



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

San Bernardino County Head Start Shared Governance Board Meeting Agenda for May 22, 2025

JOE BACA, JR., CHAIR

5th District Supervisor
San Bernardino County Board of Supervisors

TED ALEJANDRE, VICE-CHAIR

County Superintendent
San Bernardino County Superintendent of Schools

JOSH DUGAS

DIRECTOR
SBC Public Health

DR. GEORGINA YOSHIOKA

DIRECTOR
SBC Behavioral Health

ASHLEY BROOKSHER

CHILDREN'S NETWORK OFFICER
SBC Children's Network

EVA SOTO

HEAD START POLICY COUNCIL CHAIR
Chino Head Start
SGB Representative

BRIANNA MONTEZUMA

HEAD START POLICY COUNCIL MEMBER
Ontario Head Start
SGB Representative

DIANA BANDERAS

HEAD START POLICY COUNCIL MEMBER
Community Representative
SGB Representative

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

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

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours' notice. Please call PSD at (909) 383-2078 to request the service. PSD will accept public comments in person, or in advance of the meeting by email to Sharmaine.Robinson@psd.sbcounty.gov, comments will be distributed to the SGB and read into the record at the Public Comment portion of the meeting. If you wish to address a specific agenda item, please identify the item number in your email. To ensure timely submission, please submit your comments by 12:00 p.m. on Wednesday, May 21, 2025.

- | | |
|----------------------------------------------------------------------------------------------------------------|--------------------------------|
| 1. CALL TO ORDER | Supervisor Joe Baca Jr., Chair |
| 2. WELCOME/INTRODUCTIONS | Supervisor Joe Baca Jr., Chair |
| 3. PUBLIC COMMENT | Supervisor Joe Baca Jr., Chair |
| 4. PRESENTATION OF THE AGENDA
Notice of minor revisions to agenda items, items removed or continued. | Shar Robinson, Secretary |
| 5. EXECUTIVE REPORTS/PROGRAM UPDATES
5.1 Receive Office of Head Start Communication | Arlene Molina, Director |

SAN BERNARDINO COUNTY - HEAD START SHARED GOVERNANCE BOARD MEETING
AGENDA: May 22, 2025

Page 2 of 2

- 5.1.1 Information Memorandum 25-04 Expanding Educational Freedom/Opportunities for Families in Head Start Programs.....Page 3 -7
- 5.2 Receive Report of Program Updates (Oral Report) Arlene Molina, Director
- 5.3 Receive PSD 2024-25 Reports and Updates
 - 5.3.1 Attendance Report.....Page 9 -13 Sean Segal, Program Manager
 - 5.3.2 Enrollment Report.....Page 15-17 Sean Segal, Program Manager
 - 5.3.3 Facilities Report.....Page 19-20 Dina Bunch, Administrative Supervisor II
 - 5.3.4 Program Information Report.....Page 21-23 Rodney Barrios, Program Manager
 - 5.3.5 Performance Measures – 3rd Quarter.....Page 25-28 LaTrenda Terrell, Deputy Director
- 5.4 Receive Finance Reports Madeline Tsang, Administrative Manager
 - 5.4.1 Budget to Actual.....Page 29
 - 5.4.2 Single Audit for Fiscal Year 2023-24.....Page 31-35
- 5.5 Receive 2025-26 SBC Performance Measures.....Page 37-40 LaTrenda Terrell, Deputy Director
- 6. CONSENT ITEMS** Supervisor Joe Baca Jr., Chair
 - 6.1 Approve SGB March 20, 2025 Minutes..... Page 41-49
 - 6.2 Approve PSD 2025-26 Planning Road Map.....Page 51-52
 - 6.3 Approve PSD 2025-26 Governance Calendar.....Page 53-54
 - 6.4 Approve SGB 2025-26 SGB Meeting Schedule.....Page 55
 - 6.5 Approve SGB 2025-26 Delegate Appointments..Page 57-60
- 7. DISCUSSION ITEMS**
 - 7.1 Approve 2024/25 Budget Revision Request.....Page 61-64 Madeline Tsang, Administrative Manager
 - 7.2 Approve Policy Council By-LawsPage 65-79 LaShawn Love-French, Program Manager
 - 7.3 Approve 2025-30 Contract Agencies.....Page 80 Arlene Molina, Director
- 8. INFORMATIONAL ITEMS** Supervisor Joe Baca Jr., Chair
 - 8.1 Next Shared Governance Board Meeting – August 21, 2025
- 9. EXECUTIVE COMMENT** Supervisor Joe Baca Jr., Chair
- 10. ADJOURNMENT** Supervisor Joe Baca Jr., Chair

Expanding Educational Freedom and Opportunities for Families in Head Start Programs

 headstart.gov/policy/im/acf-ohs-im-25-04

Expanding Educational Freedom and Opportunities for Families in Head Start Programs ACF-OHS-IM-25-04

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-OHS-IM-25-04
2. **Issuance Date:** 04/29/2025
3. **Originating Office:** Office of Head Start
4. **Key Words:** School Choice

Information Memorandum

To: All Head Start Recipients and State Agencies that Receive Head Start Collaboration Office Grants

Subject: Expanding Educational Freedom and Opportunities for Families in Head Start Programs

Information:

This Information Memorandum (IM) outlines Head Start programs' critical role in promoting parent choice to select the early care and education (ECE) providers that best meet their family's needs for their children, and recognizes that Head Start programs serve as the foundation for school readiness by preparing young children for academic and social success. Through this work, Head Start programs also help parents understand school choice options, including ECE, and can serve as a valuable resource to prepare families to effectively utilize the options in their communities. With this IM, we strongly encourage Head Start programs to facilitate parent choice in three key ways: 1) actively participating in state and local efforts to coordinate ECE enrollment and services and promote access to a variety of ECE

options in the state or local community; 2) engaging families to determine, develop, and improve their program model and consider how their program offerings respond to family needs and promote family choice; and 3) re-examining community partnerships and evaluating how they can be strengthened and expanded in ways that support family choice, including through connections to faith-based settings for families that desire this option.

Promoting Family Choice Through Active Participation in State and Local Efforts to Coordinate Early Care and Education

Through this IM, we encourage Head Start programs to be active participants in state and local efforts to coordinate ECE enrollment and services to support families' access to options that best fit their needs. Programs should consider how they can enter or expand their participation in mixed delivery systems that provide families access to a variety of ECE choices. A mixed delivery approach to ECE offers families early learning experiences in a range of settings, including community-based and private child care centers, public schools, charter schools, faith-based settings, and family child care (FCC) homes, many of which operate Head Start programs. Well-integrated ECE services at the state or local level help promote a variety of options — including Head Start programs — to support parent choice and better align with family needs and desires for their children's education and care. Efforts to better integrate ECE service options within a state or community can help provide families with the choices they need to select the program that is right for their family, allowing more children and families to benefit from access to needed services.

Statutory and Regulatory Requirements that Promote Family Choice Through Coordination

Several provisions within the Head Start Act (the Act) and the Head Start Program Performance Standards (the Performance Standards) direct Head Start programs and Head Start Collaboration Offices (HSCOs) to engage in state and local efforts that help families access their choice of ECE programs for their children's early care and education.

Section 642(e) of the Act and Section 1302.53(a)(2)(ii) of the Performance Standards lay out expectations for programs to establish collaborative relationships with elementary schools, state preschool and child care providers, and agencies that provide services to children with disabilities. Strong partnerships with state ECE leadership, local educational agencies, and other early childhood programs, including faith-based programs, are critical to foster opportunities for family choice in early childhood settings.

The Office of Head Start (OHS) encourages programs and HSCOs to coordinate with other early childhood programs and participate in state and local initiatives. Section 1302.53(b) of the Performance Standards requires programs to actively participate in coordinated systems at the state and local level to better promote a variety of early education services in their local community. More specifically, programs must establish memoranda of understanding with local agencies that manage publicly funded preschool programs (Section 642(e)(5) of the Act and 45 CFR § 1302.53(b)(1)). To the extent practicable, programs should also participate in their state or local quality rating and improvement system (QRIS) (45 CFR § 1302.53(b)(2)). State-based QRIS can help families understand the range of ECE choices available to them and determine the quality of such options. Programs should also participate in state education data systems through the sharing and integration of relevant Head Start data, to the extent practicable (45 CFR § 1302.53(b)(3)). Head Start participation in state efforts designed to communicate and track parent choices for their children help ensure that Head Start programs are an integral part of the state's ECE landscape and that parents have a full understanding of all choices in a mixed delivery system.

Strengthening a System of ECE Mixed Delivery Through Coordinated Enrollment

Head Start programs have an opportunity to actively participate in state or local coordinated enrollment systems that streamline access to a diverse array of ECE providers — including Head Start, state-funded preschool, public pre-K, private child care centers, and family child care homes. QHS strongly urges Head Start programs to collaborate with state and local agencies to develop and refine these systems, ensuring they efficiently connect families to ECE options that best meet their needs. Coordinated enrollment, such as through a unified online application or community-based intake process, empowers parents by simplifying access to clear, actionable information — such as program schedules (e.g., full-day or part-day), eligibility rules (e.g., income or age criteria), and available slots — while eliminating wasteful redundancies like multiple applications. This efficient approach maximizes the use of ECE resources across a region or community, and ensures families can choose their preferred setting, including faith-based options, in line with the directive to enhance educational freedom. Head Start programs should take specific steps to support this effort, such as partnering with state and local education departments to integrate Head Start slots into shared enrollment databases and systems, providing real-time updates on openings in Head Start program locations, and joining local planning committees to advocate for family-friendly system designs, thereby aligning their recruitment and enrollment processes with broader state or local efforts to optimize resources and empower parents.

Determining, Designing, and Improving Head Start Program Models Based on Family Input

Head Start programs are uniquely positioned to engage families to shape program models that enhance parental choice and align with community needs. Under § 1301.3(b) of the Performance Standards, families are required members of the policy council, a critical mechanism through which Head Start programs gather family input to continually improve services. QHS encourages programs to leverage the policy council and other engagement structures to ensure program designs reflect family preferences, support parental decision-making, and expand access to an array of ECE options, empowering families to choose the best educational paths for their children. To further this goal, Head Start programs may accept eligible children from outside their designated service areas when slots are available, offering families greater flexibility to enroll in a Head Start program that aligns with their preferred location, schedule, or educational approach — such as a center offering extended hours or a culturally specific curriculum — thereby broadening parental choice beyond geographic boundaries.

Section 1302.11(b)(1) of the Performance Standards requires programs to conduct a comprehensive community assessment to inform their program design and to ensure it reflects the needs of the community. The families served by Head Start programs are a central part of the community, and QHS strongly encourages programs to engage families in the community assessment process as programs determine, develop, and improve their program model. Programs can add questions in their parent surveys and self-assessments that explore the variety of parent options and needs in the community. Creating opportunities to gather input from families about their preferences and how they evaluate their ECE choices allows programs to integrate those preferences into their program design. Programs should consider how to ensure their available program options meet family needs and identify ways to promote choices to parents within their community.

A strong understanding of families' needs and preferences, as well as the range of available options in the community, allows Head Start programs to ensure their program options complement the other ECE programs available to families. Head Start programs can use this information to assist families in connecting to other programs that best meet family preferences and values, including services in faith-based organizations, charter schools, and private child care.

This includes during transitions for children out of Early Head Start and from Head Start Preschool to kindergarten. Sections 1302.70 and 1302.71 of the Performance Standards require programs to implement strategies to support successful transitions for children and their families at these key milestones. During

any transition, Head Start programs must collaborate with families to foster their continued involvement in and advocacy for the education and development of their child. In the transition to kindergarten specifically, programs are required to collaborate with local education agencies to support family engagement under Section 642(b)(13) of the Act, including working to provide training to enable parents to participate in decisions related to the educational choices for their children. As part of transition efforts, programs are also encouraged to help families understand school options in their local community.

Strengthening and Expanding Partnerships to Promote Parent Choice

Strong community collaborations are a core tenet of Head Start services; many programs have long-standing partnerships with state and community agencies that assist them in providing a wide variety of services for children and families. Section 1302.53(a)(1) of the Performance Standards requires Head Start programs to establish ongoing collaborative relationships and partnerships with community organizations. These partnerships facilitate access to community services that are responsive to child and family needs.

As programs conduct their community assessments, programs should re-examine how community partnerships extend and strengthen program services in ways that support family choice. This may involve broadening community partnerships to include partners that fit parents' preferences, such as their need for full-day services, faith-based instruction, or options to keep siblings together. Head Start programs are also encouraged to explore partnerships with state and local Child Care Resource and Referral agencies to inform working parents of the variety of ECE options in their community. In addition to establishing ongoing partnerships, programs can connect parents directly to local and state organizations that train parents on educational options and parental rights; these may include parent training and resource centers, community parent resource centers, and statewide family engagement centers.

Section 1302.11(b)(2)(vii) of the Performance Standards requires that programs collect and use data on gaps in community resources to address the needs of eligible children and families. This data, combined with information on families' needs and preferences, allows programs to identify partners, including faith-based organizations or family child care options, that could expand programs' ability to support families in accessing the ECE services that are the best fit for them.

Layering Funding to Strengthen Partnerships and Support Family Choice

Head Start programs and HSCOs can also collaborate with state and local community agencies as they examine their existing funding sources and consider how those funding streams may be leveraged more effectively within a mixed delivery system. Programs should consider how federal funds, such as those from Head Start, CCDF, and IDEA, can be effectively layered and braided to support broader access to services. Layered funding can be used to expand full-day, full-year services and comprehensive services that best serve families' needs or to free up resources for other purposes. Coordinating funding streams also allows programs to think more creatively about ways to partner with other programs and services, including partnering with faith-based organizations that offer early childhood opportunities that may be most desired by families in the community.¹

Coordinating funding streams fosters innovative partnerships with diverse ECE providers — including charter preschools, family child care homes, and faith-based programs — and ensures families can access settings that reflect their values and needs. QHS urges programs to use this flexibility to participate in state and local mixed-delivery initiatives, reexamine program models based on family input, and build community collaborations that maximize educational freedom. By layering and braiding funding and listening to families, Head Start programs can help reduce or eliminate financial barriers and can empower families with limited resources to make informed ECE choices, e.g., selecting a program with a specific curriculum, quality rating, or convenient location. This can be accomplished by sharing clear information

on options and eligibility through a variety of mechanisms such as coordinated enrollment systems and parent workshops.

This strategic use of federal funds not only enhances family agency but also optimizes resources, reducing waste and aligning with the goal of making federal programs more effective for American families. Thank you for your dedicated efforts to support children and families in exercising their educational freedom.

Sincerely,

/ Captain Tala Hooban /

Captain Tala Hooban
Acting Director
Office of Head Start

¹ Head Start programs may partner with faith-based organizations when any explicitly religious activities (such as activities that involve overt religious content such as worship, religious instruction, or proselytization) are separate and distinct from the Head Start program, and the distinction is completely clear to the beneficiary or prospective beneficiary. See 45 CFR 87.3(d).

Historical Document

This page intentionally left blank.

2301 - Average Daily Attendance

Program Term: Head Start 2024-2025 | Preschool Services Department • All Classrooms | Report Dates: 4/01/2025 - 4/30/2025 | Attendance Status: Present - Present: Present Offsite - Neither: Best Interest Day - Neither: Absent - Absent: Excused - Present: Unexcused - Absent: Not Scheduled - Neither: No Class - Neither: Late Pickup - Present: Tardy and Late Pickup - Present | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not...

Preschool Services Department

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Adelanto	619	1	0	20.00 (avg)	30.90	31	99.68%	30.95	99.84%
Apple Valley	905	46	0	20.67 (avg)	43.69	46	94.86%	45.86	95.16%
Arrowhead Grove	518	53	0	19.00 (avg)	27.26	32	85.20%	30.05	90.72%
Baker FLC	654	1	1	21.00 (avg)	31.14	32	97.32%	31.19	99.85%
Barstow	273	23	0	21.00 (avg)	13.00	16	81.25%	14.10	92.23%
CA-Colton Bloomington JUSD	569	4	0	18.00 (avg)	31.61	32	98.78%	31.83	99.30%
CA-Colton San Salvador JUSD	2,166	6	0	19.71 (avg)	109.73	112	98.10%	110.00	99.72%
CA-Needles USD	230	0	0	15.50 (avg)	15.24	21	73.72%	15.24	100.00%
Chino	782	0	16	19.00 (avg)	41.16	45	91.46%	41.16	100.00%
Crestline	285	0	0	19.00 (avg)	15.00	15	100.00%	15.00	100.00%
Cucamonga	811	6	0	19.00 (avg)	42.68	43	99.27%	43.00	99.27%
Del Rosa	583	25	0	19.00 (avg)	30.68	32	95.89%	32.00	95.89%
Fontana Citrus	867	76	0	19.67 (avg)	44.10	48	91.84%	47.95	91.94%
Hesperia	946	23	7	20.33 (avg)	46.53	48	96.93%	47.63	97.63%
Highland	605	3	0	19.00 (avg)	31.84	32	99.51%	32.00	99.51%
Las Terrazas	593	9	0	19.00 (avg)	31.21	32	97.53%	31.68	98.50%
Mill CDC	1,279	25	34	20.60 (avg)	62.31	67	93.02%	63.54	98.08%
Ontario Maple	336	0	0	21.00 (avg)	16.00	16	100.00%	16.00	100.00%
Redlands South	299	4	0	19.00 (avg)	15.74	16	98.36%	15.95	98.68%
Redlands-Valencia Grove	285	0	9	21.00 (avg)	13.57	14	96.94%	13.57	100.00%
Rialto Eucalyptus	830	0	0	19.67 (avg)	42.00	42	100.00%	42.00	100.00%
Rialto Renaissance	895	7	5	19.00 (avg)	47.11	48	98.14%	47.48	99.22%
Rialto Willow	486	11	3	21.00 (avg)	23.14	24	96.43%	23.67	97.79%
S.B. Parks & Rec	265	9	0	19.00 (avg)	13.95	15	92.98%	14.42	96.72%
Twenty-Nine Palms	273	12	0	19.00 (avg)	14.37	15	95.79%	15.00	95.79%
Upland	602	0	5	19.00 (avg)	31.69	32	99.01%	31.69	100.00%
Victorville	632	19	0	21.00 (avg)	30.10	32	94.05%	31.00	97.08%
Victorville Northgate	336	0	0	21.00 (avg)	16.00	16	100.00%	16.00	100.00%
Westminster	523	0	0	19.00 (avg)	27.53	28	98.31%	27.53	100.00%
Whitney Young	584	3	0	19.00 (avg)	30.74	32	96.05%	30.89	99.49%
Yucaipa	569	11	0	19.00 (avg)	29.95	31	96.60%	30.53	98.10%
Yucca Valley	291	0	0	19.00 (avg)	15.32	16	95.72%	15.32	100.00%
Preschool Services Department	19,891	377	80	19.56 (avg)	1,015.29	1,061	95.80%	1,034.2	98.14%
Report Totals	19,891	377	80	19.56 (avg)	1,015.29	1,061	95.80%	1,034.2	98.14%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days

3. Percent Attendance is the Present count divided by the sum of Present and Absent Count

4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

5. Statuses counted as Present: Present(P), Excused(E), Late Pickup(LP), Tardy and Late Pickup(TLP)

6. Statuses counted as Absent: Absent(A), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N), No Class (-)

2301 - Average Daily Attendance

Program Term: EHS 2024-2025 | Preschool Services Department • All Classrooms | Report Dates: 4/01/2025 - 4/30/2025 | Attendance Status: Present - Present: Present Offsite - Neither: Best Interest Day - Neither: Absent - Absent: Excused - Present: Unexcused - Absent: Not Scheduled - Neither: No Class - Neither: Late Pickup - Present: Tardy and Late Pickup - Present | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered ...

Preschool Services Department

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Apple Valley EHS	184	3	149	21.00 (avg)	8.77	18	48.68%	8.90	98.40%
Barstow EHS	154	27	118	21.00 (avg)	7.33	19	38.60%	8.62	85.08%
CA-Fontana USD Admin EHS	367	4	0	22.00 (avg)	16.68	24	69.51%	16.86	98.92%
Chino EHS	368	0	134	21.00 (avg)	17.52	26	67.40%	17.52	100.00%
Fontana Citrus EHS	201	11	166	21.00 (avg)	9.58	19	50.38%	10.10	94.81%
Hesperia EHS	221	0	217	23.00 (avg)	10.12	19	49.89%	10.12	100.00%
Mill CDC EHS	149	19	0	21.00 (avg)	7.10	8	88.69%	8.00	88.69%
Ontario Maple EHS	167	1	0	21.00 (avg)	7.95	8	99.40%	8.00	99.40%
Redlands South EHS	89	0	314	21.00 (avg)	4.23	20	21.19%	4.23	100.00%
Rialto Eucalyptus EHS	123	0	0	21.00 (avg)	5.86	8	73.21%	5.86	100.00%
Victorville EHS	292	30	0	21.00 (avg)	13.91	16	86.90%	15.33	90.68%
Whitney Young EHS	121	18	0	21.00 (avg)	5.76	8	72.02%	6.62	87.05%
Yucaipa EHS	48	2	160	21.00 (avg)	2.29	10	22.86%	2.38	96.00%
Yucca Valley EHS	163	5	0	21.00 (avg)	7.76	8	97.02%	8.00	97.02%
Preschool Services Department	2,647	120	1,258	21.29 (avg)	124.86	211	58.84%	130.54	95.66%
Report Totals	2,647	120	1,258	21.29 (avg)	124.86	211	58.84%	130.54	95.66%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days

3. Percent Attendance is the Present count divided by the sum of Present and Absent Count

4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

5. Statuses counted as Present: Present(P), Excused(E), Late Pickup(LP), Tardy and Late Pickup(TLP)

6. Statuses counted as Absent: Absent(A), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N), No Class (-)

2301 - Average Daily Attendance

Program Term: EHS CCP 2024-2025 | Preschool Services Department • All Classrooms | Report Dates: 4/01/2025 - 4/30/2025 | Attendance Status: Present - Present: Present Offsite - Neither: Best Interest Day - Neither: Absent - Absent: Excused - Present: Unexcused - Absent: Not Scheduled - Neither: No Class - Neither: Late Pickup - Present: Tardy and Late Pickup - Present | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered...

Preschool Services Department

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Ana Brown FCC	63	2	0	22.00 (avg)	2.86	3	95.45%	2.95	96.92%
Benavides FCC	123	0	14	20.00 (avg)	6.15	7	87.86%	6.15	100.00%
Bennett FCC	97	2	29	26.00 (avg)	3.73	5	74.62%	3.81	97.98%
Brown (Mayra) FCC	133	0	21	28.00 (avg)	4.75	6	79.17%	4.75	100.00%
CA-Bouchey FCC	132	0	42	29.00 (avg)	4.55	6	75.86%	4.55	100.00%
CA-Gonzales-Gannon FCC	44	0	0	22.00 (avg)	2.00	2	100.00%	2.00	100.00%
CA-Lily Bugs CCC	70	0	0	21.00 (avg)	3.34	4	83.33%	3.34	100.00%
CA-Robinson FCC	77	0	1	22.00 (avg)	3.50	4	87.50%	3.50	100.00%
Campos FCC	196	0	72	30.00 (avg)	6.53	9	72.59%	6.53	100.00%
Caring Hearts CCC	230	3	50	25.50 (avg)	9.04	12	75.41%	9.16	98.71%
Castellanos FCC	132	0	0	22.00 (avg)	6.00	6	100.00%	6.00	100.00%
Contreras FCC	73	0	0	21.00 (avg)	3.48	4	86.90%	3.48	100.00%
Flores FCC	63	0	2	22.00 (avg)	2.86	3	95.45%	2.86	100.00%
Gore FCC	22	0	0	22.00 (avg)	1.00	1	100.00%	1.00	100.00%
Griffin FCC	62	0	10	24.00 (avg)	2.58	3	86.11%	2.58	100.00%
Guzman FCC	88	0	8	24.00 (avg)	3.67	4	91.67%	3.67	100.00%
Harris FCC	22	0	0	22.00 (avg)	1.00	1	100.00%	1.00	100.00%
Heartfelt Day Care CCC	228	3	0	22.00 (avg)	10.36	11	94.21%	10.50	98.70%
Ivery FCC	79	0	9	22.00 (avg)	3.59	4	89.77%	3.59	100.00%
Jensen FCC	20	0	0	22.00 (avg)	0.91	2	45.45%	0.91	100.00%
Johnson FCC	110	0	20	26.00 (avg)	4.23	5	84.62%	4.23	100.00%
Lanre-Orepo FCC	172	0	4	22.00 (avg)	7.82	8	97.73%	7.82	100.00%
Matheu FCC	157	0	7	23.00 (avg)	6.83	8	85.33%	6.83	100.00%
Oak Tree Learning Center (New)	51	0	5	22.00 (avg)	2.32	3	77.27%	2.32	100.00%
Reyes FCC	99	6	0	22.00 (avg)	4.50	6	75.00%	4.77	94.29%
Rodriguez (Cindy) FCC	77	0	43	30.00 (avg)	2.57	4	64.17%	2.57	100.00%
Wade FCC	66	0	0	22.00 (avg)	3.00	3	100.00%	3.00	100.00%
Wallace FCC	65	0	10	22.00 (avg)	2.95	4	73.86%	2.95	100.00%
Wright FCC	88	0	0	22.00 (avg)	4.00	4	100.00%	4.00	100.00%
Zacarias FCC	17	0	6	19.00 (avg)	0.89	3	29.82%	0.89	100.00%
Preschool Services Department	2,856	16	353	23.24 (avg)	121.01	145	82.93%	121.71	99.44%
Report Totals	2,856	16	353	23.24 (avg)	121.01	145	82.93%	121.71	99.44%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days

3. Percent Attendance is the Present count divided by the sum of Present and Absent Count

4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

5. Statuses counted as Present: Present(P), Excused(E), Late Pickup(LP), Tardy and Late Pickup(TLP)

6. Statuses counted as Absent: Absent(A), Unexcused(U)

7. Statuses counted as Neither: Not Scheduled (N), No Class (-)

2301 - Average Daily Attendance

Program Term: EHS 2024-2025 | Easter Seals Child Dev. Center • All Classrooms | Report Dates: 4/01/2025 - 4/30/2025
| Attendance Status: Present - Present: Present Offsite - Neither: Best Interest Day - Neither: Absent - Absent: Excused -
Present: Unexcused - Absent: Not Scheduled - Neither: No Class - Neither: Late Pickup - Present: Tardy and Late Pickup -
Present | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom
Filter: Not Filtered ...

Easter Seals Child Dev. Center

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
ESSC-HB (Mills) EHS	69	5	323	20.00 (avg)	3.49	24	14.38%	3.75	93.24%
ESSC-Montclair CDC EHS	383	6	0	22.00 (avg)	17.41	24	72.54%	17.68	98.46%
ESSC-Ontario CDC (Haven) EHS	647	5	0	22.00 (avg)	29.41	32	91.90%	29.64	99.23%
ESSC-Phillips North EHS	156	0	0	22.00 (avg)	7.09	8	88.64%	7.09	100.00%
ESSC-Phillips South EHS	82	1	0	22.00 (avg)	3.73	8	46.59%	3.77	98.80%
ESSC-Valley View EHS	842	3	0	22.00 (avg)	38.27	40	95.68%	38.40	99.64%
Easter Seals Child Dev. Center	2,179	20	323	21.75 (avg)	99.40	136	74.01%	100.33	99.09%
Report Totals	2,179	20	323	21.75 (avg)	99.40	136	74.01%	100.33	99.09%

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

2301 - Average Daily Attendance

Program Term: Head Start 2024-2025 | Easter Seals Child Dev. Center • All Classrooms | Report Dates: 4/01/2025 - 4/30/2025 | Attendance Status: Present - Present: Present Offsite - Neither: Best Interest Day - Neither: Absent - Absent: Excused - Present: Unexcused - Absent: Not Scheduled - Neither: No Class - Neither: Late Pickup - Present: Tardy and Late Pickup - Present | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not...

Easter Seals Child Dev. Center

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
ESSC-HB (Mills)	239	15	1,294	19.86 (avg)	11.77	84	14.33%	12.55	94.09%
ESSC-Montclair CDC	1,022	3	0	17.50 (avg)	57.71	63	92.74%	57.87	99.71%
ESSC-Ontario CDC (Haven)	633	2	0	20.00 (avg)	31.63	32	98.91%	31.72	99.69%
ESSC-Phillips North	1,329	0	0	21.00 (avg)	63.32	64	98.88%	63.32	100.00%
Easter Seals Child Dev. Center	3,223	20	1,294	19.59 (avg)	164.43	243	67.80%	165.46	99.38%
Report Totals	3,223	20	1,294	19.59 (avg)	164.43	243	67.80%	165.46	99.38%

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

This page intentionally left blank.

County of San Bernardino Preschool Services Department Enrollment Report
April 2025

Head Start Sites	HS Funded Slots	Enrolled	Vacancies < 30 Days	Total Vacancies	% Enrolled
Adelanto	31	31	0	0	100%
Apple Valley	46	45	0	1	98%
Arrowhead Grove	32	29	1	3	91%
Baker FLC	32	32	0	0	100%
Barstow Main	32	15	0	17	47%
CA-Colton Bloomington JUSD	32	31	1	1	97%
CA-Colton San Salvador JUSD	112	110	0	2	98%
CA-Needles USD	61	22	0	39	36%
Chino	45	42	0	3	93%
Crestline	15	15	0	0	100%
Cucamonga	43	43	0	0	100%
Del Rosa	32	32	0	0	100%
DA-Easter Seals Montclair	63	59	0	4	94%
DA-Easter Seals Ontario Haven	32	32	0	0	100%
DA-Easter Seals Ontario Mills	84	76	0	8	90%
DA-Easter Seals Ontario Phillips	64	64	0	0	100%
Fontana Citrus	48	47	0	1	98%
Hesperia	48	48	0	0	100%
Highland	32	32	0	0	100%
Las Terrazas	32	31	0	1	97%
Mill CDC	83	65	2	18	78%
Northgate	31	16	0	15	52%
Ontario Maple	16	16	0	0	100%
Redlands Valencia	14	14	0	0	100%
Rialto Eucalyptus	55	42	0	13	76%
Rialto Renaissance	64	47	0	17	73%
Rialto Willow	24	24	0	0	100%
San Bernardino Parks & Rec	30	15	0	15	50%
South Redlands	32	16	0	16	50%
Twenty Nine Palms	15	15	0	0	100%
Upland	32	32	0	0	100%
Victorville	46	31	0	15	67%
Westminster	28	28	0	0	100%
Whitney Young	32	32	0	0	100%
Yucaipa	31	30	1	1	97%
Yucca Valley	16	16	0	0	100%
Total	1465	1275	5	190	87%

Total Reserved Slots		0	
Toal Vacances 30 days or less		5	
End of Month Total Enrollment		1280	87%

County of San Bernardino Preschool Services Department Enrollment Report

April 2025

Early Head Start Sites	Funded Slots	Enrolled	Vacancies < 30 Day	Total Vacancies	% Enrolled
DA-Easter Seals Montclair (FD)	24	20	0	4	83%
DA-Easter Seals Ontario Haven	32	28	0	4	88%
DA-Easter Seals Ontario Mills	24	20	0	4	83%
DA-Easter Seals Ontario Phillips	16	12	0	4	75%
DA-Easter Seals Valley View (FD)	40	39	0	1	98%
Apple Valley EHS	34	17	1	17	50%
Barstow Main EHS	27	13	3	14	48%
CA-Fontana USD Admin EHS (FD)	24	16	1	8	67%
Chino EHS	26	25	0	1	96%
Fontana Citrus EHS	19	18	0	1	95%
Hesperia EHS (HB)	27	18	0	9	67%
Mill St (FD)	16	8	0	8	50%
Ontario Maple (FD)	24	8	0	16	33%
Rialto Eucalyptus (FD)	16	6	1	10	38%
South Redlands (HB)	20	19	0	1	95%
Victorville	24	15	1	9	63%
Whitney Young (FD)	8	7	1	1	88%
Yucaipa EHS (HB)	10	10	0	0	100%
Yucca Valley EHS	26	8	0	18	31%
Totals	437	307	8	130	70%

Indicates EHS Expansion Sites	Total Reserved Slots				
* Eight additional slots cannot be filled at this location	Total Vacancies 30 D	8			
	End of Month Total E	315			72%

County of San Bernardino Preschool Services Department Enrollment Report
April 2025

Early Head Start - CCP Sites	EHS CCP Funded Slots	Enrolled	Vacancies < 30	Total Vacancies	% Enrolled
Ana Brown	3	3	0	0	100%
Benavides Family	7	6	1	1	86%
Bennett Family	5	4	1	1	80%
Brown (Mayra) Family	6	6	0	0	100%
CA Bouchey FCC	6	6	0	0	100%
CA Gonzalez-Gannon FCC	2	2	0	0	100%
CA Lily Bug's CCC 01	1	1	0	0	100%
CA Lily Bug's CCC 02	3	2	0	1	67%
Campos Family	9	9	0	0	100%
Caring Hearts CDC 01	6	6	0	0	100%
Caring Hearts CDC 02	6	5	0	1	83%
CA Robinson's CCC	4	4	0	0	100%
Castellanos Family	6	5	0	1	83%
Contreras Family	4	3	0	1	75%
Flores FCC	3	3	0	0	100%
Gore Family	1	1	0	0	100%
Griffin Family	3	3	0	0	100%
Guzman Family	4	4	0	0	100%
Harris Family	1	1	0	0	100%
Heartfelt Day Care 01	6	5	1	1	83%
Heartfelt Day Care 02	5	5	0	0	100%
Ivery FCC	4	4	0	0	100%
Jensen FCC	1	1	0	0	100%
Johnson Family	5	5	0	0	100%
Lanre-Orepo Family	8	8	0	0	100%
Matheu Family	8	8	0	0	100%
Oak Tree Learning Center 01	2	1	1	1	50%
Oak Tree Learning Center 02	1	1	0	0	100%
Reyes Family	6	4	2	2	67%
Rodriguez (Cindy) FCC	4	4	0	0	100%
Wade Family	3	3	0	0	100%
Wallace Family	4	3	1	1	75%
Wright Family	4	4	0	0	100%
Zacarias Family	5	0	2	5	0%
Totals	146	130	9	16	89%

Total Reserved Slots	0			
Total Vacancies 30 Da	9			
End of Month Total Er	139			95%

This page intentionally left blank.

PSD Facilities Project Status Updates
April 2025

A. Work Order Status Last Month

Work Orders Categories	Work Orders Received
Received Tickets	210
Resolved Tickets	164
First Contact Resolution Rate	96.34%
Average Resolution Time	1d 5h 6m 12s

B. Maintenance Projects Last Month

1. Various Sites (25)

*Planters: Build, sand and stain 50 units.

2. Apple Valley

*Picked up all outside wood furniture, sanded and stained all units (10).

3. Fontana Citrus

- *Repaired and painted ramp (modular).
- *Repaired under modular, plumbing.
- *Grinded down lifted sidewalks in playground due to licensing (tripping hazard).

4. Redlands Valencia

C. CIP-Projects Status as of Last Month

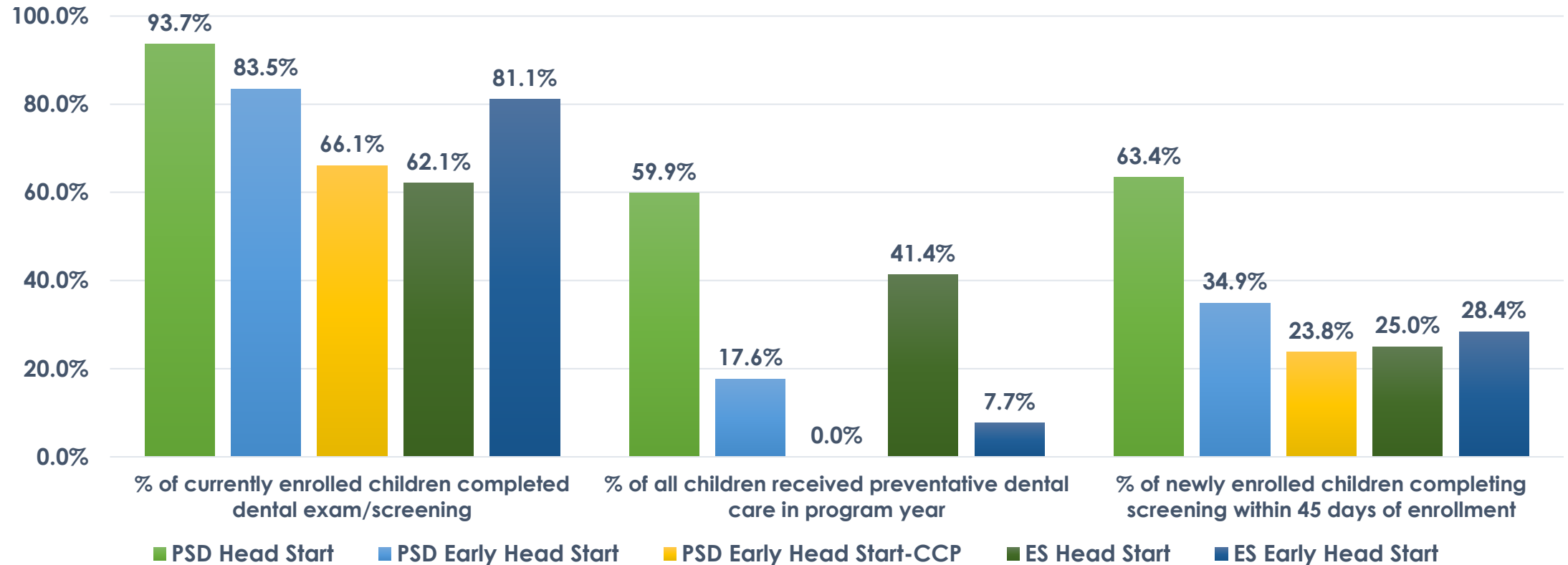
Project	Descriptive Scope of Work	Estimated Cost	Status	1303 Applications Status
Admin Relocation	Purchase new facility.	\$ 15,761,920	CIP approved, developing Conceptual Plan and Improvement Specifications.	96%.
Admin Renovations	Renovate for admin spaces and addition of child development center plus supporting spaces.	\$ 2,209,118	CIP submitted	96%
Victorville Anacapa Acquisition	Purchase existing site.	\$ 1,742,250	CIP approved, developing Conceptual Plan and Improvement Specifications	The project is temporarily paused
Upland Site Relocation	Lease new site with tenant improvements for (2) HS classrooms and (2) EHS classrooms	\$ 850,000	CIP submitted.	N/A
Arrowhead Grove Expansion	Lease facility adjacent to current site area with tenant improvement for (2) EHS classrooms and (1) playground.	\$ 1,695,705	Developing CIP	84%
Whitney Young Lease Expansion	Expand interior leased area with tenant improvement for (2) EHS classrooms and (1) playground.	\$ 2,030,000	CIP submitted.	84%
Mill Center Playground Improvements	Replace existing playground surface with Pour & Play and turf. Install (3) shade structures. Paint new bike path. Add fencing.	\$ 459,313	CIP submitted.	N/A
Del Rosa Site Tenant Improvements	Tenant improvements for (4) classrooms and (2) children’s restrooms.	\$ 624,900	Pre-construction	Approved.
Yucca Valley Roof Replacement	Replace existing built-up roofing system with TPO roofing system.	\$ 349,078	CIP submitted.	N/A
(7) Playground Improvement Projects	Replace existing deteriorating shade structures on (7) playgrounds with new shade structures.	\$ 888,531	(7) CIP’s submitted	N/A
Yucaipa Relocation	Relocate existing site to new leased location	\$ 4,237,728	CIP submitted.	The project is temporarily paused



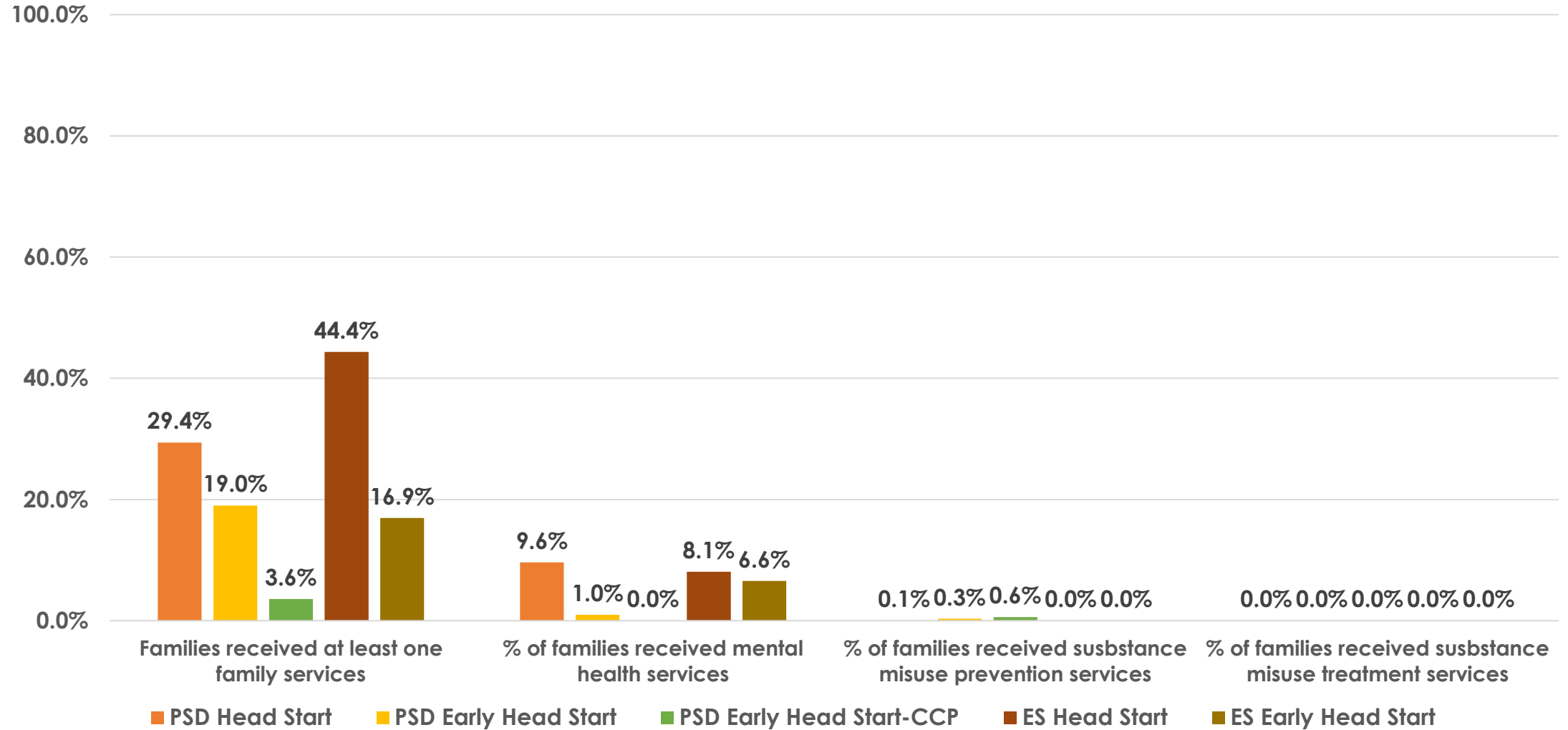
Preschool Services Department
Program Information Report
For Policy Council
May 2025

All Data Below Collected from Child Plus Database on May 7, 2025

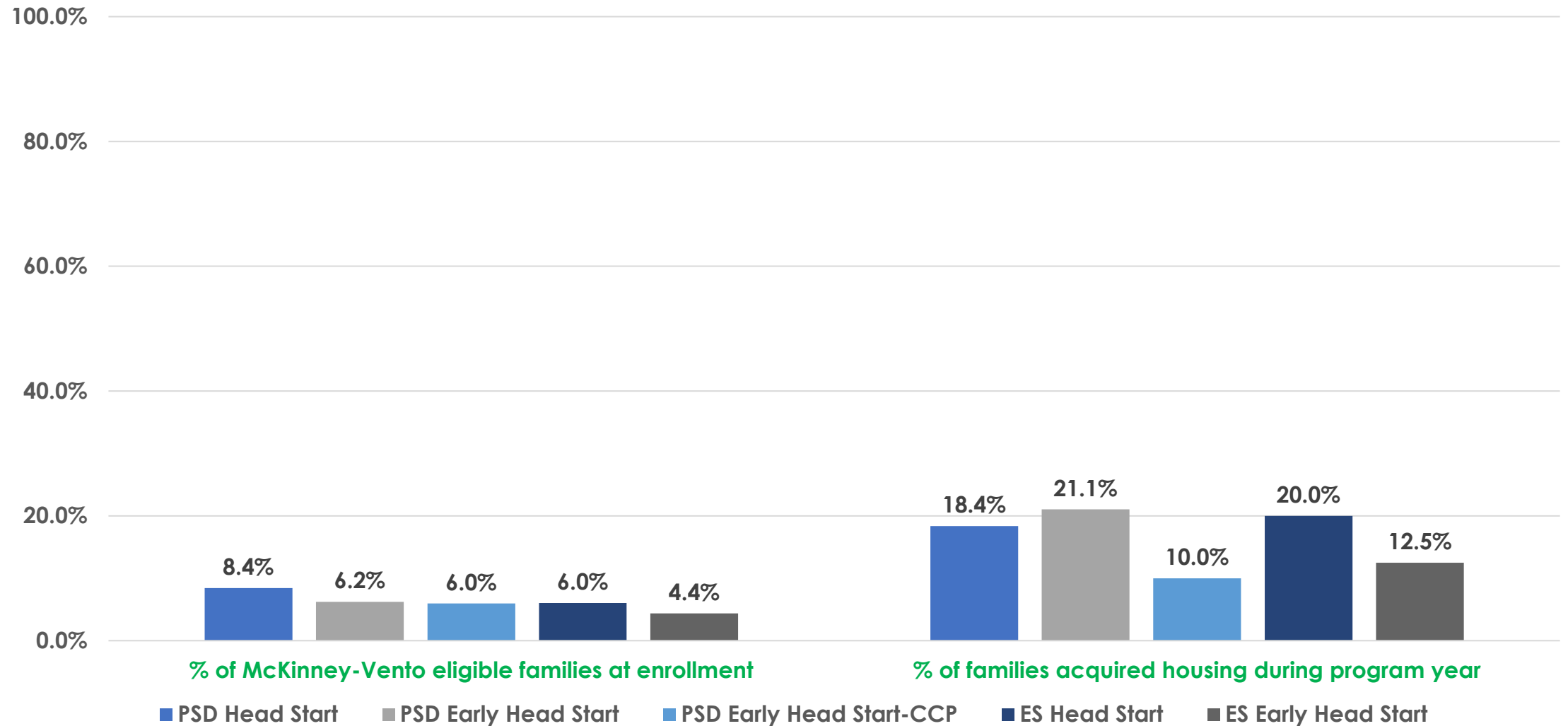
Dental Exams/Screenings, Dental Preventative Care, and 45-Day Screenings for Developmental, Sensory and Behavioral Concerns



Family Services



Homelessness Services



This page intentionally left blank.

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

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	24-25 Target	Acc. Quarter 1	24-25 Quarter 2	24-25 Quarter 3	24-25 Quarter 4
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Percentage of children not meeting developmental expectations in literacy skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	55%	N/A	N/A	20%	
STRATEGY	Promote school readiness.						
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."						
STRATEGY	Support the Vision2Read Initiative.						
STRATEGY	Identify the number of Head Start/State Preschool children ages 3 – 5 not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in Literacy skills on the first quarter's assessment, and reduce this count by 55% by June 30, 2025.						
EXPLANATION	Head Start children are assessed three times a year. After the second assessment, 55% of the Head Start children did not meet developmental expectations in literacy skills. When compared to the baseline of 69% of children not meeting developmental expectations after the first assessment, 20% of those children now meet the developmental expectations. The department expects to meet the target of reducing the number of children established in the baseline who were not meeting developmental expectations in literacy skills after the first assessment by 55% by June 30, 2025.						

PRESCHOOL SERVICES DEPARTMENT

Performance Measures Report - FY 2024

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	24-25 Target	Acc. Quarter 1	24-25 Quarter 2	24-25 Quarter 3	24-25 Quarter 4
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Percentage of children not meeting developmental expectations in social emotional skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	30%	N/A	N/A	26%	
STRATEGY	Promote school readiness.						
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."						
STRATEGY	Identify the number of Early Head Start children ages 18 – 36 months not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in social emotional skills on the first quarter's assessment, and reduce this count by 30% by June 30, 2025.						
EXPLANATION	Early Head Start children are assessed three times a year. After the second assessment, 39% of the children ages 18-36 months did not meet the developmental expectations for social emotional skills. When compared to the baseline of 53% set after the first assessment, 26% of those children now meet the foundation expectations in social emotional skills. The department expects to meet the target of reducing the number of children established in the baseline who were not meeting the developmental expectations in social emotional skills after the first assessment by 30% by June 30, 2025.						

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2024

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	24-25 Target	Acc. Quarter 1	24-25 Quarter 2	24-25 Quarter 3	24-25 Quarter 4
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Number of foster children enrolled.	301	130	156	189	
STRATEGY	Increase the enrollment opportunities for foster children.						
STRATEGY	Enhance the referral process of enrollment with the Children and Family Services Department.						
EXPLANATION	The department enrolled an additional 33 foster children in its various programs in the 3rd quarter. Recruitment efforts are ongoing and the department expects to achieve the target by June 30, 2025.						

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2024

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	24-25 Target	Acc. Quarter 1	24-25 Quarter 2	24-25 Quarter 3	24-25 Quarter 4
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Percentage of children identified at the beginning of the year as In Excess of Healthy BMI or Over Healthy BMI whose BMI is reduced.	60%	N/A	47%	65%	
STRATEGY	Identify In Excess of Healthy Body Mass Index (BMI) and/or Over Healthy BMI children ages 2-5 years in an effort to promote a healthy lifestyle.						
STRATEGY	Promote nutrition education programs for parents at each school site.						
STRATEGY	Ensure that children receive both nutrition curriculum and physical activity daily within the classroom schedule.						
STRATEGY	Decrease the number of children who are identified as In Excess of Healthy BMI or Over Healthy BMI from the higher level of Body Mass Index (BMI) classification to the next lower level by children's height and weight.						
EXPLANATION	Year round, full-day children are assessed four times a year. After the third assessment, the department identified 42 children as "in excess of healthy Body Mass Index (BMI)" for whom will be provided nutrition counseling and education training throughout the program year; 80 children (65% of the children still enrolled) have improved their BMI classification to the next lower level. The department has met its target goal of lowering the BMI to a healthier classification for 60% of the children identified after the first assessment by June 30, 2025.						

County of San Bernardino Preschool Services Department

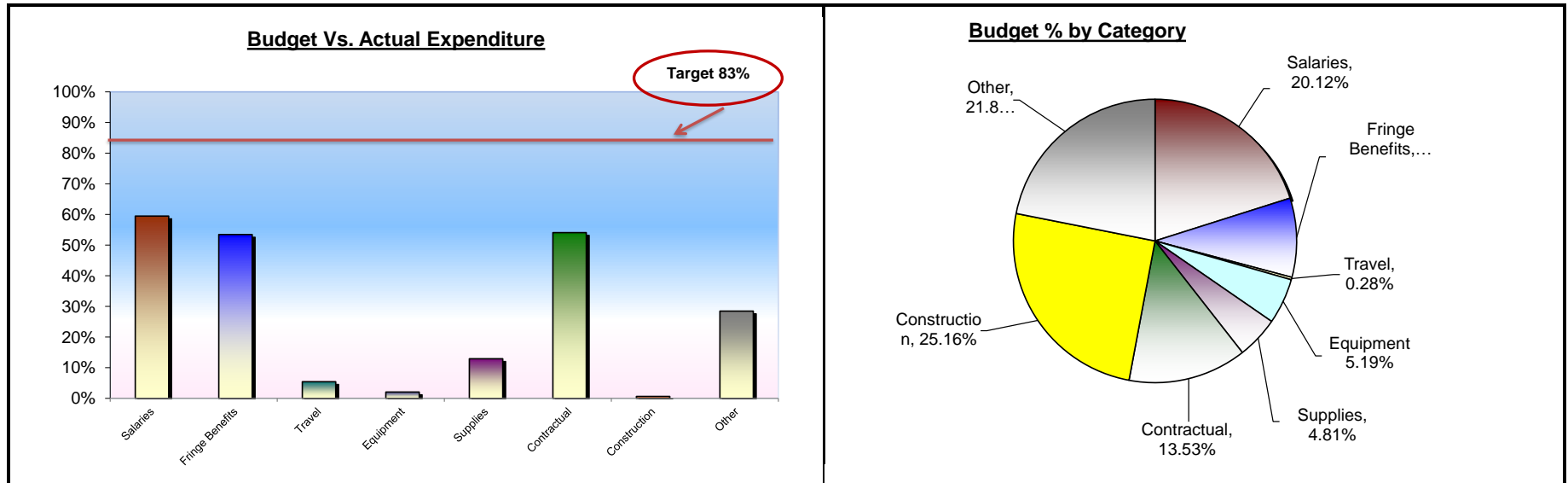
Budget-To-Actual and Projected Expenditure Report

FY 2024-25

As of April 30, 2025

Combined

Budget Categories	(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)
	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (C) - (D)	Budget Transfer Transfer-In (i) Transfer-out (ii)	Budget Balance II (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
Expenditures									
A Salaries	22,568,621	13,421,613	9,147,008.21	5,247,863	18,669,476	3,899,145	- (3,899,145)	-	59.5%
B Fringe Benefits	10,116,339	5,407,143	4,709,195.59	2,350,539	7,757,682	2,358,657	- (2,358,657)	-	53.4%
C Travel	318,607	17,278	301,328.55	57,826	75,104	243,503	- -	243,503	5.4%
D Equipment	5,827,252	119,884	5,707,367.81	5,279,641	5,399,525	427,727	- -	427,727	2.1%
E Supplies	5,394,949	697,058	4,697,890.90	9,107,867	9,804,925	(4,409,976)	4,409,976 -	-	12.9%
F Contractual	15,173,853	8,204,873	6,968,980.37	10,990,973	19,195,846	(4,021,993)	4,021,993 -	-	54.1%
G Construction	28,227,242	176,741	28,050,501.04	21,553,273	21,730,014	6,497,228	- (3,028,349)	3,468,879	0.6%
H Other	24,561,453	6,991,303	17,570,150.04	9,106,722	16,098,025	8,463,428	854,182 -	9,317,610	28.5%
Total Direct Costs	112,188,316	35,035,893	77,152,423	63,694,704	98,730,597	13,457,719	9,286,151 (9,286,151)	13,457,719	31.2%
Percentage (%) Analysis	100.0%	31.2%	68.8%	56.8%	88.0%	12.0%	8.3% -8.3%	12.0%	52.10%



Note: Year to date actual expenditures as of April 30, 2025

This page intentionally left blank.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditors' Report

Honorable Board of Supervisors
San Bernardino County, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of San Bernardino County, California (the "County") as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated January 24, 2025. Our report included a reference to other auditors who audited the financial statements of the San Bernardino County Flood Control District, the San Bernardino County Redevelopment Successor Agency Private-Purpose Trust Fund, the First 5 San Bernardino Children and Families Commission, or the San Bernardino County Employees' Retirement Association, as described in our report on the County's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's basic financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "The PwC Group, LLP". The signature is written in a cursive, flowing style.

Santa Ana, California
January 24, 2025



**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM,
REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND REPORT ON THE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

Independent Auditors' Report

Honorable Board of Supervisors
San Bernardino County, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited San Bernardino County, California's (the "County") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the County's major federal programs for the year ended June 30, 2024. The County's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the County and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the County's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the County's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the County's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the County's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the County's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the County's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the County, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the County's basic financial statements. Other auditors audited the financial statements the San Bernardino County Flood Control District, the San Bernardino County Redevelopment Successor Agency Private-Purpose Trust Fund, the First 5 San Bernardino Children and Families Commission, or the San Bernardino County Employees' Retirement Association, as described in our report on the County's financial statements. We issued our report thereon dated January 24, 2025, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Supplementary Schedule of Office of California State Department of Aging Grants but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

A handwritten signature in black ink that reads "The PwC Group, LLP". The signature is written in a cursive, flowing style.

Santa Ana, California
January 24, 2025

This page intentionally left blank.

County of San Bernardino
PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2025

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	25-26 Target	Acc. Quarter 1	25-26 Quarter 2	25-26 Quarter 3	25-26 Quarter 4
OBJECTIVE	Strategically engage particular Vision Element Groups to support and expand the County's public facing Vision projects.	Percentage of children not meeting developmental expectations in literacy skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	55%				
STRATEGY	Promote school readiness.						
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."						
STRATEGY	Support the Vision2Read Initiative.						
STRATEGY	Identify the number of Head Start/State Preschool children ages 3 – 5 not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in Literacy skills on the first quarter's assessment, and reduce this count by 55% by June 30,2026.						
EXPLANATION							

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2025

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	25-26 Target	Acc. Quarter 1	25-26 Quarter 2	25-26 Quarter 3	25-26 Quarter 4
OBJECTIVE	Strategically engage particular Vision Element Groups to support and expand the County's public facing Vision projects.	Percentage of children not meeting developmental expectations in social emotional skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	30%				
STRATEGY	Promote school readiness.						
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."						
STRATEGY	Identify the number of Early Head Start children ages 18 – 36 months not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in social emotional skills on the first quarter's assessment, and reduce this count by 30% by June 30, 2026.						
EXPLANATION							

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2025

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	25-26 Target	Acc. Quarter 1	25-26 Quarter 2	25-26 Quarter 3	25-26 Quarter 4
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Number of foster children enrolled.	205				
STRATEGY	Increase the enrollment opportunities for foster children.						
STRATEGY	Enhance the referral process of enrollment with the Children and Family Services Department.						
EXPLANATION							

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2025

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	25-26 Target	Acc. Quarter 1	25-26 Quarter 2	25-26 Quarter 3	25-26 Quarter 4
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Percentage of children identified at the beginning of the year as <i>In Excess of Healthy BMI</i> or <i>Over Healthy BMI</i> whose BMI is reduced.	60%				
STRATEGY	Identify <i>In Excess of Healthy BMI</i> and/or <i>Over Healthy BMI</i> children ages 2-5 years in an effort to promote a healthy lifestyle.						
STRATEGY	Promote nutrition education programs for parents at each school site.						
STRATEGY	Ensure that children receive both nutrition curriculum and physical activity daily within the classroom schedule.						
STRATEGY	Decrease the number of children who are identified as <i>In Excess of Healthy BMI</i> or <i>Over Healthy BMI</i> from the higher level of Body Mass Index (BMI) classification to the next lower level by children's height and weight.						
EXPLANATION							

Preschool Services Department Administration

**Arlene Molina
Director**

Head Start Shared Governance Board March 20, 2025

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Ted Alejandre, County Superintendent, San Bernardino County Superintendent of Schools, SGB Vice Chair
3. Josh Dugas, Director, San Bernardino County Department of Public Health
4. Ashley Brooksher, Children's Network Officer, San Bernardino County Children's Network
5. Dr. Georgina Yoshioka, Director, San Bernardino County Department of Behavioral Health
6. Eva Soto, Policy Council Chair, SGB Representative, Chino Head Start
7. Brianna Montezuma, Policy Council SGB Representative, Ontario Maple Head Start

Absent:

8. Vacant, Policy Council SGB Representative



Head Start Shared Governance Board Meeting Minutes

DATE: March 20, 2025
PLACE: Preschool Services Department
662 South Tippecanoe Avenue, San Bernardino, 92415

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

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

San Bernardino County (SBC) Board of Supervisors (BOS) 5th District Supervisor Joe Baca, Jr., SGB Chair, called the meeting to order and welcomed everyone. Supervisor Baca Jr. welcomed newly elected Policy Council (PC) SGB Representative, Brianna Montezuma, Ontario Maple Head Start.

3. Public Comment

There were no public comment requests.

4. Presentation of the Agenda

4.1 Modification to the Agenda

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

- Item 8.2 Approval of Request to Submit 1303 Applications for Program Year 2024-25 - Madeline will present the revised document.

5. Executive Reports/Program Updates

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

Arlene Molina, Preschool Services Department (PSD) Assistant Director, shared recent communication from the Office of Head Start as follows:

- Information Memorandum 25-01 – Supporting Food Security and Access to Indigenous Foods For Children and Families in Tribal Early Childhood
- Information Memorandum 25-02 – Fiscal Year 2025 Monitoring Process for Head Start Recipients
- Program Information 25-01 – Procedures for Tribal CCDF Lead Agencies and American Indian Alaska Native Head Start Grant Recipients to Jointly Apply to Use CCDF and Head Start Funds for Construction or Major Renovation of Early Childhood Facilities

5.2 Program Updates

Arlene presented the following updates.

Transition of 9-month Employee Contracts to 12-month

PSD 9-month staff have all signed the new 12-month contracts for the 2025-26 Program Year. This change is needed to support our Extended Duration program.

Sacramento – 2025 Head Start Advocacy Day

PSD staff and Policy Council parents attended the 2025 Head Start Advocacy Day in Sacramento this week. They met with new assembly members and dropped off PSD information. The assembly members were invited to visit PSD sites. There were 3 bills introduced that Head Start supports: 1) streamlining licensing processes; 2) teacher qualifications – state requirements would be changed to match the federal waiver process; and 3) Commission for Teacher Credentialing – provides Early Education representation by making it mandatory for Administrator, Site Director and Classroom staff positions to be included on the Commission.

5.3 PSD 2024-25 Reports and Updates

5.3.1 Program Information Report – As of March 3, 2025

Rodney Barrios, Program Manager, presented the following program information reports:

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

Eva Sota, Policy Council Chair – Chino Head Start and PC SGB Representative, asked about the CCP deadlines for screenings. Rodney explained that the CCP deadlines are the same but because they are contractors it may take longer for follow-up.

Supervisor Baca Jr. inquired about the process PSD is made aware of a family's need for Mental Health services. Rodney explained that all families complete a needs assessment and the PSD Generalists follow-up with the families throughout the program year.

Supervisor Baca Jr. asked about how PSD can encourage the EHS parents about early dental care and education. Arlene shared that PSD is working with Janki Patel, Public Health Assistant Director, on a plan to provide parent education and dental services along with immunizations at the PSD monthly socializations. Josh Dugas suggested he and Arlene connect about another program DPH offers that teaches proper dental care. Rodney added that Center-Based children receive regular scheduled on-site dental assessments therefore their screening numbers are significantly higher than the Home-Based children.

5.3.2 Facilities Report – February 2025

Dina Bunch, Supervising Administrative Supervisor II, presented the Facilities Report and highlighted the following:

- Work Order Status
- Maintenance Projects Completed
- CIP Projects Status

Eva inquired about the possible delays in resolving work orders. Dina explained that the delay is typically due to approvals at leased properties.

5.3.3 Enrollment Report – February 2025

Sean Segal, ERSEA Program Manager presented the following enrollment reports:

- Head Start (HS) 87%
- Early Head Start (EHS) 72%
- Early Head Start - Child Care Partnership (CCP) 97%

Supervisor Baca Jr. inquired about waiting lists. Sean replied that we approximately 644 children on the waiting lists at 440 for Head Start and 174 for Early Head Start.

Superintendent Alejandra commented on the improvement in enrollment apart from just a few Head Start sites. Sean agreed and said PSD is continuing to hire staff so that we can open more classrooms.

5.3.4 Attendance Report – 2301 Average Daily Attendance

Sean presented the following average daily attendance for February 2025.

- Head Start 98.20%
- Early Head Start 95.21%
- EHS-CCP 99.53%
- Easter Seals HS 99.20%
- Easter Seals EHS 98.62%

Eva inquired about Barstow’s low numbers in enrollment and attendance. Sean explained that there are empty classrooms due to the need to hire more staff and the difficulty in filling these positions due to location. There were 2 families that had some barriers and PSD staff is working with the families to provide support or resources to improve attendance.

Newly elected Policy Council SGB Representative, Brianna Montezuma, Ontario Maple Head Start, inquired about the absences reported on the Attendance reports. Sean explained that those absences are unexcused absences and that excused absences are counted in the attended numbers.

5.4 Finance Reports – Budget to Actual Reports Ending January 31, 2025

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

Combined HS/EHS FY 2024-25	Budget/Balance	Percentage Analysis
Budget	\$66,032,669	
Projected Budget Balance	\$10,532,334	16%

5.5 PSD Community Assessment 2024-25

Debra Billings-Merlos, Deputy Director, presented the summary of the comprehensive Community Assessment for 2025-29 as required by Head Start Performance Standards every 5 years. Areas highlighted were as follows:

Economic Well-being

- SB County median income has grown by 35% since the last community assessment in 2019; West End having the highest income
- Poverty rates have decreased to 14%
- The East Valley, Central Valley and the High Desert have the highest poverty rates
- As of Oct. 2024, the unemployment rate in SB County was 5.3%

Racial and Ethnic Demographics

- 2.18 million people live in SB County
- 6.5 out of 10 residents identified as people of color
- Population has grown by 3% since 2017, and projected to grow another 3% by 2030
- 63% of children enrolled in PSD identify as Latino
- Increase of 2% of people of color in SB County – specifically a rise in the Latino population within the County, with a 6% increase in the high desert

Family Composition

- 660,000 family households
- 6% decline in the number of children under 5 since 2017
- Of the 660,000 households 46% are single parent families and 31% married couples
- 72% of the single parent families are led by single mothers

Housing and Food Insecurity

- Population of those experiencing homelessness has doubled in the past 5 years
- Cost-burdened households spend more than 30% of their income on housing costs
- In the US 49.7% are cost burdened, and 59% in SB County
- 51% of PSD Families received Cal Fresh assistance last year

Maternal Health

- In 2023, 10% of babies born in SB County were preterm
- 14.3% for African American mothers
- 9.5% for Latina mothers
- 9% for White
- 8.6% Asian Mothers

PSD Customer Satisfaction

- 9 out of 10 gave PSD high marks for service quality
- 98% said they would recommend the program to other families
- 92% of parents found that the school day length and locations were convenient

Program opportunities for Decision Making

- Adjust Program Design
 - Consider converting more preschool slots to EHS
 - Consider feasibility of providing preschool in areas with increased TK enrollment
- Enhance Recruitment and Enrollment
 - Strengthen partnerships with school districts to align services and avoid competition
 - Review and enhance the enrollment process
 - Prioritize single parent households
- Expand Health and Nutrition Services
 - Increase access to healthcare and food programs
 - Collaborate with health care providers for more comprehensive health services.
 - Ensure mental health supports are aligned with the new HSPPS
- Address Special Populations
 - Collaborate with County sponsored programs to enhance services for children in foster care, those experiencing homelessness, and children with disabilities
 - Targeted support to pregnant families to ensure healthy pregnancies
 - Continue to prioritize African American families; implement recruitment strategies to reach more African American families
- Strengthen Community Partnerships
 - To address gaps in services to reach more families
 - Increase home activities regarding literacy and math so children receive the necessary foundation for kindergarten
- Enhance Parent Engagement
 - Implement programs that support parent with higher education and job training
 - Focus parent workshops on early literacy and math proficiency for children
 - Continue to focus on fathers to increase their participation

5.6 School Readiness Outcomes – 2024-25 Fall/Winter Comparison

Shannon Rodriguez, Program Manager, presented the 2024-25 Fall/Winter Comparison of School Readiness Outcomes. Shannon highlighted the following areas of the report.

- Domain Comparisons – Social & Emotional, Language & Literacy, and Physical Development
 - All Infants & Toddlers
 - < 1 Year Old Children
 - 1 Year Old Children
 - 2-Year-Old Children - Language and Literacy scores dropped. PSD Management has analyzed the reason and have attend Footsteps to Brilliance trainings for staff. Management will continue to monitor the data following all trainings.
 - All Preschoolers
 - 3-Year-Old Children
 - 4-year-Old Children – The Physical Development scores dropped. PSD Management has analyzed the reason and have scheduled STEM trainings for staff and will work with teachers on strategies to use some of our current indoor materials outside.

6. SGB Training/Refresher

6.1 Shared Governance/Policy Council Overview

La Shawn Love-French, Program Manager, presented the overview of the Shared Governance and Policy Council and highlighted the following:

- Powers and Functions of Head Start Agencies
- Roles and Responsibilities of the Governing Body
- Head Start Policy Council
- Roles and Responsibilities of the Policy Council
- Conclusion – The Power of Shared Governance

7. Consent Items

The following consent item was approved.

7.1 SGB Minutes – January 23, 2025

APPROVED

Motion/Second: Josh Dugas/Superintendent Alejandre

AYES: Supervisor Baca Jr., Superintendent Alejandre, Josh Dugas, Dr. Yoshioka, Ashley Brooksher

ABSENT: None

ABSTAIN: None

8. Discussion Items

8.1 Approval of the Head Start Grant Application Fiscal Year 2025-26 – Year 1 of 5 Year Funding Cycle

Arlene Molina, Director, presented the Executive Report Head Start Grant Application Summary for the Fiscal Year 2025-26 Head Start Grant Application and highlighted the following:

- Recommendation to serve 2,039 eligible children and families at 35 sites countywide, with an additional 33 Family Child Care locations.
- Proposed Budget of \$82,540,836
 - Head Start \$42,305,574

- Early Head Start \$ 22,973,156
- Non-Federal Share \$16,508,167
- Goal Summary
 - Promote School Readiness
 - Support to families towards self-sufficiency
 - 5 Long Term Goals
 - Expand Services for children in underserved populations
 - Create opportunities for success and independence for parents dedicated to improving their future
 - Promote a culture of inclusion, open communication, and wellness that inspires staff to deliver expectational, coordinated and high-quality services
 - Develop an environment that continually draws new talent to our workforce and retains skilled staff, maintaining a consistent level of care and support for children and their families
 - Enrollment slots and program options for 2025-26
 - Head Start 1456
 - Early Head Start 583
- PSD Self-Assessment 2024-25
 - Goals and Objectives Findings: PSD has made significant progress in meeting its 5-year goals and has achieved the following outcomes:
 - Increased the number of infants/toddlers served in high-quality environments.
 - Increased the quality of instruction in all preschool environments, as evidenced by increased CLASS scores.
 - Increased the number of parents enrolled in family well-being activities, such as the GED program.
 - Decreased Teacher turnover resulting in improved continuity of care.
 - Staff Voices Findings: PSD conducted 2 staff surveys. The summary conclusion of the Survey indicates that while PSD has implemented activities that promote staff engagement and well-being, staff members who responded to the surveys stated they are seeking a more supportive and appreciative work environment.

The Leadership Team will include objectives and activities for the new program year that allow for the establishment of a committee and focus groups to address key concerns.

APPROVED

Motion/Second: Superintendent Alejandro/Josh Dugas

AYES: Supervisor Baca Jr., Superintendent Alejandro, Josh Dugas, Dr. Yoshioka, Ashley Brooksher

ABSENT: None

ABSTAIN: None

8.2 Approval of Request to Submit 1303 Applications for Program Year 2024-25

Madeline Tsang, Administrative Manager, presented the revised Request to Submit 1303 Applications for the 2024-25 Program Year. The only revision was related to the location for Yucaipa as it was determined today, March 20, by San Bernardino County Real Estate Services (RES) that the facility was no longer available.

Arrowhead Grove

The Fontana Unified School District, a contracted partner, is closing its early education program, resulting in 16 Early Head Start (EHS) children losing placement this year. The Housing Authority of the County of San Bernardino informed Preschool Services Department (PSD) that approximately 1,200 square feet of interior space became available for lease at the current Arrowhead Grove site campus at 1151 N. Crestview Avenue,

San Bernardino. PSD proposes to modify the existing lease to expand the campus and renovate the additional facility located at 1163 and 1169 N. Crestview Avenue, adding two EHS classrooms with supporting spaces and a playground to accommodate the displaced children. The current estimated one-time cost of playground and parking improvements as well as classroom renovations is about \$ \$1,292,000 with an Office of Head Start (OHS) approved funding in Program Year (PY) 24-25.

Rancho Cucamonga

The current PSD Administration building no longer meets the departmental needs as administrative staff have been relocated to other locations due to a shortage in office and parking spaces. In addition, PSD needs a training center for teachers, parents and volunteers along with a Child Development Center for the community. PSD has identified a suitable building located at 8163 Rochester Avenue, Rancho Cucamonga which will accommodate the administrative staff, a Child Development and Training Center as well as potential future programs. Upon completion of the acquisition, PSD proposes to renovate the new building by adding a Child Development Center, playground and remodeling the office space. The acquisition, addition of a Child Development Center, playground and office renovations are budgeted to cost \$17,276,070 within an OHS approved one-time funding in PY24-25.

Victorville Anacapa

PSD has leased the current site at 15309 and 15321 Anacapa Road, Victorville since 1999 and the landlord has decided to sell this facility. Negotiations to purchase this property are currently in process with the RES. Upon completion of the acquisition, PSD proposes a minor renovation of the classrooms and improvements to the existing playground to include fencing, bike path, play equipment and surface material upgrades. Playground improvements and classroom renovations are budgeted to cost \$2,725,768 with an OHS approved one-time funding in PY24-25.

Whitney Young

PSD currently leases 1,512 square feet of interior space plus 18,100 square feet of land at the Whitney Young Center site. The existing interior space is used as office space for current staff and a kitchen area for warming meals for the children. Additionally, PSD constructed two modular buildings with a total of four HS classrooms and a playground on the leased land area. Recently, 4,530 square feet of interior space became available for lease at this site. PSD proposes to modify the existing lease to expand into this area and renovate the facility to add two EHS classrooms with supporting spaces as well as add an EHS playground and perimeter security fencing to this site to meet the underserved needs of this service area. Site improvements and facility renovations are budgeted to cost \$3,937,000 with an OHS approved one-time funding in PY 24-25.

Yucaipa

PSD currently leases interior space plus land for two playgrounds at 12236 California Street. The current site has foundation issues which would require the site to close for repair and displace 80 children. There are also barriers to access which are not feasible for the landlord to remove.

PSD is working with the RES on the preschool relocation. Once the lease contract is signed, PSD will renovate the classrooms, add a Family Learning Center and staff office areas as well as playground and parking improvements. Classrooms and playground construction are budgeted to cost \$4,237,728 with an OHS approved one-time funding in PY 2024-25.

Approval of 1303 submissions for the above facility projects will enable PSD to serve more children and be able to improve the Head Start program quality by providing more staff/parent training, safe environment for all enrolled children and staff.

Mr. Dugas inquired about the Yucaipa budgeted cost. Madeline responded that once RES locates a facility then the true cost will be determined through the 1303 application and evaluation process.

APPROVED WITH AMENDMENT TO YUCAIPA

Motion/Second: Dr. Yoshioka/Josh Dugas

AYES: Supervisor Baca Jr., Superintendent Alejandro, Josh Dugas, Dr. Yoshioka, Ashley Brooksher

ABSENT: None

ABSTAIN: None

9. Informational Items

9.1 Next SGB Meeting

The next SGB meeting is scheduled for May 22, 2025.

10. Executive Comment

Eva Soto, PC Chair and SGB Representative, shared that she was able to attend the National Head Start Association conference in Washington DC in January. She was thankful for the opportunity to participate and advocate as a parent for what she truly believes in and stated that the Head Start program works. She fully enjoys participating and thanked everyone for the opportunity to be on the Shared Governance Board.

Supervisor Baca Jr. shared his vision for PSD to improve in physical development. He and Arlene have discussed having an off-site physical fitness program in possibly Ontario.

Supervisor Baca Jr. thanked Arlene for doing a great job keeping PSD going and working on long-term improvements.

11. Adjournment

The meeting adjourned at 3:11 P.M.

This page intentionally left blank.

San Bernardino County Preschool Services Department - Planning Road Map

Program Year 2025-26

July 2025

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PFCE
All Full Day Head Start Program Options begin	ED
School Readiness Overview /Orientation	ED
State Quarterly Report (CSPP and CPKS)	FIN
SF-429 Annual Federal Financial Report - HS	FIN/FAC
SF-425 Federal Financial Report - HS(Annual) and Fire(QTR)	FIN
Additional Position Requests if applicable	FIN
BAI to Accept HS, EHS, and EHS-CCP grants	CON
Policy Council Meeting	PFCE
Review OHS PIR Guidelines for upcoming year	MGMT
Review Draft Program Information report (PIR)	QA
Capital Improvement Projects Review for next PY	FIN/FAC/ED
Receive deadlines for Human Services Annual Report info	SP
Begin In-Service Planning	ED
Year-end Closing Packet due to CAO	FIN
4th Quarterly County Performance Measures due	ED
FFATA report if applicable	FIN
Fatherhood Fire Quarterly Performance Progress Report (PPR)	PFCE
Delegate Authority Approval for Submission of PPR	CON
BAI to accept Fatherhood FIRE grant	CON
Prepare BAI for CACFP Grant Application	CON
Begin Contract Monitoring Reports	ED/HLTH/MH

September 2025

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PFCE
Policy Council Meeting	PFCE
Health/Mental Health Services Advisory Committee meeting	HLTH/MH
Conduct Community Assessment	SP
Schedule & Plan Self-Assessment for November	SP
1st Quarter Budget Adjustment & Performance Measures (prep)	FIN
CACFP Site Self-Audit 1 of 3	NTR
Send out Community Assessment Parent Survey	SP
FFATA report if applicable	FIN
DRDP Outcomes - Update School Readiness Goals Overview	ED
Prepare BAI for State (CSPP) application	CON
Annual Staffing Changes	FIN/PSDP
Begin Matrix Planning for next Program Year	ERSEA
State Reporting Regarding Site Closures	ED
Prepare BAI for State (CSPP) application	CON

November 2025

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PFCE
CACFP Base Count due to State	FIN
Position Review for 2025-26 County Budget	FIN/PSDP
Submit State Application	ED/PS/CON
Prepare BAI to accept CACFP grant	CON
Conduct Self-Assessment	SP
Policy Council Meeting	PFCE
Start State DRDP Parent Surveys	ED
FFATA report if applicable	FIN
File CSPP Audit Report with State	FIN
State Reporting Regarding Site Closures	ED

January 2026

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PFCE
State Quarterly Report (CSPP and CPKS)	FIN
SF-425 Federal Financial Report - HS (Semi-Ann) and FIRE (QTR and A	FIN
T&TA Budget Plan - (GABI)	FIN/TTA
Next PY GABI	FIN
FFATA report if applicable	FIN
Policy Council Meeting	PFCE
Shared Governance Board Meeting	DIR
CACFP Site Self-Audit 2 of 3	NTR
State 2nd Quarterly Report (CSPP and CPKS)	FIN
Self-Assessment Corrective Action Plan	SP
PSD Annual Report Governance Review and Plan	SP
Begin Preservice Planning	CLK
2nd Quarterly County Performance Measures due	ED

August 2025

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PFCE
BAI CACFP Grant Application	CON
Receive notice application due for CACFP	FIN
Send Refunding Information to Contract Partners (GABI)	FIN
Final Program Information Reports Due	QA
Policy Council Meeting	PFCE
Begin PSD Annual Report	SP
Pre-Service Annual Preschool Services Conference	CLK
Shared Governance Board Meeting	DIR
PSD School Begins for 175 days	ED
PSD Section for the Human Services Annual Report due	SP
SGB Training - ERSEA	ERSEA
FFATA report if applicable	FIN
CSAC Challenge Award Submission	SP
BAI to Accept State (CSPP) grant	CON
State Reporting Regarding Site Closures	ED
BAI to Accept State (CCTR) grant	CON
Complete Contract Monitoring reports	ED/HLTH/MH

October 2025

Report or Task Name	Unit
New Policy Council Orientation Day 1 & 2	PFCE
Policy Council Agenda Setting Meeting	PFCE
1st Quarter Budget Adjustment and Performance Measures (due)	FIN
State 1st Quarterly Report (CSPP and CPKS)	FIN
SF-425 Federal Financial Report - Fatherhood Fire (QTR)	FIN
CDE Independent Audit of Grant Schedules	FIN
Fatherhood Fire Quarterly Performance Progress Report (PPR)	PFCE
Delegate Authority Approval for Submission of PPR	CON
BAI for State (CSPP) application	CON
CACFP Base Count (Meal Forms)	ED
Management Review State Application	ED
Policy Council Meeting	PFCE
Shared Governance Board Meeting & Orientation	DIR
California Shakeout (Disaster Preparedness)	PM/CLK
Prepare BAI for CA payout	CON
SGB Training - Governance Responsibilities/School Readiness	PFCE/ED
Update Quarterly County Performance Measures - 1st qtr	ED
FFATA report if applicable	FIN
Next PY Calendars for State CFA	ED
Review data for GABI goals	PM
BAI for State (CCTR) application	CON

December 2025

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PFCE
Receive Budget from Contract Partners (GABI)	FIN/CON
Capital Improvement Projects Review	FIN/FAC/ED
Submit - Position Request for 2025-26 County Budget	FIN/PSDP/ED
FFATA report if applicable	FIN
Classroom Matrix Planning (GABI)	ED/PSDP
Policy Council Meeting	PFCE
Establish Recruitment - Selection Criteria	PM
Submit Final PSD Annual Report	SP
Community Assessment Reviewed/Approved	SP/MGMT
NACo Planning	MGMT
Start EHS/HS Parent Handbook Review	ED/SP
Next PY Program Calendars - all programs	ED
Start next PY Education Classroom Timelines	ED
DRDP Outcomes - Update School Readiness Baseline Data	ED
BAI to accept CACFP grant	CON
Health/Mental Health Services Advisory Committee meeting	HLTH/MH

February 2026

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PFCE
Prepare BAI for HS,EHS & CCP Grant application (GABI)	CON
PSD In-Service	ED/TTA
DRDP Outcome Update School Readiness Goals - 1st and 2nd assessment con	ED
Policy Council Meeting	PFCE
FFATA report if applicable	FIN
Next PY Quarterly Performance Measures Template	ED
Next PY GABI & FIRE Budget due to Executive Review	FIN/Prog
State Reporting Regarding Site Closures	ED

San Bernardino County Preschool Services Department - Planning Road Map

SGB Training - PFCE & PC
Review data for GABI goals
Start Enrollment Packet Form review

PFCE/PC
PM
ED/SP

March 2026

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PFCE
County Budget, HS Grant and FIRE Grant Submission	FIN
Complete Parent Survey Action Plan	ED
BAI HS/EHS & CCP Grant approval	CON
Review of Planning Road Map for Next Program Year	DIR
Start State (CSPP & CCTR) Program Self-Evaluation	ED
Health/Mental Health Services Advisory Committee meeting	HLTH/MH
Policy Council Meeting/approval of GABI	PFCE
Shared Governance Board Meeting/approval of GABI	DIR
SGB Training - Facilities	FAC
Sensitive Equipment Inventory Count/report preparation	FAC
FFATA report if applicable	FIN
Mid-Year Staffing Changes	FIN/PSDP

May 2026

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PFCE
County Year-End Closing - Purchase Request Cut Off	FIN
County Year-End Closing - Employee Travel Request cut off	FIN
JOC Contract Commencement	FAC
State (CSPP & CCTR) Program Self-Evaluation Finalized	ED
Complete PSD Directory of Services	CLK/PS
BAI - accept HS/EHS & CCP (GABI)	CON
PSD Planning Road Map approvals	PC/DIR
Policy Council Meeting	PFCE
Shared Governance Board Meeting	DIR
Begin final PIR Report	QA
Begin HSS Annual Report	SP
SGB Training - PIR	MGMT
Annual Fixed Asset Report due to ATC	FAC
FFATA report if applicable	FIN
Start CSAC Challenge Award Planning	SP
Prepare BAI for General Fund Loan	CON

April 2026

Report or Task Name	Unit
Policy Council Agenda Setting Meeting	PFCE
Fixed Assets/Vehicle Inventory Count	FIN/CLK
3rd Quarterly County Performance Measures	ED
State 3rd Quarterly Report (CSPP and CPKS)	FIN
Licensing of Duration Sites	ED
Policy Council Meeting	PFCE
CACFP Site Self-Audit 3 of 3	NTR
Sensitive Equipment Inventory due to ITSD	TECH
Employees' Satisfaction Survey	SP
FFATA report if applicable	FIN
Start Updating Site Licenses (200A)	ED
SF-425 Federal Financial Report - FIRE (QTR)	FIN
NACo Submission	SP

June 2026

Report or Task Name	Unit
State Program Self-Evaluation submission	ED
1st Quarter Position Review	FIN/Prog
BAI - accept CA Budget Adjustment	CON
Take State Contract & ACF Award to Policy Council	PFCE
Policy Council Meeting	PFCE
Review Prior Year Program Goals & Objectives - HSS Annual Report	MGMT
FFATA report if applicable	FIN
Prepare County Year-end Closing Accrual Packet	FIN
Submit final budget transfer/NSF waiver in HSES if applicable	FIN
State Reporting Regarding Site Closures	ED
DRDP Outcomes Update School Readiness Goals review of 1st, 2nd, 3rd	ED
Health/Mental Health Services Advisory Committee meeting	HLTH/MH

Individual/Unit Responsible

CLK Clerical
CON Contracts & BAIs
DIR Director
ED Education
ERSEA Eligibility Recruitment Selection Enrollment Attendance
FAC Facilities
FFATA Federal Funding Accountability and Transparency Act
FIN Finance
HLTH Health
PSDP PSD Personnel
MGMT Management
NTR Nutrition
PFCE Parent/Family Community Engagement
PM Program Manager
QA Quality Assurance
SP Special Projects
TTA Training and Technical Assistance Unit
TECH Technology

Projects/Agencies/Programs

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

MONTH	POLICY COUNCIL		SHARED GOVERNANCE BOARD
July 2025	<u>21st Meeting</u> 1. Update 4 th Quarter County Performance Measures		No Meeting
August 2025	<u>18th Meeting</u> 1. Annual Training ERSEA 2. Next PY Quarterly County Performance Measures 3. School Readiness Goals/Child Outcomes – Comparison of Assessment 1, 2 and 3 – Review (previous year data)		21st Meeting 1. ANNUAL TRAINING – ERSEA 2. Next PY Quarterly County Performance Measures 3. School Readiness Goals/Child Outcomes – Comparison of Assessment 1, 2 and 3 – Review (previous year data) 4. Update 4 th Quarter County Performance Measures 5. Monthly Reports: PIR, Monitoring, Enrollment/Attendance, Facilities, Budget to Actual
September 2025	<u>15th Meeting</u> 1. Review of Community Representative(s) for the next Program Year		No Meeting
October 2025	<u>8th & 9th Policy Council Orientation Training</u> 1. New Policy Council Orientation Meeting 2. Training and Election of Officers 3. Exec. Board Planning/Agenda Setting Committee 4. Childcare Planning Council & Region 9 Rep. Election 5. Shared Governance Board Representatives 6. Policy Council Oath of Office & Code of Conduct 7. Policy Council Reimbursement Procedures <u>20th Meeting</u> 8. Update 1 st Quarter County Performance Measures 9. Community Assessment & Overview 10. ANNUAL TRAINING –Governance Responsibilities & School Readiness 11. Apprenticeship Program		<u>23rd Meeting</u> 1. Introduction of newly elected Policy Council Representatives 2. SGB By-laws and policies – as needed Governing Bodies/Shared Decision Making; Governance Internal Dispute Resolution/Impasse; and Community Complaint Procedure – as needed 3. Update 1 st Quarter County Performance Measures 4. Community Assessment & Overview 5. ANNUAL TRAINING –Governance Responsibilities School Readiness & Apprenticeship Orientation 6. Final Program Information Report - Review 7. Program Self-Assessment Participation Notice/Invite 8. Monthly Reports: PIR, Monitoring, Enrollment/Attendance, Facilities, Budget to Actual
November 2025	<u>17th Meeting</u> 1. Self-Assessment Update		No Meeting
December 2025	<u>15th Meeting</u> 1. Overview of Standards of Conduct for staff 2. Personnel Rules (Excerpts & Standards of Conduct) 3. Attendance Procedure		No Meeting

January 2026	<u>20th Meeting</u> <ol style="list-style-type: none"> Administration for Children and Families Grant Application– Narrative and Budget to include Goals & Objectives – <i>Tentative</i> Plans Presentation Preschool Services Annual Report – Review School Readiness Baseline Outcomes – Overview/Review Update 2nd Quarter County Performance Measures ANNUAL TRAINING – Parent Family Community Engagement Prior Year Single Audit Results- Review 		<u>22nd Meeting</u> <ol style="list-style-type: none"> Shared Governance Board Vice-Chair Election Policy Council By-Laws – Approval Self-Assessment Report – Review ACF Grant Application– Tentative Plans Presentation Preschool Services Annual Report – Review School Readiness Baseline Outcomes – Overview/Review Update 2nd Quarter County Performance Measures ANNUAL TRAINING – Parent Family Community Engagement & Policy Council Prior Year Single Audit Results- Review Monthly Reports: PIR, Monitoring, Enrollment/Attendance, Facilities, Budget to Actual
February 2026	<u>17th Meeting</u> <ol style="list-style-type: none"> Self-Assessment Corrective Action Plan Update 		No Meeting
March 2026	<u>16th Meeting</u> <ol style="list-style-type: none"> ERSEA Selection Criteria Policy – Approval Delegate Agency & Contract Agency contracts – Every 5 years (2025) Administration for Children and Families Grant Application (GABI) – Narrative and Budget to include Goals & Objectives– Approval School Readiness Goals/Child Outcomes – Comparison of Assessment 1 and 2 – Review Corrective Action Plans – Self-Assessment Approval and Federal and/or State reviews when needed Next PY Quarterly Performance Measures -Review ANNUAL TRAINING – FACILITIES 		<u>19th Meeting</u> <ol style="list-style-type: none"> ERSEA Selection Criteria Policy – Approval Delegate Agency & Contract Agency contracts – Every 5 years (2025) ACF Grant Application (GABI) – Narrative and Budget to include Goals & Objectives– Approval School Readiness Goals/Child Outcomes – Comparison of Assessment 1 and 2 – Review Corrective Action Plans – Self-Assessment Approval and Federal and/or State Reviews - as needed Next PY Quarterly Performance Measures -Review ANNUAL TRAINING- FACILITIES Monthly Reports: PIR, Monitoring, Enrollment/Attendance, Facilities, Budget to Actual
April 2026	<u>20th Meeting</u> <ol style="list-style-type: none"> Update 3rd Quarter County Performance Measures PC By-Laws (Approval) 		No Meeting
May 2026	<u>18th Meeting</u> <ol style="list-style-type: none"> Planning Road Map - Approval Governance Calendar of Activities – Approval ANNUAL TRAINING –PIR 		<u>21st Meeting</u> <ol style="list-style-type: none"> Update 3rd Quarter County Performance Measures Next PY Planning Road Map Roadmap - Approval Next PY Governance Calendar of Activities - Approval Next PY SGB Calendar - Approval Next PY SGB Delegate Appointments - Approval ANNUAL TRAINING –PIR Monthly Reports: PIR, Monitoring, Enrollment/Attendance, Facilities, Budget to Actual
June 2026	<u>15th Meeting</u> <ol style="list-style-type: none"> Attendance Report 		No Meeting



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

San Bernardino County Head Start Shared Governance Board Meeting Program Year 2025-26

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

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

DR. GEORGINA YOSHIOKA
DIRECTOR
SBC Behavioral Health

JOSH DUGAS
DIRECTOR
SBC Public Health

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

Purpose

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

Meeting Dates/Time

2:00PM to 4:00PM

October 23, 2025
January 22, 2026
March 19, 2026

May 21, 2026
August 20, 2026

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

Meeting Location

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

Attendees

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

This page intentionally left blank.



San Bernardino County (SBC) Head Start Shared Governance Board

JOE BACA JR., CHAIR
SBC 5th District Supervisor

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

JOSHUA DUGAS, DIRECTOR
SBC Public Health

DR. GEORGINA YOSHIOKA, DIRECTOR
SBC Behavioral Health

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

EVA SOTA
Head Start Policy Council Chair
Chino Head Start
SGB Representative

BRIANNA MONTEZUMA
Head Start Policy Council Member
Ontario Head Start
SGB Representative

VACANT
Head Start Policy Council Member

SGB Representative

Shared Governance Board Delegate Appointment Form

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

Email to: Sharmaine.Robinson@psd.sbcounty.gov

The Head Start Shared Governance Member: _____

Title: _____

wishes to appoint: _____ to serve as Delegate for a one-year term beginning July 1, 2025 through June 30, 2026 to represent the member in the event the member must be absent from a meeting. The designation must be renewed every twelve months and is subject to disapproval by a majority of the remaining SGB members.

Appointee Title: _____

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


Head Start Shared Governance Board Member (signed)

Date

SGB Member (printed)

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



San Bernardino County (SBC) Head Start Shared Governance Board

JOE BACA JR., CHAIR
SBC 5th District Supervisor

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

JOSHUA DUGAS, DIRECTOR
SBC Public Health

DR. GEORGINA YOSHIOKA, DIRECTOR
SBC Behavioral Health

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

EVA SOTA
Head Start Policy Council Chair
Chino Head Start
SGB Representative

BRIANNA MONTEZUMA
Head Start Policy Council Member
Ontario Head Start
SGB Representative

VACANT
Head Start Policy Council Member
SGB Representative

Shared Governance Board Delegate Appointment Form

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

Email to: Sharmaine.Robinson@psd.sbcounty.gov

The Head Start Shared Governance Member: Josh Dugas

Title: Director

wishes to appoint: Janki Patel **to serve as Delegate for a one-year term beginning July 1, 2025 through June 30, 2026 to represent the member in the event the member must be absent from a meeting. The designation must be renewed every twelve months and is subject to disapproval by a majority of the remaining SGB members.**

Appointee Title: Assistant Director

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

A handwritten signature in blue ink, appearing to read "Josh Dugas".

Head Start Shared Governance Board Member (signed)

A handwritten date in blue ink, "4/10/25".

Date

SGB Member (printed)

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

Rev. 4/2025



San Bernardino County (SBC) Head Start Shared Governance Board

JOE BACA JR., CHAIR
SBC 5th District Supervisor

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

JOSHUA DUGAS, DIRECTOR
SBC Public Health

DR. GEORGINA YOSHIOKA, DIRECTOR
SBC Behavioral Health

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

EVA SOTA
Head Start Policy Council Chair
Chino Head Start
SGB Representative

BRIANNA MONTEZUMA
Head Start Policy Council Member
Ontario Head Start
SGB Representative

VACANT
Head Start Policy Council Member
SGB Representative

Shared Governance Board Delegate Appointment Form

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

Email to: Sharmaine.Robinson@psd.sbcounty.gov

The Head Start Shared Governance Member: Dr. Georgina Yoshioka

Title: Director, Department of Behavioral Health

wishes to appoint: Maribel Gutierrez **to serve as Delegate for a one-year term beginning July 1, 2025 through June 30, 2026 to represent the member in the event the member must be absent from a meeting. The designation must be renewed every twelve months and is subject to disapproval by a majority of the remaining SGB members.**

Appointee Title: Deputy Director, Community Engagement and Equity Services

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

A handwritten signature in blue ink, appearing to be "Dr. Georgina Yoshioka", written over a horizontal line.

Head Start Shared Governance Board Member (signed)

Dr. Georgina Yoshioka

SGB Member (printed)

4/7/25

Date

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

Rev. 4/2025



San Bernardino County (SBC) Head Start Shared Governance Board

JOE BACA JR., CHAIR
SBC 5th District Supervisor

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

JOSHUA DUGAS, DIRECTOR
SBC Public Health

DR. GEORGINA YOSHIOKA, DIRECTOR
SBC Behavioral Health

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

EVA SOTA
Head Start Policy Council Chair
Chino Head Start
SGB Representative

BRIANNA MONTEZUMA
Head Start Policy Council Member
Ontario Head Start
SGB Representative

VACANT
Head Start Policy Council Member
SGB Representative

Shared Governance Board Delegate Appointment Form

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

Email to: Sharmaine.Robinson@psd.sbcounty.gov

The Head Start Shared Governance Member: Ashley Brooksher

Title: Children's Network Officer

wishes to appoint: Hillary Steenson-Ray **to serve as Delegate for a one-year term beginning July 1, 2025 through June 30, 2026 to represent the member in the event the member must be absent from a meeting. The designation must be renewed every twelve months and is subject to disapproval by a majority of the remaining SGB members.**

Appointee Title: Associate Children's Network Officer

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

Ashley Brooksher

Head Start Shared Governance Board Member (signed)

4/7/25

Date

Ashley Brooksher

SGB Member (printed)

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

Rev. 4/2025

Preschool Services Department Administration

Arlene Molina
Director

FY 2024-25 Head Start and Early Head Start Grant 09CH011719-05

Budget Transfer Request

Approval by Policy Council and Shared Governance Board

San Bernardino County Preschool Services Department (PSD) is requesting approval of the following budget transfers within the Head Start (HS) & Early Head Start (EHS) programs for the fiscal year 2024-25. The required budget adjustments by Program, CAN number, and Budget Category are as follows:

		Head Start CAN# G094122			Early Head Start CAN# G094122			
GABI Code	Budget Categories	Approved Budget	Transfer In HS (\$)	Transfer Out HS (\$)	Transfer In EHS (\$)	Transfer Out EHS (\$)	TL Transfers (\$)	Revised Budget (\$)
A	Salaries	22,568,621	5,285,847			(9,184,992)	(3,899,145)	18,669,476
B	Fringe Benefits	10,116,339	2,095,118			(4,453,775)	(2,358,657)	7,757,682
C	Travel	318,607						318,607
D	Equipment	5,827,252						5,827,252
E	Supplies	5,394,949	2,511,353		1,898,623		4,409,976	9,804,925
F	Contractual	15,173,853	2,489,304		1,532,689		4,021,993	19,195,846
G	Construction	28,227,242		(12,381,622)	9,353,273		(3,028,349)	25,198,893
H	Other	24,561,453			854,182		854,182	25,415,635
	Total Amount	112,188,316	12,381,622	(12,381,622)	13,638,767	(13,638,767)	0	112,188,316

The purpose of the above budget adjustments is to utilize funds in the highest areas of need for the HS/EHS programs that will be beneficial to the program operations and eligible Head Start children and families. The budget transfers will allow the department to utilize the funds efficiently and effectively while fulfilling the mission and delivering essential preschool services.

Budget Transfer Narratives

Budget Transfer Out:

The HS Transfer Out amount of \$12,381,622, resulting from savings in the HS Construction budget category, will fund HS Salaries, Benefits, Supplies, and Contractual Services. The EHS Transfer Out amount of \$13,638,767, derived from savings in Salaries and Benefits, will provide budgetary support for EHS Supplies, Contractual Services, Construction, and Other budget categories. The savings in salaries and benefits are due to unfilled positions caused by labor market shortages, while the savings in construction costs are the result of canceled major renovations and purchases of Child Development Centers.

Budget Transfer In:

The Transfer In amount, for Head Start is \$12,381,622 and for Early Head Start is \$13,638,767. The detailed projects related to the Transfer In are described in the tables below:

E. Supplies

Location	Description	Transfer In HS	Transfer In EHS	Total
30 Preschool Sites	Furniture & supplies for sensory rooms for Children's health	855,000	500,000	1,355,000
25 EHS CCP Providers	Furniture & supplies for CCP providers to improve school environment		200,000	200,000
30 Preschool Sites	New and replacement of furniture and supplies needed for HS & EHS classrooms due to OHS approved program option changes	1,656,353	1,198,623	2,854,976
	Total	\$ 2,511,353	\$ 1,898,623	\$ 4,409,976

F. Contractual

Location	Description	Transfer In HS	Transfer In EHS	Total
DA/CA/CCRC Contractors	Minor facility improvement projects for up to 30 sites to improve air quality, health, classroom conditions, playground, etc.	2,000,000	4,000,000	6,000,000
Administrative Contacts	Cost increases on various administrative contracts due to inflation	489,304		489,304

31 Preschool Sites	Adjustment of food, transportation and other contract savings to fund DA/CA/CCP minor facility projects		(2,717,311)	(2,717,311)
25 EHS CCP Providers	Minor facility improvement projects for up to 30 sites to improve air quality, health, classroom conditions, playground, etc.		250,000	250,000
Total		\$ 2,489,304	\$ 1,532,689	\$ 4,021,993

G. Construction

Location	Description	Transfer In HS	Transfer In EHS	Total
Whitney Young	Major renovation incl. bike track, turf, surfacing, etc.		4,440,000	4,440,000
New Admin. / CDC Building	Reallocation of building acquisition between HS & EHS		2,217,272	2,217,272
New Admin. / CDC Building	Additional funds for approved major renovation of 3 classrooms, child bathrooms, kitchen, office space, file room, etc.		672,000	672,000
Arrowhead Grove	Major renovation of adjacent property to existing preschool site for EHS classroom		1,924,000	1,924,000
Total			\$ 9,353,273	\$ 9,353,273

In addition, following a facility assessment, PSD intends to utilize savings from the cancellation of budgeted equipment purchases to upgrade kitchen equipment at up to 10 preschool sites. The department also plans to improve the children's playground at the South Redlands preschool location, including the installation of a shade structure and the replacement of outdated playground equipment to enhance health and safety. In addition, PSD will purchase 2 vans to be used as mobile library include athletic equipment available for children to improve health and child literacy. A budget transfer within the Equipment category will not be required, as the current budget is sufficient to cover these costs:

D. Equipment

Location	Description	Transfer In HS	Transfer In EHS	Total
Up to 10 Preschool Sites	Kitchen equipment upgrade	570,000	180,000	750,000
South Redland	Playground equipment	199,000		199,000
31 Preschool Sites	2 Vans for Children library with purchase of athletic equipment of \$350,000	500,000		500,000
	Total	\$ 1,269,000	\$ 180,000	\$ 1,449,000

PSD will comply with both County and Head Start procurement requirements when conducting purchases for goods and services. The required 1303 applications will be submitted to the Office of Head Start for approval of all major renovations and acquisitions.

This Budget Transfer Request will be presented to the Policy Council for approval at its meeting on May 19, 2025, and to the Shared Governance Board for approval at its meeting on May 22, 2025.

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

POLICY COUNCIL BY-LAWS

ARTICLE I

NAME OF ORGANIZATION

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

ARTICLE II

PURPOSE

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

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

- A. Actions of the Policy Council shall not be contrary to, or in conflict with, Federal or State, or local ordinances. The guidelines, regulations or policies are established by the Federal Department of Health and Human Services (HHS), Administration for Children and Families. (45 Code of Federal Regulations (CFR) Part 1301) Head Start Act of 2007 Section 642(C)
- B. The Federal Regulations outline the functions of the Policy Council as follows:

The Policy Council shall approve and submit to the governing body decisions about each of the following activities:

- 1. 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.
- 2. Program recruitment, selection, and enrollment priorities.
- 3. Applications for funding and amendments to applications for funding programs under this subchapter, prior to submission of applications described in this clause
- 4. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.

5. Bylaws for the operation of the policy council.
6. Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
7. Developing procedures for how members of the policy council of the Head Start agency will be elected.
8. Recommendations on the selection of delegate agencies and the service areas for such agencies.

ARTICLE III

POLICY COUNCIL MEMBERSHIP

A. Membership Composition

The policy council shall be elected by the parents of the children who are currently enrolled in the Head Start/Early Head Start program of the Head Start agency.

The policy council shall be composed of –

1. Parents of children who are currently enrolled in the Head Start/Early Head Start program of the Head Start agency (including any delegate agency), who shall constitute a majority of the members of the policy council; and
2. Members at large of the community served by the Head Start/Early Head Start agency (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start/Early Head Start program of the agency.

B. Community Representative

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

C. Term of Membership

The term of membership shall be for one (1) year from October to ~~October~~ **September** of each year. **If the member intends to serve for another year, he/she must stand for re-**

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

D. Conflict of Interest

Members of the policy council shall -

1. Not have a conflict of interest with the Head Start agency (including any delegate agency); and
2. Not receive compensation for serving on the policy council or for providing services to the Head Start agency.

E. Certification of Membership

The certification of membership establishes in writing the eligibility for membership. Appropriate documentation for membership includes:

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

F. Orientation

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

G. Voting

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

H. Attendance

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

I. Absences

1. Policy Council members with three (3) communicated absences from the regularly scheduled Policy Council meetings will be removed from the Policy Council.

Exception: The three (3) absences should not include conducting other PC business such as attending conferences, etc. All absences should be communicated to PSD Secretary that supports the Policy Council. Any absence that is not communicated **before the meeting or** within 24 hours **after** of the meeting, will result in automatic dismissal.

2. Policy Council Board members with three absences from the Executive Planning and/or other Executive meetings, may be removed from the Executive Board but may remain a member of the Policy Council. The three (3) absences from the Executive Planning and/or Executive meetings should not include conducting other PC business such as attending conferences, etc.
3. A written notice will be sent to the member, by the PSD Secretary, after the second **communicated** absence, advising the member that a third absence will result in automatic removal from the Policy Council. The Policy Council Secretary must be notified of the removal.
4. If the alternate representing the site attends the meeting, in the absence of the representative, it will not be considered an absence.
5. For attendance to be tracked, Policy Council members must sign-in on the Policy Council Sign-in sheet. If members have not signed in, they are counted as absent.

Policy Council members must contact the PSD **Executive Administrative Assistant** ~~Policy Council Coordinator or the PSD Receptionist~~ to report the absence prior to the start time of the Policy Council meeting.

J. Resignation

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

K. Vacancies

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

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

L. Transfer of Membership

Membership in this Policy Council is not transferable.

M. Code of Conduct and Commitment

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

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

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

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

N. Disciplinary Action

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

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

O. Termination

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

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

ARTICLE IV

ELECTIONS FOR SPECIAL ACTIVITIES

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

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

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

In the event there is insufficient time to conduct an election for a special activity, the Policy Council Executive Board may be selected to attend a special event. The order used for this selection is:

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

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

ARTICLE V

OFFICERS OF THE EXECUTIVE BOARD OF THE POLICY COUNCIL

The Executive Board of the Policy Council shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. The Executive Board shall be elected by a plurality of votes at the first scheduled meeting conducted by the Policy Council following the orientation and training. Other positions may be elected by a plurality of the established quorum. **The term of office for the Executive Board shall be for the period of one year, October to October.**

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

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

A. Duties of the Chairperson: The Chairperson shall,

- ~~1. Conduct all meetings of the Policy Council.~~ **Conduct regular, special call and**

emergency meetings of the Policy Council.

2. Act as liaison between the Policy Council and Shared Governance Board of San Bernardino County.
3. Serve as representative to the Shared Governance Board of San Bernardino County.
4. ~~Call meetings to order, clarify business at hand, and follow the agenda.~~
5. ~~Ensure that personal comments are avoided.~~
6. ~~Appoint members to temporarily assume duties of absent officers.~~
7. Attend monthly agenda setting, planning meetings and special events as needed.
8. Provide leadership to the overall Policy Council. **And adhere to the agenda and subject matter. Deal fairly with issues and ensure personal comments are avoided.**
9. ~~Remain calm and deal fairly with issues.~~
10. Work closely with the appointing authority of San Bernardino County Grantee/agency.
11. Assure that there is open communication between committees and the Policy Council.
12. Participate in the annual self-assessment of the program.
13. Serve as the chairperson of the Technology Committee, and Ad-Hoc Committee.

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

1. ~~Assume duties in the absence of the Chairperson.~~ **Conduct meetings and other duties, in the absence of the Chairperson.**
2. Receive and perform any duties assigned by the Policy Council Chairperson.
3. ~~Attend any subcommittee meetings in the absence of the Chairperson.~~
4. Attend monthly agenda setting, planning meetings and special events as needed.
5. **Lead the Pledge of Allegiance and reading of the Mission Statement**
6. Participate in the annual self-assessment of the program.
7. Serve as the Chairperson for Quality Assurance Committee, Health Committee, and Parent Family and Community Engagement (PFCE) Committee

C. Duties of the Secretary: The Secretary shall,

1. Receive names of all committee and subcommittee members, including phone numbers.
2. Attend monthly agenda setting, planning meetings and special events as needed.
3. Call roll and maintain a list of attendance.
4. Notify Chairperson if there is a change in attendance during the meeting that may

- affect the quorum.
5. Communicate with the absent members who have missed two meetings and/or Orientation. ~~Provide assistance to the recording secretary as requested.~~
6. Read all correspondence from Policy Council members and statements of absences and present to the Policy Council members at regular meetings.
7. Work closely with the PSD Secretary **Executive Administrative Assistant** to notify members of possible termination and new members.
8. **Conduct meetings and other duties in the absence of the Vice Chairperson**
9. Participate in the annual self-assessment of the program.
10. Serve as the Chairperson for Early Child Development Committee and T/TA Committee

D. Duties of the Treasurer: The Treasurer shall,

1. Serve as Chairperson of the Finance Committee and the Personnel Committee.
2. Monitor and report to the Council the monthly expenditures of the Council.
3. Maintain copies of the budget submitted to the Policy Council for approval
4. Maintain copies of the monthly Budget Comparison Statement.
5. Attend monthly agenda-setting, planning meetings and special events as needed.
6. **Conduct meetings and other duties in the absence of the Secretary**
7. Participate in the annual self-assessment of the program.

ARTICLE VI

OTHER ELECTED REPRESENTATIVES

A. Shared Governance Board

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

1. Be elected by the Policy Council
2. Serve a term of one year, unless if eligible, by re-election of the Policy Council for another term
3. Attend all planned and special Shared Governance Board meetings as needed

4. Operate as a non-voting member of the Shared Governance Board and be involved in the decision-making process prior to the point of final approval

B. Region IX Representative

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

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

C. Local Planning Committee (LPC)

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

The LPC Representative shall,

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

ARTICLE VII

STANDING SUBCOMMITTEES

The standing subcommittees shall be:

1.	Finance	monthly meetings
2.	Personnel	biannually, and as needed meetings
3.	Health Advisory	biannually
4.	Early Child Development/Education	bimonthly meetings

5.	Quality Assurance	quarterly meetings
6.	Training and Tech Assistance	quarterly meetings
7.	Ad-Hoc	annual meetings or as needed
8.	Technology	quarterly meetings
9.	Nutrition/Menu planning	biannually
10.	PFCE	bimonthly

STANDING SUBCOMMITTEE STRUCTURE

FINANCE COMMITTEE

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

PERSONNEL COMMITTEE

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

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

HEALTH ADVISORY

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

EARLY CHILDHOOD DEVELOPMENT/EDUCATION COMMITTEE

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

QUALITY ASSURANCE

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

TRAINING & TECHNICAL ASSISTANCE

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

AD-HOC

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

TECHNOLOGY

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

NUTRITION/MENU PLANNING

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

PARENT FAMILY & COMMUNITY ENGAGEMENT

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

ARTICLE VIII

MEETINGS

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

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

A. Special Meetings

1. A special meeting is a meeting held outside the regular Policy Council schedule, which may be held in person or via teleconference.
2. Specials meetings may be called by the Chairperson in agreement with the PSD Executive Director.

B. Meeting Procedure

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

C. Quorum

1. A quorum shall consist of at least 51% eligible Policy Council members (trained by PSD designee) to conduct business.

2. Reference Robert's Rules of Order, 9th Edition, Page 340.
3. Note: In an emergency and in order to meet quorum, the **PSD Executive Administrative Assistant** ~~PC chairperson~~ may elect to contact absent members to attend the meeting via **Zoom** ~~conference call~~. Called in members must state to Madam/Mr. Chair that they seek recognition, obtain the floor and/or submit motions. The Chairperson determines the presence of a quorum, takes, and verifies votes.

ARTICLE IX

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

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

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

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

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

D. PROCEDURES

STEP 1. ESTABLISHMENT OF THE DISPUTE RESOLUTION COMMITTEE

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

MEMBERSHIP: The Dispute Resolution Committee ("Committee") shall be made up of

four (4) members comprised of the Chair and Vice-Chair from both the Head Start Shared Governance Board and the Head Start Policy Council.

STEP 2. FILING THE COMPLAINT

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

STEP 3. NOTIFICATION OF COMPLAINT

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

STEP 4. DISPUTE RESOLUTION COMMITTEE MEETING

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

STEP 5. TIME LIMITATION

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

STEP 6. PROPOSED DISPUTE RESOLUTION RECOMMENDATION

The written solution must be presented to:

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

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

STEP 7. FAILURE OF DISPUTE RESOLUTION COMMITTEE TO REACH CONSENSUS

If the Committee does not reach a consensus, the Committee so shall inform the Head Start

Policy Council, the Head Start Shared Governance Board, and the Director.

STEP 8. **FAILURE TO RESOLVE INTERNAL DISPUTE**

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

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

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

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

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

The proposed resolution shall be presented to:

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

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

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

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

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

TIME LIMITATIONS: The arbitration must take place within fifteen (15) days of initiation of the process unless a greater time is needed to secure an arbitrator or

arbitration location. A written resolution must be provided by the arbitrator to the Committee. The Committee shall present the resolution to their respective bodies. The written resolution shall be presented by the Head Start Shared Governance Board to the Board of Supervisors for final notification.

ARTICLE X

AMENDMENTS

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

Eva Soto ~~Kari Turner~~, Chairperson

Date

2025-30 PSD Contract Agencies

Colton Joint USD

San Salvador - Colton
Bloomington

144 Head Start Full-Day

Easter Seals

Montclair and Ontario

160 Head Start Full-Day

136 Early Head Start Full-Day

84 Head Start Home Based

24 Early Head Start Home Based

Child Care Resource Center

Throughout SB County

130 Early Head Start - Child Care Partnership

A New Beginning Foster Family Agency

AKA Next Gen Early Care and Child Development Center

Hesperia

30 Head Start Full-Day

16 Early Head Start Full-Day

Adelanto

20 Head Start Full-Day

16 Early Head Start Full-Day

Needles Unified School District

Sole Source/non-competitive justification request

46 Part-Day

All scheduled to go to the Board on 8/5/2025