



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 13.3

Meeting Date: June 6, 2019

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, Career and Life Ready Graduates; Family and Community Empowerment

Documents Attached:

1. Head Start/Early Head Start Monthly Report Summary
2. Child Development April 2019 Fiscal Report – HS/EHS/CCP Basic & T/TA
3. Self-Assessment Action Plan 2018-2019
4. Self-Assessment Action Plan 2019-2020

Estimated Time of Presentation: N/A

Submitted by: Dr. Iris Taylor, Chief Academic Officer

Jacque Bonini, Director, Child Development

Approved by: Jorge A. Aguilar, Superintendent

**Attachment 1
Head Start / Early Head Start
Monthly Report Summary
June 2019**

Enrollment Report for April 2019

Head Start Enrollment	
Funded Enrollment	1139
Actual Enrollment	1053
Percentage of Actual Attendance	86%

Early Head Start Enrollment	
Funded Enrollment	152
Actual Enrollment	126
Percentage of Actual Attendance	67%

Early Head Start Expansion Enrollment	
Funded Enrollment	40
Actual Enrollment	37
Percentage of Actual Attendance	71%

Child Care Licensing Violations April 2019

None

Disabilities Report for April 2019

Head Start 106
Early Head Start 14
EHS Expansion 3

USDA Meals and Snacks for March 2019

Not available

Credit Card Statements

2/20/19 \$74.27 – PC Meeting

Attachment 2

SETA MONTHLY FISCAL REPORT
925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5210

Month: April 1 - April 30, 2019 Agreement No.: 19C5551S0

Delegate: SCUSD - Child Development Department Program: PA 22 HS BASIC R5210

Remit to address General Accounting Department - 802A PA 20 BASIC T/TA

5735 47th Avenue PA 25 EHS

SACRAMENTO, CA 95824 PA 26 EHS T/TA

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I. Personnel	19,747.08	177,039.47	282,920.00	105,880.53
Fringe Benefits	10,108.60	93,801.85	162,636.00	68,834.15
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	13.52	1,960.23	24,055.00	22,094.77
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	0.00	381.87	3,850.00	3,468.13
N Indirect Costs 4.83%	39,992.13	327,243.88	409,221.00	81,977.12
I. TOTAL ADMINISTRATION	\$69,861.33	\$600,427.30	\$882,682.00	\$282,254.70
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$69,861.33	\$600,427.30	\$882,682.00	\$282,254.70
II. Personnel	444,551.68	3,625,507.88	4,181,317.00	555,809.12
Fringe Benefits	336,018.28	2,765,200.84	3,282,661.00	517,460.16
P Travel	0.00	751.88	0.00	(751.88)
R Equipment	0.00	0.00	0.00	0.00
O Supplies	297.86	31,608.23	286,493.00	254,884.77
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	17,257.26	78,983.50	248,545.00	169,561.50
M				
II. TOTAL PROGRAM	\$798,125.08	\$6,502,052.33	\$7,999,016.00	1,496,963.67
NON-FEDERAL PROGRAM Basic & T/TA \$8,912,898 January & February	\$0.00	\$2,504,751.40	\$2,228,225.00	(276,526.40)
TOTAL SETA COSTS (I + II)	\$867,986.41	\$7,102,479.63	\$8,881,698.00	1,779,218.37

Gloria Chung 	5/9/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

Attachment 3

SETA MONTHLY FISCAL REPORT

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

R5212

Month: April 1 - April 30, 2019 Agreement No.: 19C5551S0

Delegate: SCUSD - Child Development Department Program: PA 22 HS BASIC


Remit to address General Accounting Department - 802A PA 20 BASIC T/TA R5212

5735 47th Avenue PA 25 EHS

SACRAMENTO, CA 95824 PA 26 EHS T/TA

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I. Personnel				0.00
Fringe Benefits				0.00
Travel				0.00
Equipment				0.00
A Supplies				0.00
D Contractual				0.00
M Construction				0.00
I Other				0.00
N Indirect 4.83%	0.00	48.30	1,438.00	1,389.70
I. TOTAL ADMINISTRATION	\$0.00	\$48.30	\$1,438.00	\$1,389.70
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$0.00	\$48.30	\$1,438.00	\$1,389.70
II. Personnel	0.00	0.00	8,167.00	8,167.00
Fringe Benefits	0.00	0.00	2,517.00	2,517.00
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	0.00	0.00	0.00	0.00
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	0.00	1,000.00	19,078.00	18,078.00
M				0.00
II. TOTAL PROGRAM	\$0.00	\$1,000.00	\$29,762.00	28,762.00
NON-FEDERAL PROGRAM Reported on Basic				
	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)	\$0.00	\$1,048.30	\$31,200.00	30,151.70

Gloria Chung 	5/9/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

Attachment 4

SETA MONTHLY FISCAL REPORT

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

R5213

Month: April 1 - April 30, 2019

Delegate: SCUSD - Child Development Department

Remit to address General Accounting Department - 802A

5735 47th Avenue

SACRAMENTO, CA 95824

Agreement No.: 19C5551S0

Program: PA 22 HS BASIC

PA 20 BASIC T/TA

PA 25 EHS R5213

PA 26 EHS T/TA

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I. Personnel	2,993.21	26,038.62	44,009.00	17,970.38
Fringe Benefits	1,758.46	15,817.58	45,655.00	29,837.42
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	0.00	382.02	1,901.00	1,518.98
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	0.00	18.51	1,160.00	1,141.49
N Indirect Costs 4.83%	6,199.92	56,204.01	84,256.00	28,051.99
I. TOTAL ADMINISTRATION	\$10,951.59	\$98,460.74	\$176,981.00	\$78,520.26
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$10,951.59	\$98,460.74	\$176,981.00	\$78,520.26
II. Personnel	70,068.56	633,497.01	880,775.00	247,277.99
Fringe Benefits	52,573.63	466,478.38	703,189.00	236,710.62
P Travel	0.00	250.62	0.00	(250.62)
R Equipment	0.00	0.00	0.00	0.00
O Supplies	104.43	8,752.16	27,104.00	18,351.84
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	864.33	12,408.89	40,648.00	28,239.11
M				
II. TOTAL PROGRAM	\$123,610.95	\$1,121,387.06	\$1,651,716.00	530,328.94
NON-FEDERAL PROGRAM Basic & T/TA \$1,856,261 January & February	\$0.00	\$220,468.02	\$464,065.00	243,596.98
TOTAL SETA COSTS (I + II)	\$134,562.54	\$1,219,847.80	\$1,828,697.00	608,849.20

Gloria Chung  5/9/2019 Shelagh Ferguson 916.643.7878

Director Budget Services - Authorized Signature Date Prepared By Phone

Attachment 5

SETA MONTHLY FISCAL REPORT
 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815
R5216

Month: April 1 - April 30, 2019 Agreement No.: 19C5551S0

Delegate: SCUSD - Child Development Department Program: PA 22 HS BASIC

Remit to address General Accounting Department - 802A PA 20 BASIC T/TA

5735 47th Avenue PA 25 EHS

SACRAMENTO, CA 95824 PA 26 EHS T/TA R5216

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I. Personnel				0.00
Fringe Benefits				0.00
Travel				0.00
Equipment				0.00
A Supplies				0.00
D Contractual				0.00
M Construction				0.00
I Other				0.00
N Indirect 4.83%	0.00	301.70	1,270.00	968.30
I. TOTAL ADMINISTRATION	\$0.00	\$301.70	\$1,270.00	\$968.30
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$0.00	\$301.70	\$1,270.00	\$968.30
II. Personnel	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	0.00	0.00	650.00	650.00
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	0.00	6,246.31	25,644.00	19,397.69
M				0.00
II. TOTAL PROGRAM	\$0.00	\$6,246.31	\$26,294.00	20,047.69
NON-FEDERAL PROGRAM Reported with Basic				
	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)	\$0.00	\$6,548.01	\$27,564.00	21,015.99

Gloria Chung 	5/9/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

**Attachment 6
CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT**

R5211

Month: April 1 - April 30, 2019

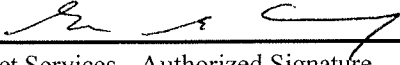
Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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

Agreement No.: 19C5551S0

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	80.55	1,323.72	1,954.00	630.28
Fringe Benefits	5.58	810.21	1,436.00	625.79
A Occupancy	0.00	0.00	0.00	0.00
D Staff Travel	0.00	0.00	0.00	0.00
M Supplies	0.00	189.81	2,805.00	2,615.19
I Other	0.00	0.00	184.00	184.00
N Indirect Costs 4.83%	3,080.04	27,127.30	34,023.00	6,895.70
I. TOTAL ADMINISTRATION	\$3,166.17	\$29,451.04	\$40,402.00	\$10,950.96
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$3,166.17	\$29,451.04	\$40,402.00	\$10,950.96
II. a. Personnel**	41,750.74	340,463.99	360,885.00	20,421.01
b. Fringe Benefits**	21,061.21	202,943.76	279,327.00	76,383.24
P c. Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	6,151.41	36,917.00	30,765.59
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	0.00	0.00	0.00
A h. Other	870.70	9,758.87	20,908.00	11,149.13
M				
II. TOTAL PROGRAM	\$63,682.65	\$559,318.03	\$698,037.00	138,718.97
NON-FEDERAL PROGRAM Basic 738,439 & T/TA 17,500 January & February	\$0.00	\$227,799.54	\$188,984.00	(38,815.54)
TOTAL SETA COSTS (I+II)	\$66,848.82	\$588,769.07	\$738,439.00	149,669.93

Gloria Chung 	5/8/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

R5211. August18-19

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: April 1 - April 30, 2019

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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

Agreement No.: 19C5551S0

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
A. Occupancy	0.00	0.00	0.00	0.00
D. Staff Travel	0.00	0.00	0.00	0.00
M. Supplies	0.00	0.00	0.00	0.00
I. Other	0.00	0.00	0.00	0.00
N. Indirect Costs 4.83%	0.00	417.65	806.00	388.35
I. TOTAL ADMINISTRATION	\$0.00	\$417.65	\$806.00	\$388.35
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$0.00	\$417.65	\$806.00	\$388.35
II. a. Personnel**	0.00	0.00	0.00	0.00
b. Fringe Benefits**	0.00	0.00	0.00	0.00
P. c. Travel	0.00	0.00	0.00	0.00
R. d. Equipment	0.00	0.00	0.00	0.00
O. e. Supplies	0.00	0.00	0.00	0.00
G. f. Contractual	0.00	0.00	0.00	0.00
R. g. Construction	0.00	0.00	0.00	0.00
A. h. Other	0.00	8,646.97	16,694.00	8,047.03
M.				
II. TOTAL PROGRAM	\$0.00	\$8,646.97	\$16,694.00	8,047.03
NON-FEDERAL PROGRAM - reported with Basic				
	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$0.00	\$9,064.62	\$17,500.00	8,435.38

Gloria Chung 	5/8/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

R.5221.18-19

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.

Self Assessment Plan of Action 2018-2019

Goal: ERSEA 1302.15 (a) A program must maintain its funded enrollment level. (HS and EHS)				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
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	Staff meets monthly to plan recruitment and to solicit staff.	Continuing
Goal: ERSEA: 1302.16 (a) (2) (iv) Promoting regular attendance. A program must track attendance for each child. (HS and EHS)				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Staff to create, an attendance policy to address: <ul style="list-style-type: none"> ● 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	Attendance procedures created and introduced during Preservice. Enrollment Specialists were trained in new procedures in October. Teachers were trained in detail at November Professional Learning.	May 2018 August 30, 2018 October 26, 2018 November 2 and 9, 2018

Self Assessment Plan of Action 2018-2019

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)

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<p>Staff to create department specific new employee orientation which shall include:</p> <ul style="list-style-type: none"> ● Necessary components that address Head Start Performance Standards and department requirements ● outline required staff to present ● Schedule of trainings <p>Implement new employee trainings.</p>	<p>Director, Coordinators, Resource Teachers, Nurses, CDSs</p>	<p>Spring/Summer 2018</p>	<p>Committee met 5/31/18 to create basic list of what to include in orientation.</p> <p>New employee training was partially implemented fall of 2018.</p> <p>Department has had a hiring freeze since 11/2018.</p>	<p>September 2018</p>

Self Assessment Plan of Action 2018-2019

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>
<ul style="list-style-type: none"> ● 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	IDP, and Goal setting is completed during parent conference. ASQ-3 and ASQ-SE is completed by parents providing input. DRDP and CLASS Summary of Findings completed Internal Education Monitoring Checklist completed. IEP/SST accommodation record is being utilized and implemented	August/September – Parent Orientation. December 2018 September/Oct. 2018 December 2018 December 2018

Self Assessment Plan of Action 2018-2019

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>
<ul style="list-style-type: none"> ● 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	27 teachers participating in Cohort 1 Creative Curriculum to Fidelity Professional Learning focus is Creative Curriculum to Fidelity general training for all instructional staff.	Cohort 1 completed May 2019 September 2019

Self Assessment Plan of Action 2018-2019

Goal: Education 1302.92 (c) A program must implement a research-based, coordinated **coaching** strategy for education staff. (HS & EHS)

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<ul style="list-style-type: none"> ● 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	Implemented PBC coaching strategies RTs are utilizing the PBC coaching cycles. Which include one-one-one coaching and support. Coordinators are conducting Team Meetings for intensive classroom coaching and support. RT's are utilizing reflective practices, including observations and videotaping tools for teachers not identified for intensive coaching.	September 2018 and ongoing September and monthly

Self Assessment Plan of Action 2018-2019

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)

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<p>NO DENTAL EXAM</p> <ul style="list-style-type: none"> ● 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	<p><u>1st-2nd Notification:</u> No action needed, per Action Steps verbiage.</p> <p><u>3rd-5th Notification:</u> Improvement noted. Time-line still challenging. Closing goal. Will look at revising timeline to make more realistic.</p>	January 2019
<p>INCOMPLETE DENTAL TREATMENT</p> <ul style="list-style-type: none"> ● 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	<p>“Early Smiles” is now providing notification to parents and coordinating follow-up service for identified needs through Dental Varnish Clinic.</p>	January 2019

Self Assessment Plan of Action 2018-2019

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)

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<p>MISSING BLOOD LEAD LEVELS:</p> <ul style="list-style-type: none"> • 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. 	Health Clerk, Nurses, CDS, Registration Supervisor, Health Coordinator	February 2018	P & Ps were revised and were reviewed at meetings. Parents are receiving notification letters and they are being put in student files. Parents are not always following through.	January 2019

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)

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<p>MISSING HEMOGLOBIN/HEMATOCRIT LEVELS:</p> <ul style="list-style-type: none"> • 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. 	Health Clerk, Nurses, CDS, Registration Supervisor, Health Coordinator	February 2018	P & Ps revised in May 2018. Has been reviewed at meetings.	January 2019

Self Assessment Plan of Action 2018-2019

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>
<p>Classroom staff will receive training on proper cleaning and sanitization of table surfaces, cots/mats and toys.</p> <p>A cleaning schedule will be established to document cleaning/sanitization has taken place and will be monitored to ensure compliance.</p>	<p>Facilities/Licensing Specialist, Operations Specialist, Coordinators, Classroom staff</p>	<p>August 2018</p>	<p>Training provided at Professional Learning.</p> <p>Has not been developed.</p>	<p>December 2018</p> <p>Ongoing</p>

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>
<ul style="list-style-type: none"> Manager's' Quarterly Safety Checklist will be edited to include fire and safety drills and fire extinguishers 	<p>Coordinators, Facilities/Licensing Specialist</p>	<p>Fall 2018</p>	<p>Checklist will be completed by Facilities/Licensing Specialist starting September 2018</p>	<p>Quarterly</p>

Self Assessment Plan of Action 2018-2019

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>
<ul style="list-style-type: none"> ● 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	Social workers met with individual teachers to strengthen their knowledge of Behavior Referral Process. MH staff have increased knowledge and will continue to learn as CP changes.	12/2018

Self Assessment Plan of Action 2018-2019

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)

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<ul style="list-style-type: none"> ● 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	Parent meetings will be tracked monthly in order to make sure teachers are conducting their monthly meetings. Community Resource Handout was provided for each classroom in the Spring to replace the resources in the plexiglass containers. (Need a work order to have all plexiglass containers removed)	12/2018 and Monthly Will need to survey teachers in case a new handout is needed for their parent boards.

Self Assessment Plan of Action 2019-2020

Goal: ERSEA 1302.13 Recruitment of Children and ERSEA 1302.15 (a) A program must maintain its funded enrollment level.				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
SCUSD will continue to recruit at neighborhood events, community resource centers, and district sites. Strategies to include: postcards, fliers, banners, social media, and phone calls.	Registration Supervisor, Director, Coordinators, School Community Liaison	March 2019		
Begin collecting information about why families discontinue services. Creation of Exit Survey.	Child Development Specialist	March 2019		
Goal: Transition Services 1302.72 Transitions between programs				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Revise and update transition processes: center-center, grantee to delegate and delegate to delegate.	Registration supervisor, coordinators, CDS	March 2019		
Goal: Education Screenings 1302.33 (a) A program must complete or obtain a current screening 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. Health Screenings 1302.42(b)(2) Within 45 calendar days obtain or perform evidence-based vision and hearing screenings.				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Teachers and nurses will receive reminder emails at 25- and 35-days of enrollment to see which children still need screenings. <ul style="list-style-type: none"> ● Heights and weights ● Vision and hearing ● ASQ ● ASQ-SE 	Data Technician, nurses, teachers, coordinators	August 1, 2019		

Self Assessment Plan of Action 2019-2020

Goal: Education and Child Development Program Services 1302.32(a)(2) A program must support staff to effectively implement curricula and at a minimum monitor curriculum implementation and fidelity.				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
SCUSD will continue working with SETA to train teachers on <i>Creative Curriculum</i> and ensure the curriculum is used to fidelity. <ul style="list-style-type: none"> ● Activity Guide - Lesson Planning Training ● Uniformed classroom schedules based on program option. ● Physical space - Training 	Coordinator	October 2018		
Goal: Program Structure 1302.21 (d) (1) The facilities used by a program must meet local licensing requirements.				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Licensing boards in all classrooms will have a standardized format	Licensing Facilities Specialist	July 2019		
Goal: Family and Community Engagement 1302.51(b) A program must, at a minimum, offer opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development. A program that chooses to make significant adaptations to the parenting curriculum to better meet the needs of one or more specific populations must work with an expert or experts to develop such adaptations.				
<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<ul style="list-style-type: none"> ● Research various modes and curricula to determine best way to reach most parents ● Implement chosen modality 	Parent Engagement coordinator	August 2019		

Self Assessment Plan of Action 2019-2020

Goal: Health: Safety Practices 1302.47(b)(2)(i) All equipment and materials must at a minimum be clean and safe for children's use and are appropriately disinfected

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<p>Classroom staff will receive training on proper cleaning and sanitization of table surfaces, cots/mats and toys.</p> <p>A cleaning schedule will be established to document cleaning/sanitization has taken place and will be monitored to ensure compliance.</p>	<p>Licensing Facilities Specialist</p>	<p>August 2019</p>		