supervisory neglect](#) or failure to supervise. Examples of endangerment can include, but are not limited to:

- Leaving children in situations where they have access to dangerous chemicals or toxins, choking hazards, or life-threatening substances
- Unsupervised or unrestricted exposure to vehicular traffic, extreme temperatures, risk of drowning, or risk of leaving the facility alone
- Leaving children alone with access to unknown or unauthorized adults
- Leaving a child unsupervised such that their basic needs are not met
- Knowingly failing to protect a child from maltreatment perpetrated by another caregiver in the program

When determining whether lack of supervision resulted in endangerment, programs should examine each situation on a case-by-case basis and consider factors such as:

- The child's age and developmental needs
- Length of time the child was left unsupervised
- Inherent dangers of the child's unsupervised environment

This policy requires programs to conduct thorough assessments of risk based on the potential harm to children. Programs should be able to demonstrate how they made their determination considering all relevant factors including those described above.

- **Unauthorized release of a child** from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

“Responsible HHS Official” to Whom Programs Submit Incident Reports

For reporting significant incidents regarding the health and safety of children in settings where Head Start services are provided, the responsible HHS official is the program specialist assigned to the grant or any OHS regional leadership official. OHS regional leadership officials include supervisory program specialists, regional program managers, and regional program directors.

This individual or individuals are referred to as “the responsible HHS official” throughout this IM for ease of reference. It may also be necessary for programs to report these occurrences to other local, state, or tribal entities as required by applicable laws, such as child protective services, law enforcement, or child care licensing agencies.

Incident Reporting Timeframe and Compliance

Programs are required to submit all incident reports, as appropriate, to the responsible HHS official immediately, but no later than seven calendar days following the incident (45 CFR §1302.102(d)(1)(ii)). This timeline must be met regardless of investigations by other entities

such as relevant local, state, tribal, or federal law enforcement. The Appendix includes an illustration of the required reporting timeline.

OHS notes that state, local, and tribal reporting requirements to child welfare agencies are not a substitute for reporting to OHS and programs should not wait to learn the outcome of reports to state, local, or tribal entities before reporting to OHS. Generally, these entities are investigating whether a violation of state or local law occurred, whereas OHS's responsibility is to provide oversight with regard to the Head Start Program Performance Standards. However, programs are encouraged to indicate that an investigation or adjudication is underway when they submit an incident report to OHS.

The required reporting timeframe begins when someone in a program — including any program staff, contractors, or volunteers, including those at a delegate agency of a Head Start grant recipient — learns that an incident occurred or learns of an allegation that an incident occurred. To ensure consistency in implementing this requirement, OHS recognizes the day a program (agency, delegate agency, or partner of a Head Start grant recipient) learns of an incident as “Day 0,” with reporting to the responsible HHS official required no later than seven calendar days following the incident. If a program reports an incident to OHS on or after “Day 8,” the program will not be in compliance with this requirement.

To ensure programs report significant incidents regarding the health and safety of children to their assigned program specialist or OHS regional leadership official, OHS reviews publicly available information and reports from the grant period. If OHS discovers that a program failed to report a significant incident for which a report was required within the required timeframe, the program is subject to receiving a monitoring finding, which may include a deficiency determination.

Information Required in Incident Reports

OHS understands that, in some circumstances, a program may not have all the information at the time an incident is reported. Even still, the priority is to inform OHS of what is known in accordance with the reporting timeframe. Programs are encouraged to update the responsible HHS official with additional information as it becomes available. For example, in the case of ongoing investigations or pending adjudication by other authorities such as local, state, tribal, or federal law enforcement, programs should deliver status changes or determinations related to the incident as permitted.

Programs should not provide OHS with information that could interfere with their compliance with other legal requirements pertaining to confidential or sensitive information, such as requirements pertaining protected health information or direct indicators of personally identifiable information of children.

Next Steps

OHS and Head Start programs share the goal of providing a safe environment where children learn and grow. Promoting health and safety and preventing significant incidents in Head Start programs is everyone's responsibility.

We encourage program leadership and staff to complete freely available online training and professional development courses on the Office of Head Start's [Individualized Professional Development \(iPD\) Portfolio](#). Although these courses are not necessarily specific to OHS incident reporting requirements, they support programs in promoting child safety and preventing significant incidents:

- The [iLookOut for Child Abuse: A Mandated Reporter Training for Head Start Staff](#) course focuses on protecting child safety and preventing and identifying child abuse and neglect in accordance with federal requirements for reporting to child protective services or law enforcement agencies. The course is available in English and Spanish.
- [Preventing Injuries in Early Childhood Programs](#) is a two-part course that will help you make your early childhood program a safe place for children to grow, learn, and explore.
- [Active Supervision in Early Childhood Programs](#) is a two-part course that will help you learn and implement the six strategies of active supervision.

OHS is committed to continuous quality improvement and will continue to provide support and guidance in preventing incidents that jeopardize children's health and safety. If you have any questions regarding this IM, please contact your Regional Office.

By working together to prevent, swiftly identify, report, and correct health and safety incidents, we can better support child health and well-being in Head Start programs. Thank you for your work on behalf of children and families.

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

Appendix

Figure 1. Incidents Reporting (The Where and the Who)

Figure 1 illustrates the conditions that determine whether a significant incident that affects the health or safety of a child is required to be reported to OHS.

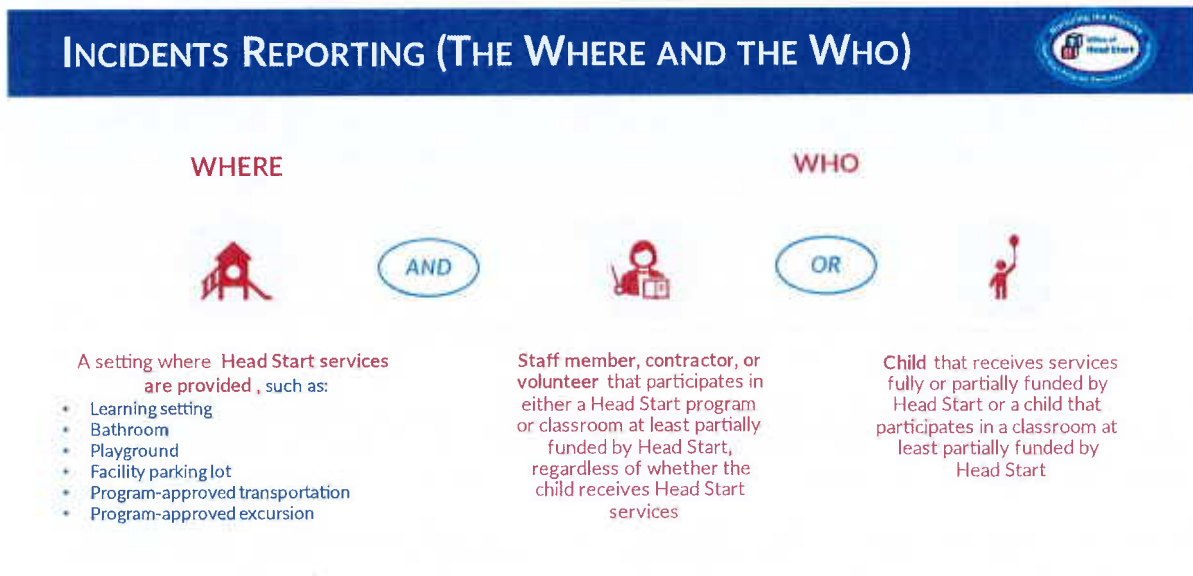


Figure 2. Significant Health and Safety Incidents

Figure 2 illustrates a decision tree that can be used when determining whether an incident requires an incident report to OHS.

SIGNIFICANT HEALTH AND SAFETY INCIDENTS

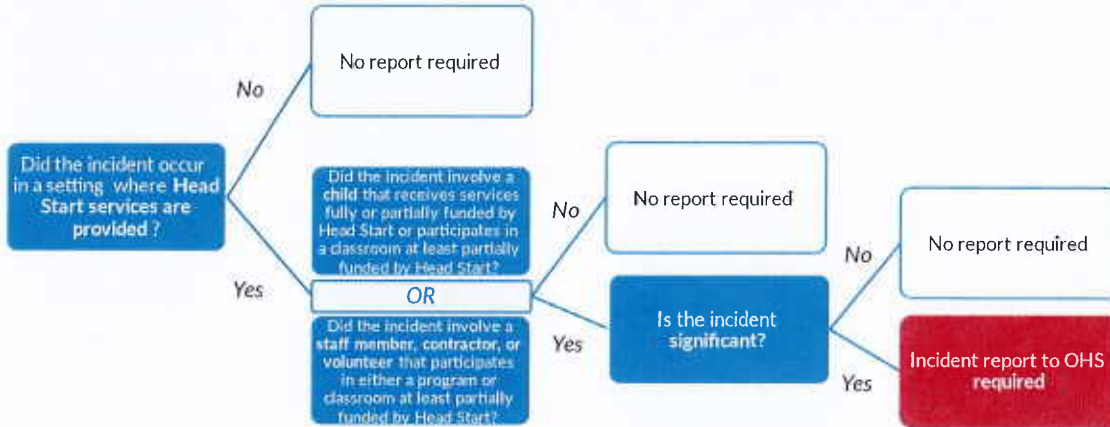


Figure 3. Reporting Timeline Requirements

Figure 3 illustrates the OHS incident reporting timeline requirements. Programs should report incidents to OHS immediately, but no later than seven calendar days following a health or safety incident.

The example illustration shows that the reporting timeline begins on Day 0, or the day of the incident, which is Tuesday the 12th. The last day to report the incident to OHS is on Day 7, which is Tuesday the 19th. On Wednesday the 20th, the report would be considered overdue.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11	12	13	14	15	16
		Day 0 Reporting timeline begins	●	●	●	●
17	18	19	20	21	22	23
●	●	Day 7 Last day to report to OHS	Report Overdue			

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-24-07	2. Issuance Date: 11/08/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2025; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start Recipients

SUBJECT: Fiscal Year 2025 Monitoring Process for 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.

This IM supersedes ACF-OHS-IM-24-02 with updates to the FY25 monitoring implementation format.

FY25 Monitoring Review Types and Start Dates

Review Type*	FY25 Implementation Format	Start Date
FA1	FA1 reviews are conducted through a virtual format.	December 2024
FA2	FA2 reviews are conducted through on-site monitoring.	December 2024
CLASS®	CLASS reviews are conducted again this year using either self-recorded videos or on-site formats.	October 2024
Follow-up Reviews	Follow-up reviews are conducted either virtually or on site.	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 (the Performance Standards), 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 Performance Standards, 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