



To: David Twa, Contra Costa County Administrator  
From: Kathy Gallagher, EHSD Director  
Subject: Community Services Monthly Report  
Date: September 2016

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Camilla Rand, M.S.  
Director



## I. Good News Update/Accomplishments:

- The Office of Head Start (OHS) released the revised and reorganized Head Start Program Performance Standards in September 2016, in which it defines the minimum requirements and standards for Head Start and Early Head Start programs. Majority of the provisions are effective on November 2016, sixty days after the standards are published. CSB's content area experts are thoroughly reviewing and analyzing each area to communicate and train staff to and adapt the new changes into program's systems.
- Los Arboles Head Start Center in Oakley and Marsh Creek Head Start Center in Brentwood earned the highest rating in the Quality Rating Improvement System (QRIS) for early care and education within Contra Costa County. The QRIS rating system is a 5 tiered rating system with 5 being the top level. The rating system measures the quality of teacher/child interactions, child classroom environments, child skills and observation, health and development, and teacher qualifications. Sean Casey, the Executive Director of First 5 Contra Costa, visited both centers to congratulate the site supervisors and teaching staff on their exemplarily work. A representative from Assemblyman Jim Frazier's office was also at the visit to congratulate the teams.
- CSB held its annual Head Start Policy Council (PC) Orientation on Saturday, September 24, 2016, at the Crowne Plaza Hotel in Concord. PC Orientation provides representatives with the opportunity to gain the knowledge and leadership skills necessary to engage in informed decision making, program planning and operations. The theme for this year's event is "Leading the Way". New and returning elected parent and community representatives received valuable training on program governance and shared decision making. Together with the Board of Supervisors, Economic Opportunity Council and Community Services Bureau Director, our Policy Council representatives are responsible for shared decision making.
- The annual Board of Supervisors and Policy Council Joint training is scheduled for Wednesday, November 2, 2016 from 2-4 pm at the Crown Plaza Hotel in Concord. Chris Maracle, California Head Start's new Executive Director will attend. The Governing Bodies will be trained in shared decision making and will receive an overview on the revised performance standards

## II. Status Updates:

### a. Caseloads, workload (all programs)

- Head Start enrollment: 102.74 %
- Early Head Start enrollment: 100.32%
- Early Head Start Child Care Partnership enrollment: 94.44%
- Head Start Average Daily Attendance: 84.40%
- Early Head Start Average Daily Attendance: 85.00%



- o Early Head Start Child Care Partnership Attendance: 85.00%
- o Stage 2: 335 families and 543 children
- o CAPP: 77 families and 114 children
- o In total: 412 families and 657 children
- o Incoming transfers from Stage 1: 13 families and 13 children
- o LIHEAP: 412 households have been assisted
- o Weatherization: 20 units

**b. Staffing:**

- o During the month of August, CSB conducted interviews to fill various vacant management and line staff positions. As a result of the interviews, the Bureau hired a Site Supervisor II, 2 Master Teacher Project, and a Teacher-Project. CSB is in the process of scheduling additional interviews to fill vacant and clerical positions county-wide. The Bureau continues to hire substitute teaching staff to build a viable pool of substitutes to ensure that classroom ratios are adequately covered at all time.

**III. Emerging Issues and Hot Topics:**

- October is Head Start Awareness Month and CSB has plans for legislative center visits, press releases and other ways to celebrate the 50 year old program. One visit will be with DeSaulnier’s Office to discuss Head Start’s income eligibility criteria and the need to have separate income guidelines for California, just as Alaska and Hawaii do.
- As CSB staff delve into the revised standards, a few areas will impact CSB, such as the requirement that by 2021, 100% of the center-based preschool program must provide over 1,020 hours of instruction. While 85% of our program is full-day and over 1020 hours, a small percentage of families still only require part day services, for a number of reasons including special needs or employment status.

cc: Policy Council Chair  
 Family & Human Services Committee  
 Maureen Burns-Vermette, ACF