



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.2

Meeting Date: March 15, 2018

Subject: Head Start / Early Head Start / Early Head Start Expansion Reports

- ☒ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: _____)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

Division: Academic Office / Child Development

Recommendation: None

Background/Rationale: The Office of Head Start, under the auspices of the U.S. Department of Health and Human Services/Administration for Children and Families, mandates that all Head Start/Early Head Start governing entities receive specified reports related to the operational and fiduciary status of the program. These reports must include information and/or a status update in the followings areas: budget, credit card usage, USDA meals/snacks, enrollment, and program updates or summaries, if applicable. Attached, are essential monthly reports for Board members' review.

Financial Considerations: N/A

LCAP Goal(s): College and Career Ready; Family and Community Empowerment

Documents Attached:

1. Head Start/Early Head Start Monthly Report Summary
2. Child Development January 2018 Fiscal Report – Head Start Basic
3. Child Development January 2018 Fiscal Report – Head Start T/TA
4. Child Development January 2018 Fiscal Report – Early Head Start Basic
5. Child Development January 2018 Fiscal Report – Early Head Start T/TA
6. Child Development January 2018 Fiscal Report – EHS CCP Basic
7. Child Development January 2018 Fiscal Report – EHS CCP T/TA
8. 2017-2018 Self-Assessment Program Improvement Plan
9. 2018-2019 Self-Assessment Plan of Action

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer

Jacquie Bonini, Director, Child Development,

Approved by: Jorge A. Aguilar, Superintendent

Attachment 1
Head Start / Early Head Start
Monthly Report Summary
March 2017

Budget Reports

HS, EHS, CCP January 2018

USDA Meals and Snacks for December 2017

	<i>Breakfast</i>	<i>Lunch</i>	<i>Snack am</i>	<i>Snack pm</i>
Early Head Start	538	596	NA	303
Head Start Part-day	2090	544	2056	520
Head Start Wrap	7221	5731	NA	5325
Full-day Collaboration	2645	2804	NA	1711

USDA Meals and Snacks for January 2018

	<i>Breakfast</i>	<i>Lunch</i>	<i>Snack am</i>	<i>Snack pm</i>
Early Head Start	638	678	NA	331
Head Start Part-day	2497	649	2506	635
Head Start Wrap	7772	6754	NA	6184
Full-day Collaboration	2970	3115	NA	1992

Credit Card Statements

11/09/17 - \$ 180.11 Parent Engagement Meeting
 12/14/17 - \$ 91.97 Parent Engagement Meeting
 12/20/17 - \$ 47.92 PC Meeting
 12/23/17 - \$ 55.80 Spray bottles for preschool classrooms

Disabilities Report for January 2018 - Corrected

Head Start 90
 Early Head Start ~~16~~ 20
 EHS Expansion 4

Disabilities Report for February 2018

Head Start 107
 Early Head Start 20
 EHS Expansion 5

Attachment 2

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5210

Month: January 1 - January 31, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☒ PA 22 HS BASIC R5210Remit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 47th Avenue☐ PA 25 EHSSACRAMENTO, CA 95824☐ PA 26 EHS T/TA☐ OTHER

Cost Item		Actual Expenses		# Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I. A D M I N	Personnel	21,375.91	148,492.89	348,346.00	199,853.11
	Fringe Benefits	3,217.48	19,250.80	225,560.00	206,309.20
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	185.86	4,687.00	4,501.14
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	369.66	1,200.00	830.34
	Indirect Costs 4.21%	34,859.05	181,711.10	349,721.00	168,009.90
	I. TOTAL ADMINISTRATION	\$59,452.44	\$350,010.31	\$929,514.00	\$579,503.69
II. P R O G R A M	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$59,452.44	\$350,010.31	\$929,514.00	\$579,503.69
	Personnel	450,449.85	2,292,028.34	3,941,313.00	1,649,284.66
	Fringe Benefits	346,352.09	1,810,521.88	3,337,141.00	1,526,619.12
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	1,111.92	8,631.10	261,327.00	252,695.90
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	5,498.59	36,697.40	187,331.00	150,633.60
	II. TOTAL PROGRAM	\$803,412.45	\$4,147,878.72	\$7,727,112.00	3,579,233.28
	NON-FEDERAL PROGRAM Basic & T/TA				
	December	\$377,812.92	\$1,608,401.72	\$2,169,156.00	560,754.28
TOTAL SETA COSTS (I + II)		\$862,864.89	\$4,497,889.03	\$8,656,626.00	4,158,736.97

Gerardo Castillo

2/8/2018

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

Attachment 3

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5212

Month: January 1 - January 31, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address: General Accounting Department - 802A☒ PA 20 BASIC T/TA

R5212

5735 47th Avenue☐ PA 25 EHSSACRAMENTO, CA 95824☐ PA 26 EHS T/TA☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I. A D M I N	Personnel				0.00
	Fringe Benefits				0.00
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 4.21%	0.00	156.61	808.00	651.39
	I. TOTAL ADMINISTRATION	\$0.00	\$156.61	\$808.00	\$651.39
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$0.00	\$156.61	\$808.00	\$651.39
II. P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	3,720.00	19,192.00	15,472.00
					0.00
	II. TOTAL PROGRAM	\$0.00	\$3,720.00	\$19,192.00	15,472.00
	NON-FEDERAL PROGRAM Reported on Basic				
		\$0.00	\$0.00	\$0.00	0.00
	TOTAL SETA COSTS (I + II)	\$0.00	\$3,876.61	\$20,000.00	16,123.39
Gerardo Castillo		2/8/2018	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone	

Attachment 4

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5213

Month: January 1 - January 31, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 47th Avenue☒ PA 25 EHS

R5213

SACRAMENTO, CA 95824☐ PA 26 EHS T/TA☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I. A D M I N	Personnel	1,592.76	9,556.49	31,474.00	21,917.51
	Fringe Benefits	1,527.58	9,250.67	39,518.00	30,267.33
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	200.00	200.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	0.00	105.00	105.00
	Indirect Costs 4.21%	6,691.56	35,345.42	72,006.00	36,660.58
	I. TOTAL ADMINISTRATION	\$9,811.90	\$54,152.58	\$143,303.00	\$89,150.42
II. P R O G R A M	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$9,811.90	\$54,152.58	\$143,303.00	\$89,150.42
	Personnel	88,242.12	474,087.78	867,089.00	393,001.22
	Fringe Benefits	64,734.97	335,761.21	727,119.00	391,357.79
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	1,287.17	3,346.42	18,932.00	15,585.58
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	1,559.83	7,555.97	25,913.00	18,357.03
	II. TOTAL PROGRAM	\$155,824.09	\$820,751.38	\$1,639,053.00	818,301.62
	NON-FEDERAL PROGRAM Basic & T/TA December	\$35,301.76	\$181,389.81	\$452,480.00	271,090.19
	TOTAL SETA COSTS (I+II)	\$165,635.99	\$874,903.96	\$1,782,356.00	907,452.04
Gerardo Castillo		2/8/2018	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone	

Attachment 5

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5216

Month: January 1 - January 31, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 47th Avenue☐ PA 25 EHSSACRAMENTO, CA 95824☒ PA 26 EHS T/TA

R5216

☐ OTHER

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I. A D M I N	Personnel				0.00
	Fringe Benefits				0.00
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 4.21%	41.26	288.05	1,114.00	825.95
	I. TOTAL ADMINISTRATION	\$41.26	\$288.05	\$1,114.00	\$825.95
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$41.26	\$288.05	\$1,114.00	\$825.95
II. P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	650.00	650.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	980.00	6,841.93	25,800.00	18,958.07
					0.00
	II. TOTAL PROGRAM	\$980.00	\$6,841.93	\$26,450.00	19,608.07
	NON-FEDERAL PROGRAM Reported with Basic				
		\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)		\$1,021.26	\$7,129.98	\$27,564.00	20,434.02
Gerardo Castillo		2/8/2018	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone	

Attachment 6
CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5211

Month: January 1 - January 31, 2018

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A
5735 47TH AVENUE
SACRAMENTO, CA 95824

Agreement No.: 18C5551S0

Program: ☒ PA 3125 EHS-CCP BASIC R5211
☐ PA 3120 EHS-CCP T/TA R5221
☐ PA 3128 EHS-CCP START UP R5243
☐
☐

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I A D M I N	Personnel	147.43	845.86	1,726.00	880.14
	Fringe Benefits	97.73	568.39	1,066.00	497.61
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	17.85	45.41	1,015.00	969.59
	Other	0.00	0.00	105.00	105.00
	Indirect Costs 4.21%	2,686.47	15,447.20	29,076.00	13,628.80
	I. TOTAL ADMINISTRATION	\$2,949.48	\$16,906.86	\$32,988.00	\$16,081.14
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	\$2,949.48	\$16,906.86	\$32,988.00	\$16,081.14
II P R O G R A M	a. Personnel**	38,143.90	214,459.54	351,729.00	137,269.46
	b. Fringe Benefits**	24,780.27	145,615.79	270,207.00	124,591.21
	c. Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	286.85	2,918.19	48,557.00	45,638.81
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other	337.43	2,463.60	16,245.00	13,781.40
	II. TOTAL PROGRAM	\$63,548.45	\$365,457.12	\$686,738.00	321,280.88
	NON-FEDERAL PROGRAM				
Basic 719,726 & T/TA 17,500 December		\$25,362.63	\$122,364.79	\$184,307.00	61,942.21
TOTAL SETA COSTS (I + II)		\$66,497.93	\$382,363.98	\$719,726.00	337,362.02

Gerardo Castillo	2/2/2018	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

R5211. August16-17

SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8
100%

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.

Attachment 7
CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5221

Month: January 1 - January 31, 2018

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A
5735 47TH AVENUE
SACRAMENTO, CA 95824

Agreement No.: 18C5551S0

Program: ☐ PA 3125 EHS-CCP BASIC R5211
☒ PA 3120 EHS-CCP T/TA R5221
☐ PA 3128 EHS-CCP START UP R5243
☐
☐

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00
	Indirect Costs 4.21%	141.04	304.18	707.00	402.82
	I. TOTAL ADMINISTRATION	\$141.04	\$304.18	\$707.00	\$402.82
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	\$141.04	\$304.18	\$707.00	\$402.82
II	a. Personnel**	0.00	0.00	0.00	0.00
	b. Fringe Benefits**	0.00	0.00	0.00	0.00
	c. Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	0.00	0.00	0.00
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other	3,350.00	7,225.00	16,793.00	9,568.00
	II. TOTAL PROGRAM	\$3,350.00	\$7,225.00	\$16,793.00	9,568.00
	NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)		\$3,491.04	\$7,529.18	\$17,500.00	9,970.82
Gerardo Castillo		2/2/2018	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone	

R.5221.16-17

SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.

SCUSD CHILD DEVELOPMENT DEPARTMENT
SELF-ASSESSMENT PROGRAM IMPROVEMENT PLAN 2017-2018

Attachment 8

<i>Action Steps</i>	<i>Responsible Person/ Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>	<i>Monitoring Method</i>
Goal: ERSEA: 1302.12: Determining, verifying, and documenting eligibility (EHS and HS)					
Teachers will receive an entry date report on the 15th of every month to ensure entry dates are correct in the file and Child Plus. Resource teachers will then follow up to ensure entry dates are correctly entered.	CDS, Teachers, Registration Supervisor, Resource Teachers	9/15/17 and quarterly	CDS to put anticipated start date on child's files. CDS sends reports to teachers on or around the 25th. Teachers make sure correct date is on child's file.	4/1/18	ERSEA report, Child Plus reports
An ERSEA checklist will be used by the Registration Supervisor for on-going monitoring and auditing of enrollment files, in correlation to accuracy of Child Plus data. Files will be pulled at random each month. Corrections will be made when necessary.	Data Technician, Registration Supervisor	9/15/17 and monthly	Due to on-going file checks by Registration Supervisor, incomplete/incorrect immunization dates were discovered. Staff were re-trained.	9/15/17	QA Checklist, Child Plus reports
The Child Development Data Technician will conduct bi-monthly audits of data in Child Plus to check for accuracy and potential errors.	Data Technician	9/15/17 and bimonthly	Data Technician randomly audits different content areas (health, etc.) per month. Any errors are sent to the content manager and staff.	9/15/17	QA Checklist, Child Plus reports
Goal: ERSEA: 1302.13 Recruitment of children. (HS only)					
Registration Supervisor will provide recruitment flyers in multiple languages for placement in packets for teachers to be available at all monthly professional learning (PL) trainings.	Registration Supervisor, Resource Teachers, Teaching Staff	3/1/17 and ongoing	Parent Advisor provides recruitment flyers in multiple languages for placement in packets for teachers to be available at all monthly professional learning (PL) trainings.	3/1/17	PL binder artifacts, Recruitment log

SCUSD CHILD DEVELOPMENT DEPARTMENT
SELF-ASSESSMENT PROGRAM IMPROVEMENT PLAN 2017-2018

The department website will be updated on a regular basis with flyers and recruitment materials so that the school sites personnel and the community may have access to flyers and recruitment materials.	Data Technician, Registration Supervisor	3/1/17 and ongoing	Registration Supervisor sends data technician new information to update the website- most recently, the enrollment application is now on-line.	9/1/17	Frequent communication between Data Technician and District webmaster
Goal: ERSEA: 1302.15 (a) A program must maintain its funded enrollment level. (HS and EHS)					
A Recruitment Task force will be established to assist with increased community recruitment efforts.	Registration Supervisor Director Coordinator, clerical staff, CDS	Spring 2017 and ongoing	Meetings for the Recruitment Task Force happened in March, April, May. Unfortunately we have not had any since. Recruitment is advertised on Facebook, Instagram, and Twitter.	4/1/17	Leadership Team agendas, ETS
Program options will be evaluated to restructure available resources, focusing on quality vs quantity.	Director, Registration Supervisor, Coordinators, Data Technician, fiscal staff	7/1/17	Five Head Start/State classrooms were converted to Wraps. Two Head Start double session classrooms were converted to wraps. Three classrooms were closed.	7/1/17	Data Technician will send Enrollment tracking system (ETS) weekly and it will be discussed at leadership team meetings.
Goal: ERSEA: 1302.16 (a)(2)(iv) Promoting regular attendance. A program must track attendance for each child. (HS and EHS)					
- Staff to create an attendance plan/policy to address: - Contacting parents when an unexpected absence occurs	Director, Registration Supervisor, Coordinators, Data	5/1/17	Policies and procedures were changed to reflect the new performance standards regarding contacting parents when an	Incomplete	Child Plus reports, file reviews

SCUSD CHILD DEVELOPMENT DEPARTMENT
SELF-ASSESSMENT PROGRAM IMPROVEMENT PLAN 2017-2018

- Monitoring individual student attendance, identifying patterns - Creating a support plan for identified families - Train staff and implement attendance plan/policy	Technician, CDSs	8/1/17	unexpected absence occurs. Staff was not adequately trained. Individual student attendance is collected but not analyzed. There is no plan.		
Goal: Health Services: 1302.42 Child health status and care, (b)(1)(i)- Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care. 1302.42 (c)(3)- A program must facilitate and monitor necessary oral health preventative care, treatment and follow-up. (HS only)					
NO DENTAL EXAM <u>1st Notification:</u> Parents of preschoolers without a dental examination on file will be notified at registration. The lack of a dental exam will be noted on the <i>Enrollment Application Checklist</i>, and a copy will be given to parent during the enrollment meeting. <u>2nd Notification:</u> A <i>Reminder Letter</i> will be sent to parent, along with the <i>Welcome Letter</i>, at enrollment. <u>3rd and 4th Notifications:</u> Two additional <i>Reminder Letters</i>, along with the blue <i>Dental Health Record</i> form, will be sent to parents at 30 day intervals. <u>5th Notification:</u> If the dental examination has not been received after 3 <i>Reminder Letters</i> (90 days), the case will be referred to the Head Start Nurse, who will attempt to personally contact the parent.	Health Clerk, Child Development Specialist, Head Start Nurses	Spring 2017 and ongoing	First-second notifications are consistently being sent. Third-fifth notifications are not happening consistently. Improvement anticipated with Health Clerk position being filled and further monitoring for completion.	Ongoing	Child Plus reports, file reviews

SCUSD CHILD DEVELOPMENT DEPARTMENT

SELF-ASSESSMENT PROGRAM IMPROVEMENT PLAN 2017-2018

INCOMPLETE DENTAL TREATMENT - For incomplete dental treatment, a <i>Reminder Letter</i> will be generated every 30 days. MISSING/INCOMPLETE DENTAL - Additional staff will assist the Health Clerks during peak enrollment months, to ensure there is adequate staff to initiate <i>Action Steps</i> above.			Not happening consistently. Review policy with CDS, Health Clerks, Nurses, Registration Supervisor. Was not accomplished due to vacant Health Clerk position. Additional staff was used to support vacancy instead of being “extra help”.		
Goal: Health Services: 1302.33 Child Screening and Assessment (a)(1) In collaboration with each child’s parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child’s developmental skills within 45 calendar days of when the child first attends the program. (HS & EHS) Procedural timelines for turn-around will be rewritten for the <i>Action Steps</i> below, to align with new Performance Standards and Monitoring Procedures. HEIGHTS/WEIGHTS - Reminder notices for due date of heights and weights will be distributed to all teaching staff at the annual pre-service meeting, prior to the Fall measurements. <i>Height & Weight Worksheet</i> forms will be provided to teaching staff by Health Clerk. - Teaching staff will conduct heights and weights on or before the deadline date as indicated. - Teaching staff will send completed <i>Height and Weight Worksheets</i> to Health	Teaching Staff, Home Visitors, Health Clerks, Enrollment Supervisor, Nurses	Spring 2017 and ongoing	Completed	January 2018	Child Plus reports, file reviews

SCUSD CHILD DEVELOPMENT DEPARTMENT
SELF-ASSESSMENT PROGRAM IMPROVEMENT PLAN 2017-2018

Clerks by the due date indicated in Fall & Spring notification letter sent to Teachers. SUBSEQUENT HEIGHTS/WEIGHTS • All subsequent heights and weights will be completed in 6 months using the <i>Action Steps</i> above. BMI GRAPHS/NOTIFICATION TO PARENT • Health Clerks will create BMI graphs for each classroom upon receipt of <i>Height and Weight Worksheets</i>. • BMI graphs and <i>Height and Weight Worksheets</i> will be forwarded to the Nurse. • Nurses will review, sign and date BMI graphs and will return to Health Clerk. • Health Clerks will copy each graph and send copies to 1) class file, 2) health cum, and 3) parent. • If a child is deemed “high risk”, the parent will receive a letter stating results, along with a phone call from the nurse offering consultation with a Registered Dietician. • Additional staff will assist the Health Clerks during peak enrollment months, to ensure there is adequate staff to initiate <i>Action Steps</i> above.			January 2018 January 2018	
		Closing out. No longer required. Consistently being accomplished.		

SCUSD CHILD DEVELOPMENT DEPARTMENT
SELF-ASSESSMENT PROGRAM IMPROVEMENT PLAN 2017-2018

Goal: Mental Health Services: 1302.33(a)(3) If warranted through screening and additional relevant information and with direct guidance from a mental health or child development professional a program must, with the parent's consent, promptly and appropriately address any needs identified. Failed mental health screeners will be referred via the Request for Internal Services form. Rescreens will be completed and referred as necessary (HS only)						
Social Workers and Social Services Coordinator will consult with SCUSD Data Specialist on generating a list of failed screeners from Data reported on the monthly EARs.	Social workers, Mental Health Coordinator, Data Technician	Spring 2017	List was created by data specialist for a list of failed TABS screeners.	Dec. 2017	Education Accountability Record (EAR)	
Continue to send teachers emails to remind them to submit their failed TABS within two weeks of rescreen dates.	Social workers, Mental Health Coordinator	Fall 2017	Completed	Fall 2017	EAR	
Reminders will be sent in November to Teachers for TABS rescreens to be completed and send referrals.	Social workers, Mental Health Coordinator	Fall 2017	Completed	Fall 2017	EAR	
Goal: Family Partnerships Services: 1302.52(c)(3) Family Partnership Agreement Goal sheets will be thoroughly and thoughtfully completed. (HS & EHS) (HS & EHS)						
FPA Coordinator will connect with Grantee to arrange for additional training of teaching staff and department School Community Liaisons, on ways to engage families in the thorough completion of the Family Partnership Agreements; (Worksheets, Goals, Strategies, Timelines and Progress.)	FPA Coordinator, Teaching staff, School Community Liaisons (SCLs)	Spring 2018	Instructional Open House the social workers presented tri-folds.	Oct. 13, 2017 Jan. 12, 2018	Sign in sheets, FPA Worksheets, FPA Goal Sheets, File Reviews, Class checklists	
Additional training will be provided to SCLs regarding techniques to engage families in Goal Setting and the procedures for the thorough completion of	SCLs	Spring 2018	SCLs attended professional learning on goal setting.	Nov. 2017 Fall 2017	Sign in sheets, FPA Worksheets, FPA Goal	

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the FPA. (Worksheets, Goals, Strategies, Timelines and Progress.)		Fall 2018 and ongoing	SCLs were trained by the data specialist on new processes.		Sheets, File Reviews, Class checklists
Monitoring of children files will be conducted on an ongoing basis by Social Workers and FPA Coordinator	Social workers, FPA Coordinator	Sept 2018 and on January-Feb	Completed	Oct. 17 & Dec. 17, 2017	FPA Worksheets, FPA Goal Sheets, File Reviews, Class checklists
Goal: Family and Community Partnerships/Parent Involvement: 1301.4 (b) Parent Committees (HS & EHS)					
- Revise and standardize Family Resource Area. - Parent Advisor will assist teachers who are having challenges in conducting monthly parent meetings.	Parent Advisor	March 2017	SCLs reviewed parent boards. A poster sized resource sheet was created for all parent boards. Still ongoing Parent Advisor visited sites and participated in the instructional open house. Support is still ongoing.	Oct. 2017 Jan. 2018 Nov. 2017 Oct. 2017	Monthly Parent Meeting Tracking Form
Goal: Family Partnerships/Parent Involvement/Transitions: 1302.70 Transitions from Early Head Start; 1302.71 Transitions from Head Start to kindergarten; 1302.72 Transitions between programs (HS & EHS)					
Leadership will meet to define clear steps in EHS and HS transition process; (EHS to HS; HS to Kinder, and transitions from classroom to classroom.)	Director, Coordinators, Resource Teachers, Social Workers, Enrollment Supervisor, Nurses	6/1/17	The transition processes and flow charts have been updated for EHS to HS, HS to Kinder, and classroom to classroom.	June 2017	Written Transition Process

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Goal: Education and Child Development Program Services: 1302.31(e)(3) A program must approach routines, such as handwashing and diapering, and transitions between activities, as opportunities for strengthening development, learning, and skill growth. (HS & EHS)					
SCUSD will continue to focus training and coaching support for teaching staff on learning activities during classroom transitions	Coordinators, Resource Teachers, Teaching staff, Support staff	September 2017 and ongoing	At PL, Director presented the new Safety and Supervision Plan and reviewed classroom transitions. At PL Laura Fish presented Teaching Pyramid module 1B including effective, interactive transitions.	October 6 and 20 November 2017	CLASS scores, Environment Rating Scales (ERS) scores
Goal: Education and Child Development Program Services: 1302.31(b)(1)(i) Effective teaching practices emphasize ... interactions... that foster trust and emotional security; are communication and language rich; promote critical thinking and problem solving; social, emotional, behavioral, and language development; provide supportive feedback for learning; motivate continued effort; and support all children's engagement in learning experiences and activities (HS & EHS)					
- Professional learning opportunities will be provided to staff to increase their use of language with children to link concepts, integrate ideas, utilize how/why questions, and promote language rich environments. - Ongoing instructional coaching opportunities will be provided to staff.	Resource Teachers, Teaching staff, Parents	September 2017 and ongoing	At PL, SETA reviewed open-ended questions on how to expand children's thinking.	December 1 & 8	CLASS scores, ERS scores, and DRDPs
	Resource Teachers, Teaching staff	September 2017 and ongoing	Opportunities provided to staff through Instructional Support Open House as well as opportunities for group and/or individual coaching.	Oct 2017, Jan 2018, ongoing as determined by action plan	

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Goal: Education and Child Development Program Services: 1302.33(a)(1) In collaboration with each child's parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program or, for the home-based program option, receives a home visit. A program that operates for 90 days or less must complete or obtain a current developmental screening within 30 calendar days of when the child first attends the program. (HS & EHS)					
30 and 45 day screeners will be monitored using an Education Accountability Record (EAR).	Resource Teachers, Coordinators, Data Technician	October 2017	EARs have been submitted monthly to Resource Teachers and data put into Child Plus. A few teachers are piloting entering screenings directly into Child Plus. More than 80% of initial preschool screening, and more than 70% of infant/toddler screenings were completed on time.	November 2017	EAR
Goal: Safe Environments: Safety Practices 1302.47 (b)(1)(v) Classrooms are equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully-equipped and up-to-date first aid kits and appropriate fire safety supplies; (b)(4)(i)(G) Emergency preparedness and response planning for emergencies (HS & EHS)					
- During Manager's' Quarterly Safety Checklist, Coordinators will also check for completion of fire and lockdown drills. - Staff will be trained at Pre-Service and reminded at Professional Learning about storing and clearly marking emergency backpacks in their classrooms.	Teaching staff, Resource Teachers, Facilities Licensing Specialist, Operations Specialist, Coordinators, Director	Pre-Service 2017 and ongoing PLs	Managers have been completing quarterly checklist but have not been checking for fire or lockdown drills. During Pre-Service classroom staff were reminded about clearly marking where emergency backpacks are stored.	Inconsistent September 2017	Managers' Quarterly Safety Checklist, monitoring by support staff

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Goal: ERSEA 1302.15 (a) A program must maintain its funded enrollment level. (HS and EHS)				
Action Steps:	Responsible Person/Department	Start Date	Progress Update	Complete Date
A recruitment action plan will be developed in the spring to map out recruitment efforts month by month for 2018-2019 including events, activities and required personnel.	Registration Supervisor, School Community Liaisons, Parent Advisor	Spring 2018		
Goal: ERSEA: 1302.16 (a) (2) (iv) Promoting regular attendance. A program must track attendance for each child. (HS and EHS)				
Action Steps:	Responsible Person/Department	Start Date	Progress Update	Complete Date
Staff to create, an attendance policy to address: • Contacting parents when an unexpected absence occurs • Monitoring individual student attendance, identifying patterns • Creating a support plan for identified families Train staff and implement policy.	Director, Registration Supervisor, Coordinators, Leadership Staff	Spring 2018		
Goal: Management Systems (ERSEA) 1302.92 (a) A program must provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented. (HS and EHS)				
Action Steps:	Responsible Person/Department	Start Date	Progress Update	Complete Date
Staff to create department specific new employee orientation which shall include: • Necessary components that address Head Start Performance Standards and department requirements • outline required staff to present • Schedule of trainings Implement new employee trainings.	Director, Coordinators, Resource Teachers, Nurses, CDSs	Spring/Summer 2018		

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Goal: Education/Disabilities 1302.33 (b) (2) A program must regularly use information from paragraph (b)(1) of this section along with informal teacher observations and additional information from family and staff, as relevant, to determine a child's strengths and needs, inform and adjust strategies to better support individualized learning and improve teaching practices in center-based and family child care settings, and improve home visit strategies in home-based models. (HS and EHS)				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
- Continue to provide professional learning opportunities, instructional support and coaching on individualization strategies. - Further develop and utilize the Record for Individualization to help link DRDP/HELP and CLASS data to improve teaching practices. - DRDP Summary of Findings will be completed utilizing DRDP and CLASS results to plan for the classroom as a whole. - IEP/SST Accommodation Record will be used to ensure that children with referrals, special needs and/or challenging behaviors will have individualized learning strategies.	Coordinators, Resource Teachers, Teaching Staff	Fall 2018		
Goal: Education 1302.32 (d) (2): A program must support staff to effectively implement curricula and at a minimum monitor curriculum implementation and fidelity , and provide support, feedback, and supervision for continuous improvement of its implementation through the system of training and professional development. (HS and EHS)				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
- Education team will review the Creative Curriculum Fidelity Tool. - Selected classrooms will pilot an adapted version of the Fidelity Tool. - Results will be utilized for coaching.	Coordinators, Resource Teachers, Teaching Staff	Spring 2018 Summer 2018		

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Goal: Education 1302.92 (c) A program must implement a research-based, coordinated coaching strategy for education staff. (HS & EHS)				
Action Steps:	Responsible Person/Department	Start Date	Progress Update	Complete Date
- Identify teaching staff's strengths, areas of needed support, and which staff would benefit most from intensive coaching, based on various data sources - Using observation tools and data collected, support staff will provide opportunities for intensive coaching, including opportunities to be observed and receive feedback and modeling of effective teaching practices. - Using observation tools and data collected, support staff will provide opportunities for teaching staff not identified for intensive coaching.	Coordinators, Resource Teachers, Nurses, Social Workers, Licensing/Facilities Specialist, Teaching Staff	Fall 2018		
Goal: Health Services: 1302.42 (b) (1) (i)- Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care. 1302.42 (c)(3)- A program must facilitate and monitor necessary oral health preventative care, treatment and follow-up. (HS only)				
Action Steps:	Responsible Person/Department	Start Date	Progress Update	Complete Date
NO DENTAL EXAM - Five attempts to notify parents will be made. <u>1st & 2nd Notifications to Parents</u>: Monitoring shows first two notifications are being initiated. <i>No additional action needed.</i> <u>3rd, 4th & 5th Notifications to Parents</u>: Action steps for improvement will be focused on the 3rd-5th notifications to parents. Policy & Procedures regarding this process will be reviewed with Departmental Staff at monthly HNSE Content Meeting and will be a standing item on the agenda until improvement is evident.	Health Clerk, Nurses, Registration Supervisor, Health Coordinator	February 2018 and ongoing		

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INCOMPLETE DENTAL TREATMENT Departmental Policy & Procedures regarding parent notification process will be reviewed with HNSE Team at monthly Content Meeting.	Health Clerk, Nurses, Registration Supervisor, Health Coordinator	February 2018 and ongoing		
Goal: Health Services -1302.42 (b) (1) (i): An up-to-date blood lead result (based on the periodicity schedule) is on file within 90 days of the child's enrollment date. (HS and EHS)				
Action Steps: MISSING BLOOD LEAD LEVELS: - Policy & Procedures will be revised to ensure there is proper follow-up for missing blood lead levels. - Revised Policies & Procedures will be reviewed at Health, Nutrition & Safe Environments Content Meeting and Registration Office Meeting.	Responsible Person/Department Health Clerk, Nurses, CDS, Registration Supervisor, Health Coordinator	Start Date February 2018	Progress Update	Complete Date
Goal: Health Services -1302.42 (b) (1) (ii) and (c)(1): An up-to-date hemoglobin/hematocrit (hgb/hct) results, the file and/or Child Plus show attempts to obtain the missing results and bring the child up-to-date. (HS and EHS)				
Action Steps: MISSING HEMOGLOBIN/HEMATOCRIT LEVELS: - Policy & Procedures will be revised to ensure there is proper follow-up for missing hemoglobin/hematocrit levels. - Revised Policies & Procedures will be reviewed at Health, Nutrition & Safe Environments Content Meeting and Registration Office Meeting.	Responsible Person/Department Health Clerk, Nurses, CDS, Registration Supervisor, Health Coordinator	Start Date February 2018	Progress Update	Complete Date

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Goal: Safe Environments: Safety Practices 1302.47 (b) (2) (i) Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission or the American Society for Testing and Materials, International. All equipment and materials must at a minimum be clean and safe for children's use and are appropriately disinfected. (HS & EHS)				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Classroom staff will receive training on proper cleaning and sanitization of table surfaces, cots/mats and toys. A cleaning schedule will be established to document cleaning/sanitization has taken place and will be monitored to ensure compliance.	Facilities/Licensing Specialist, Operations Specialist, Coordinators, Classroom staff	August 2018		
Goal: Safe Environments: Safety Practices 1302.47 (b) (1) (v) Classrooms are equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully-equipped and up-to-date first aid kits and appropriate fire safety supplies; (b)(4)(i)(G) Emergency preparedness and response planning for emergencies. (HS and EHS)				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Manager's' Quarterly Safety Checklist will be edited to include fire and safety drills and fire extinguishers	Coordinators, Facilities/Licensing Specialist	Fall 2018		
Goal: Mental Health 1302.45 (a) & (b) Wellness promotion and Mental health consultants; 1302.46 (b) (1) (iv) Discuss with staff and identify issues related to child mental health and social and emotional well-being... and how to appropriately respond to their child and promote their child's social and emotional development. (HS and EHS)				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
- Social Workers will strengthen staff knowledge of the Behavioral Referral Process - Mental Health Staff will increase their knowledge of using Child Plus	Social Workers, FPA Coordinator, Data Technician	Fall 2018 Spring 2018 Spring 2018		

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Goal: Family and Community Engagement 1302.51 (a) A program must promote shared responsibility with parents for children's early learning and development, and implement family engagement strategies that are designed to foster parental confidence and skills. (HS and EHS)				
Action Steps:	Responsible Person/Department	Start Date	Progress Update	Complete Date
- Parent Advisor will continue to work with classroom teachers with the presentations of their monthly parent meetings. - Continue to improve Parent Information areas that are located in the classrooms.	Parent Advisor, School Community Liaisons, FPA Coordinator	Spring 2018 Winter 2018		
Goal: Family and Community Engagement 1302.52 (c) (3) Establish and implement a family partnership agreement process that is jointly development and shared with parents in which staff and families review individual progress, revise goals, evaluate and track whether identified needs and goals are met, and adjust strategies on an ongoing basis. (HS and EHS)				
Action Steps:	Responsible Person/Department	Start Date	Progress Update	Complete Date
- School Community Liaisons will monitor FPA files 3 times a year, to assure accuracy in documentation on Parent Worksheets, Goal Setting and follow-up - Additional Training will be provided to teaching staff to strengthen writing of the FPA Goals and for follow-up on goals - FPA Staff will increase their knowledge of using Child Plus	School Community Liaisons, FPA Coordinator, Social Workers	Winter 2018, Spring 2018, Fall 2018		