



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

## **CALL AND NOTICE OF SPECIAL MEETING OF THE SAN BERNARDINO COUNTY HEAD START SHARED GOVERNANCE BOARD Agenda for June 17, 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 2:30 P.M.

**LOCATIONS:**

Join Zoom Meeting

<https://psd-sbcounty-gov.zoom.us/j/85043802787?pwd=Qz5XuRbHyvbQOcdf0gOEbAQKnwaxlh.1>

Meeting ID: 850 4380 2787

Passcode: 442474

One tap mobile

+16694449171,,85043802787# US

+17193594580,,85043802787# US

Dial by your location

• +1 669 444 9171 US

• +1 719 359 4580 US

Meeting ID: 850 4380 2787

Find your local number: <https://psd-sbcounty-gov.zoom.us/j/85043802787?pwd=Qz5XuRbHyvbQOcdf0gOEbAQKnwaxlh.1>

662. S. Tippecanoe Avenue, San Bernardino CA 92415 – Conference Room TR-A

385 N. Arrowhead Avenue, San Bernardino CA 92415 – 5<sup>th</sup> Floor – Check in with Reception

451 E. Vanderbilt Way, Suite 400, San Bernardino, CA 92415 – Suite 400 Conference Room 451

303 E. Vanderbilt Way, San Bernardino, CA 92415 – Check in with Reception

AGENDA: June 17, 2025

Interpreters for hearing impaired and Spanish speaking individuals will be made available with twenty-four hours' notice or as soon as possible. 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](mailto: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. For members of the public who would like to make public comment by phone, use the Access Numbers listed on page 1 under Zoom information. 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 p.m. on Tuesday, June 17.

1. **CALL TO ORDER** Supervisor Joe Baca Jr., Chair
2. **WELCOME/INTRODUCTIONS** Supervisor Joe Baca Jr., Chair
3. **PUBLIC COMMENT** Supervisor Joe Baca Jr., Chair
4. **PRESENTATION OF THE AGENDA** Shar Robinson, Secretary  
Notice of minor revisions to agenda items, items removed or continued.
5. **DISCUSSION ITEMS(S)**  
5.1 Approve Finance Items Madeline Tsang, Administrative Manager
  - 5.1.1 2024-25 Budget Revision - Page 3
  - 5.1.2 2024-25 Project Amount Changes – 1303 Applications - Page 7
  - 5.1.3 2024-25 Non-Federal Share Waiver - Page 9
6. **EXECUTIVE COMMENT** Supervisor Joe Baca Jr., Chair
7. **ADJOURNMENT** Supervisor Joe Baca Jr., Chair



## 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								
GABI Code	Budget Categories	Approved Budget	Transfer In HS	Transfer Out HS	Transfer In EHS	Transfer Out EHS	TL Transfers	Budget Amount
A	Salaries	22,568,621	5,487,337			(9,720,018)	(4,232,681)	18,335,940
B	Fringe Benefits	10,116,339	2,245,959			(4,656,405)	(2,410,446)	7,705,893
C	Travel	318,607					-	318,607
D	Equipment	5,827,252	1,254,678		37,952		1,292,630	7,119,882
E	Supplies	5,394,949	6,890,371		3,473,288		10,363,659	15,758,608
F	Contractual	15,173,853	3,489,303		1,982,688		5,471,991	20,645,844
G	Construction	28,227,242		(14,850,501)	9,353,273		(5,497,228)	22,730,014
H	Other	24,561,453		(4,517,147)		(470,778)	(4,987,925)	19,573,528
	<b>Total</b>	<b>112,188,316</b>	<b>19,367,648</b>	<b>(19,367,648)</b>	<b>14,847,201</b>	<b>(14,847,201)</b>	<b>-</b>	<b>112,188,316</b>

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 \$19,367,648, resulting from savings in the HS Construction budget category, will fund HS Salaries, Benefits, Supplies, and Contractual Services. The EHS Transfer Out amount of \$14,847,201, 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 \$19,367,648 and for Early Head Start is \$14,847,201. 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	1,007,322	320,000	1,327,322
25 EHS CCP Providers	Furniture & supplies for CCP providers		450,000	450,000
31 Preschool Sites	Athletic equipment for children	200,000		200,000
31 Preschool Sites	New and replacement of furniture and supplies needed for HS & EHS classrooms due to program option changes	5,683,049	2,703,288	8,386,337
	<b>Total</b>	<b>\$ 6,890,371</b>	<b>\$ 3,473,288</b>	<b>\$ 10,363,659</b>

#### **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 staff compensations, air quality, health, classroom conditions and playground, etc.	2,300,000	4,000,000	6,300,000
Administrative Contacts	Cost increases on various administrative contracts	489,304		489,304
Temp Agency / Custodial/Other Contracts	Savings due to services performed by existing staff		(2,017,312)	(2,017,312)

31 Preschool Sites	Adjustment of food, transportation and other contracts	699,999		699,999
	<b>Total</b>	<b>\$ 3,489,303</b>	<b>\$ 1,982,688</b>	<b>\$ 5,471,991</b>

#### **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	Building Purchase Reallocation		2,217,272	2,217,272
New Admin. / CDC Building	Major renovation for 3 classrooms, child bathrooms, kitchen, office space, file room, etc.		772,000	772,000
Arrowhead Grove	Major renovation of adjacent property to existing preschool site		1,924,000	1,924,000
	<b>Total</b>		<b>\$ 9,353,272</b>	<b>\$ 9,353,272</b>

In addition, following a facility assessment, PSD intends to utilize savings from the cancellation of budgeted equipment purchases to upgrade kitchen equipment at 3 preschool sites.

In addition, PSD will purchase 2 vans to be used as mobile library for children to improve child literacy. The purchase of Mobile Carts for up to 10 preschool sites and install full scope of STEM Center for 3 preschool sites will enhance school readiness, especially in the areas of mathematics and science. A budget transfer of \$1,292,630 will be required to covered additional costs from the approved Equipment budget category. Below are the details of the equipment purchases:

#### **D. Equipment**

Location	Description	Transfer In HS	Transfer In EHS	Total
<u>Up to 3 Preschool Sites</u>	<u>Kitchen equipment upgrade</u>	<u>27,000</u>	<u>5,000</u>	<u>32,000</u>
<u>31 Preschool Sites</u>	<u>2 Vans for mobile Library to enhance literacy program</u>	<u>150,000</u>	<u>32,952</u>	<u>182,952</u>
<u>10 Preschool Sites</u>	<u>6 experiment types of Mobile Carts at unit cost of \$130,000 per site</u>	<u>1,300,000</u>		<u>1,300,000</u>
<u>Preschool Sites</u>	<u>Saving s from cancelled playground Projects</u>	<u>(3,422,322)</u>		<u>(3,422,322)</u>
<u>3 Preschool Sites</u>	<u>Full scope STEM Centers with 6 installed science exhibits per school site costing \$1,066,666.3</u>	<u>3,200,000</u>		<u>3,200,000</u>
	<b>Total</b>	<b>\$ 1,254,678</b>	<b>\$ 37,952</b>	<b>\$ 1,292,630</b>

PSD will comply with both County and Head Start procurement requirements when conducting purchases for goods and services. The required 1303 applications for major renovations 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 June 16, 2025, and to the Shared Governance Board for approval at its meeting on June 17, 2025.

## **Preschool Services Department Administration**

**Arlene Molina  
Director**

### **PY 2024-2025 Head Start Grant Award (09CH011719-05)**

#### **Submitted to the Policy Council and Shared Governance Board**

Preschool Services Department (PSD) would like to propose the submission of 1303 applications with revised project budgets for the following Head Start sites to be able to complete the PY24-25 funded major renovation projects and facility purchases. Approval of these projects will enable PSD to meet Head Start Performance Standards and requirements of facility acquisitions / major renovations. The project details are as follows:

#### **Arrowhead Grove**

The Fontana Unified School District, a contracted partner, is closing its early education program, resulting in 16 EHS children losing placement this year.

The Housing Authority of the County of San Bernardino informed 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 from the Fontana USD site.

The current estimated one-time cost of playground and parking improvements as well as classroom renovations is about \$ \$1,737,314 with an OHS approved funding in PY 24-25.

#### **Rancho Cucamonga**

The current PSD Administration building does not meet departmental needs as administrative staff have been relocated to other locations due to a shortage of both office and of 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 \$14,100,934 within 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 \$1,741,422 with an OHS approved one-time funding in PY 24-25.

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. This request is presented to the Policy Council and the Shared Governance Board at their respective meetings on June 16<sup>th</sup> and June 17<sup>th</sup> of 2025 for their approval.





## Preschool Services Department Administration

Arlene Molina  
Director

### Non - Federal Share Match Waiver Request

#### PY 24-25 Head Start, Early Head Start (09CH011719-05)

#### Approval by Policy Council and Shared Governance Board

San Bernardino County Preschool Services Department (PSD) is requesting a waiver for our Non-Federal Share (NFS) match requirement in the amount of \$7,395,539 for PY 2024-25, primarily due to the following reason:

The approved prior years carryover funds of \$46 million have created an additional \$11.5 million for the PY 2024-25 NFS budget. Most of the carryover funds were for capital improvement projects and Child Development Center purchases. These projects do not generate NFS matches.

The budgeted NFS for PY 2024-25 is \$28,047,079 (\$11.5 million was from carryover funds). The NFS match recognized as of June 5, 2025 is \$18,854,830 (original annual NFS is \$16.5 million) The estimated annual NFS match by June 30, 2025, is approximately \$20,651,540. Therefore, we anticipate a shortage of approximately \$7,395,539 in our PY 2024-25 NFS funds.

PSD does not expect any future shortages at this time.

#### BOARD OF SUPERVISORS

COL. PAUL COOK (RET.)  
First District

JESSE ARMENDAREZ  
Second District

DAWN ROWE  
Chairman, Third District

CURT HAGMAN  
Fourth District

JOE BACA, JR  
Vice Chair, Fifth District

Luther Snoke  
Chief Executive Officer