TWIN RIVERS UNIFIED SCHOOL DISTRICT
BOARD COMMUNICATION

BC NO. _____

CONFIDENTIAL ITEM *(Check a Box)*	YES: ☐ NO: ✓	DATE:	1/10/2019

From the Office of the Superintendent

To the Board of Trustees

Prepared by: *(Include name and title)*
     Dr. Tabitha E.Thompson
     Principal/ Head Start Director
	Phone Number:
	
	 (916) 566-1600 Ext. <u>22750</u>

Regarding: Rio Linda Preschool Parent Committee December 2019

The purpose of this communication is to update the Board of Trustees on the monthly program implementation reports.

Federal Head Start requires grantees to provide our TRUSD Board of Trustees monthly program implementation reports including: narrative highlights, enrollment report, meals report, special education report, and fiscal report. The narrative highlights include thumbnail descriptions of activities occurring each month in one or more of the component areas including any major program changes.

Included in the report are the monthly program implementation reports for December 2019. The Head Start Monthly Director's Report is available for viewing on the Early Childhood Education website at:
http://www.twinriversusd.org/Academics/Early-Childhood-Education/Head-Start-Reports/index.html under Head Start Reports.

If you need additional information, please contact Dr. Tabitha E. Thompson, Principal/ Head Start Director, at 566-1600, ext. 22750.

Approved by:
Dr. Steven Martinez, Superintendent: _____ Date: _____

Twin Rivers Unified School District Head Start
2019- 2020
Rio Linda Parent Committee Members Roster
Revised 12/13/2020

Rio Linda - EHS
Alternate – Anthony Barber (Ms. Yang)
Alternate – Jessee Howell (Ms. Yang)
Alternate – Moises Levy (Ms. Yang)

Rio Linda- PK
Chairperson – Becca Perez (Ms. Rivera)
Vice Chairperson – Kelly Batista (Ms. Rivera)
Alternate– Mariah Wallis (Ms. Rivera)
Alternate – Kabao Xiong (Ms. Rivera)
Alternate – Danielle Delima Gomez (Ms. Rivera)

Rio Linda Parent Committee Members Sign-In Sheet/Roll Call Sheet

12-13 19
Date of Meeting

Please Specify
_____ # eligible voting representative
_____ # voting representatives present

PC Members Names	Complex	Signature	Payment
1. Tashmacie Brewer		P. Brewer	
2. Rebecca Perez			
3. Moises Levy			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Twin Rivers Unified School District
631 L Street
Rio Linda, CA 95660

Parent Committee Meeting
December 13, 2019
8:30am. – Preschool Classroom
Minutes

I. Welcome
    A. Call To Order/Roll Call – Meeting called to order at 8:35am. *Members present included Chair Becca Perez and Moises Levy. Also present was Community Liaison Tashamarie Brewer.*

II. Action Items
    A. Election of Secretary position – *Item tabled until next meeting due to present members not being interested in election.*
    B. Approval of meeting minutes from November 8, 2019 – *Item tabled until next meeting due to lack of quorum.*

III. Information Items
    A. Education
    B. ERSEA
    C. Enrollment and Attendance Report
    D. Health
    E. Meal Count reports
    F. Mental Health
    G. Family and Community Partnerships/Parent Involvement
    H. Disabilities
    I. Special Education Report
    J. School Site Council
    K. Fiscal
    L. Update on Oakdale, Morey and Rio Linda Preschool Programs – *Written reports and verbal discussion provided by Community Liaison for Items A through L.*
    M. Recruitment for Policy Committee 2019-2020 – *Parents reminded to solicit for additional parents to join the group.*
    N. Quality Assurance Summary Report dated October 2019 – *Parents provided written copies of the latest monitoring report.*

IV. Public Participation

V. Adjournment – *Meeting adjourned at 8:55am. Next meeting will be January 31, 2020 at 8:30am.*

Twin Rivers Unified School District
631 L Street
Rio Linda, CA 95660

Parent Committee Meeting
December 13 2019
8:30am. – Preschool Classroom
Agenda

I. Welcome
    A. Call To Order/Roll Call

II. Action Items
    A. Election of Secretary position
    B. Approval of meeting minutes from November 8, 2019

III. Information Items
    A. Education
    B. ERSEA
    C. Enrollment and Attendance Report
    D. Health
    E. Meal Count reports
    F. Mental Health
    G. Family and Community Partnerships/Parent Involvement
    H. Disabilities
    I. Special Education Report
    J. School Site Council
    K. Fiscal
    L. Update on Oakdale, Morey and Rio Linda Preschool Programs
    M. Recruitment for Policy Committee 2019-2020
    N. Quality Assurance Summary Report dated October 2019

IV. Public Participation

V. Adjournment

Twin Rivers Unified School District
631 L Street
Rio Linda, CA 95660

Parent Committee Meeting
November 8, 2019
8:30am. – Preschool Classroom
Minutes

I. Welcome
  A. Call To Order/Roll Call – *Meeting called to order at 8:42am. Members present included Kelly Batista, Moises Levy, Mariah Wallis, Anthony Barber and Becca Perez. Also present was Early Head Start and Head Start Director Tabitha Thompson.*
  B. Election of Chair, Vice Chair and Secretary positions – *Kelly Batista motioned for Becca Perez to be elected for the Chair position and Moises Levy seconded the motion. Votes were as follows: Yes (4-Kelly Batista, Moises Levy, Mariah Wallis, Anthony Barber), 0-no and 1abstention (Becca Perez).*
  Becca Perez motioned for Kelly Batista to be elected for the Vice Chair position and Moises Levy seconded the motion. Votes were as follows: Yes (4-Becca Perez, Moises Levy, Mariah Wallis, Anthony Barber), 0-no and 1abstention (Kelly Batista).
  The Secretary position will be tabled until next meeting due to lack of nominations.

III. Information Items
  A. Education
  B. ERSEA
  C. Enrollment and Attendance Report
  D. Health
  E. Meal Count reports
  F. Mental Health
  G. Family and Community Partnerships/Parent Involvement
  H. Disabilities
  I. Special Education Report
  J. School Site Council
  K. Fiscal – *Written reports and verbal discussion provided for Items A through K by Early/Head Start Director.*
  L. Update on Oakdale, Morey and Rio Linda Preschool Programs – *Early/Head Start Director reported that all sites continue to be fully enrolled and students are continuing their daily routines and learning great academic and social skills.*

M. Recruitment for Policy Committee 2019-2020 – *Early/Head Start Director reminded members to solicit additional parents from their classrooms to join the PC.*

N. Planning for Parent Involvement for Winterfest event on December 20, 2019 – *Group discussed details of Winterfest happening at Morey with all of the sites participating. Parents encouraged to volunteer as well as participate in the annual event.*

O. Information Memorandum ACF-IM-HS-19-02 – Notice of Proposed Rulemaking on DSR Changes – Public Comment Period – *Written information given to all members.*

IV. Public Participation

V. Adjournment – *Next meeting scheduled for December 13, 2019 at 8:30am and meeting adjourned at 9:18am.*
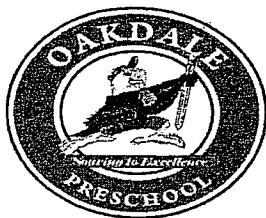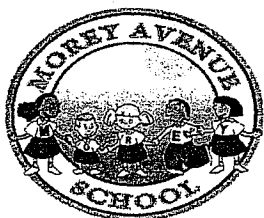
Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: __Education__

MONTH: __November 2019__

SUCCESSES (details of tasks that are going well within your component area)

-Created a Recycling center in the dramatic play area for room 4 kiddos

-Lesson planning with room 4 teams

-ECERS & ITERS observations were a success along with action plans for all 6 classes

-Hmong New Yr celebration was a success

-TCM—Deposit slips were adapted to each teams

-subbing for room 4

-file checks for 3 classrooms

-writing anecdotal notes and lesson planning for room 4 writing anecdotal notes and asq screenings

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)

Balancing the Ed Coordinator job duties and subbing for room 4

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).

- Support room 4, 7,8, 9 and RL
- Support room 4
- Input data into Child Plus System
- Conduct observations for these teaching team: Cheng, Maria, Yia, RL

Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA,follow-ups, etc): (number should

Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: _____Ed. Coordin. Gina Martinez_____

MONTH: _____November 2019_____

SUCCESSES (details of tasks that are going well within your component area)

Able to complete ECERS for all 6 classes (Village Todd & PS, Rm 8, both Todds 10-A 10-B, & OD)

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed). Keeping up with paper work, TCM at the same time doing ECERS.

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month). Completing ECERS paper work

Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA,follow-ups, etc): (number should get larger each month as you add new screenings for the current month to the total from last month)_____62_____

SELF MONITORING/PIR DATA (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2019)

Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: _____Karla De Leon_____

MONTH: _____November_____

SUCCESSES (details of tasks that are going well within your component area)
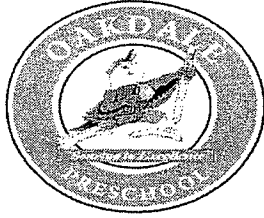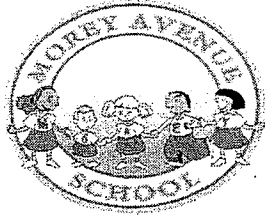
- Completed enrollment forms for dually funded students
- Enrolled students in CDMSI

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)

- Learning budget codes
- Revise Licensing Tracking Form

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).

- ERSEA file check
- Visiting class rooms
- Visiting off sites

Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: ___Lisa Her___

MONTH: __November 2019__

SUCCESSES (details of tasks that are going well within your component area)

- File checking for dual programs and manages a list of students.
-Filling in open slots for new students and understand the differences of criteria selection.
-Keeping a list of dropped/enrolled students and their statuses.

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)

-I need to organize and make enrollment forms accessible and ready to go when I need it.
-Slowly learning how to input student data and report into CDMIS system.

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).

-More training in how to enroll state kids.

- Input all the state kids into CDMIS system.

Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA,follow-ups, etc): (number should get larger each month as you add new screenings for the current month to the total from last month)_____

FPA: /

FPP: /

FPP follow-up#1:   /

FPP follow-up#2: /

Lead Risk Assessment: /

In-Kind hours: /75 hours

Monthly Enrollment Report

Agency: TRUSD

Month/Year ___ November 2019

Program	Funded Enrollment		Number of children enrolled on the last day of enrollment		Number of children dropped during month		Number of enrolled children reporting for the month	% Actual to Funded Enrollment
Head Start	140		140	+	0	=	140	100
Early Head Start	40		39	+	4	=	43	107
EHS-CCP				+		=		

Example:

EHS-CCP	100		97	+	5	=	102	102

If Enrollment is below 100%, please indicate the reasons for under-enrollment for each classroom by completing the following page. What center(s)/class(es) are under-enrolled and why? (include capped classes due to majority 3-year olds, lost waivers, facilities delays, other/explain).

Reminders:

% Actual to Funded = Total # of children enrolled during month divided by Funded Enrollment

Monthly Attendance Report

Month/Year: November 2019 _____

Agency: TRUSD _____

Program	Actual Enrollment	Average Daily Attendance % for Month
Head Start	140	85.39%
Early Head Start	40	88.19%
EHS-CCP	N/A	N/A

Example:

EHS-CCP	100	95

If ADA falls below 85% program-wide – please explain. In doing so, review and analyze the program's attendance data. When responding to why, consider the following guiding questions:

1) What stands out for you?
2) What questions arise for you?
3) What is clear about the data?
4) What is confusing about the data?
5) Does the data identify program strengths?
6) Are there areas that need attention?
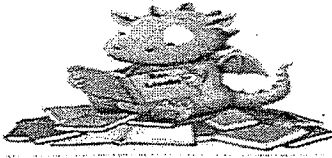
Twin Rivers Head Start Programs
COMPONENT MONTHLY REPORT

COMPONENT NAME:_____HealthNovember21, 2019

SUCCESSES(details of tasks that are going well within your component a

.1 Follow up on Hearing and Vison screenings by District nurse
2. District health meetings
3.

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)

30 wellchecks for toddlers

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month)

1. Matching cp and child's file
2. Inputting into Child Plus
3. Following up on Student with medical needs
4. Following up on dental – annual physicals and new students
5. New student Hearing and Vision and children that turned 3years of age
6.

SELF MONITORING/PIR DATA (details of what you have done to self monitor your component area or starting the tracking process for
1. File checks
2. Child Plus Reports
3. File review
4. Meeting District - Seta

SCREENINGS (number of screenings completed during the month)_____
See attached
Attachments (component meeting agenda, sign in sheets, minutes, self assessment tracking sheets (i.e. file checklists, observations, student list, etc)
due to Mrs. Tabitha by 1st of each month

Twin Rivers Unified School District
2371 - CACFP Reimbursement Summary
Program Term: 2019 - 2020 - HEAD START, Agency: Twin Rivers Unified School District
Attendance Date: 11/1/2019 - 11/30/2019

Twin Rivers Unified School District

|	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2019 - 2020 - HEAD START									
Morey Ave CDC									
1401R	12	21	0	0	0	0	0	0	0
1401S	12	14	0	0	0	0	0	0	0
1401T	12	20	0	0	0	0	0	0	0
1401V	12	15	0	0	0	0	0	0	0
Morey Ave CDC	48	70	0	0	0	0	0	0	0
Oakdale Preschool									
1402R	12	20	0	0	0	0	0	0	0
Oakdale Preschool	12	20	0	0	0	0	0	0	0
Rio Linda Preschool Center									
1403W	12	24	0	0	0	0	0	0	0
Rio Linda Preschool Center	12	24	0	0	0	0	0	0	0
Village									
1404W	12	23	0	0	0	0	0	0	0
Village	12	23	0	0	0	0	0	0	0
Twin Rivers Unified School Dist	84	137	0	0	0	0	0	0	0
Report Totals	84	137	0	0	0	0	0	0	0

Twin Rivers Unified School District

2371 - CACFP Reimbursement Summary

Program Term: 2019 - 2020 - Early Head Start, Agency: Twin Rivers Unified School District

Attendance Date: 11/1/2019 - 11/30/2019

Twin Rivers Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2019 - 2020 - Early Head Start									
Morey Ave CDC									
1401P	13	8	0	0	0	0	0	0	0
1401Q	13	8	0	0	0	0	0	0	0
Morey Ave CDC	26	16	0	0	0	0	0	0	0
Rio Linda Preschool Center									
1403P	13	8	0	0	0	0	0	0	0
1403Q	13	8	0	0	0	0	0	0	0
Rio Linda Preschool Center	26	16	0	0	0	0	0	0	0
Village									
1404P	13	7	0	0	0	0	0	0	0
Village	13	7	0	0	0	0	0	0	0
Twin Rivers Unified School Dist	65	39	0	0	0	0	0	0	0
Report Totals	65	39	0	0	0	0	0	0	0
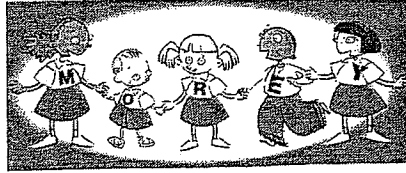
Twin Rivers Unified School District
Head Start Programs
COMPONENT MONTHLY REPORT
COMPONENT NAME: __Mental Health__
MONTH: _____November_____

SUCCESSES (details of tasks that are going well within your component area)

- Completion of Pre-Sap meetings
- Completion of Parent Training
- Pre-SAP's and paperwork completed by teachers and filed appropriately
- Continuing supplement the existing classroom with guidance lessons
-

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)
- Lack of working knowledge of the protocol and procedures of the ASQ/ASQ-SE with staff and parents.
- Finding time to monitor and manage students from three different schools effectively
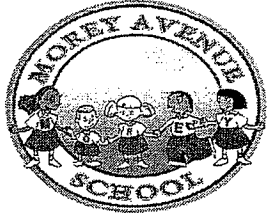- Provide individualized behavior modifications while servicing the needs of all students.

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).
- Self-Assessment checklist
- Monitoring review of ASQ screeners
- Providing weekly social skills lessons to identify students.
- Scheduling Pre-SAP meetings for identified students.

SELF MONITORING/PIR DATA (details of what you have done to self-monitor your component area or starting the tracking process for PIR)

- Blue Folders for individuals teachers and classrooms
- Excel spreadsheet
- Weekly file checklist

SCREENINGS (number of screenings completed during the month) _ASQ SE - 3_

Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Tashamarie Brewer

MONTH: November 2019

SUCCESSES (details of tasks that are going well within your component area)

- Parent Meeting
- Seta Surveys
- Hmong New Year
- FPA's
- BMI's
- Parent Appreciation

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)

- Blood Lead & Hemo

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).
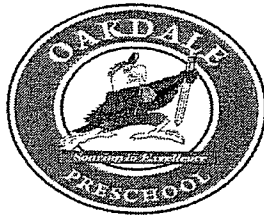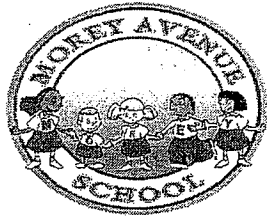
- Hmong New Year
- Winter Fest
- FPA's

Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA,follow-ups, etc): (number should get larger each month as you add new screenings for the current month to the total from last month)_____

FPP: 48/48

FPA: 48/48

FPA follow-up#1 by January: 0/48

Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: **Family Community Liaison ROSA RIVERA**

MONTH: **November 21, 2019**

SUCCESSES (details of tasks that are going well within your component area)

HEMO/ LEAD **2nd Reminders sent** (90 day Due Nov 16)

Hmong New Year Food for all sites/ Oakdale /Morey

Parent Appreciation Nachos

Parent Meeting Oakdale/ Morey "Unwanted Behavior v's Wanted Behavior"

Operation Christmas Basket / Baptist Church Turkey Giveaway

Community Health Fair Information / Stanford Neighborhood Center Holiday Services

Nutrition activity

Toddlers Field Trip to learn about Street Crossing & Traffic Lights

Served kinder parents Nachos

CHALLENGES: climate in workplace

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate)

Winter Festival logistics: waiting on orders, t-shirts, finalizing Santa

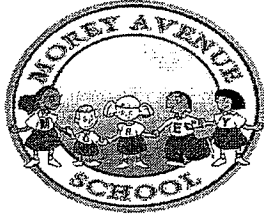2 Families nominated for Turkey Giveaway – Kennedy/Morey and Quincy /Oakdale

See's Candy Fundraiser

Helping Family with services, transpiration, and family services

Special Diet for a student (problem resolved)

Finalizing games for event set all prizes for games in box

Late Kids

Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: _____ Christina Southivilay _____

MONTH: _November_

SUCCESSES (details of tasks that are going well within your component area)

- Parent appreciation
- Parent Meeting
- Growth Assessments new student
- Nutrition activity
- Health assistant
- Nutrition activity
- FPA completed
- Special diet
- Monthly board
- In-kind hours for parent in class

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)

- Trying to get parent to attend our meeting
- Hemo and Blood lead results
- Waiting on special diet to get return

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).

- winter fest orders
- Parent surveys
- Outside board
- Finding volunteer for Santa Claus and Mrs. Claus
- Parent meeting
- Winter festival
- Nutrition shopping

- Component report
- Hemo and blood lead results

Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA,follow-ups, etc): (number should get larger each month as you add new screenings for the current month to the total from last month)_____

FPA: 49 /49

FPP: 49 /49

FPP follow-up#1:   N/A /49
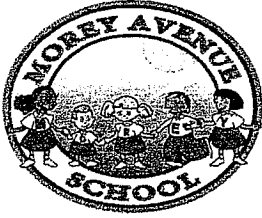
FPP follow-up#2:   N/A /49

Lead Risk Assessment: 49/49

In-Kind hours: 190 hrs 15 mins /75 hours

Blood Lead: 28 / 49

Hemoglobin: 38 /49

SELF MONITORING/PIR DATA (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2019)

- Student tracking sheet
- Child plus
- Child plus remind print out

Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Antawn Bryant-Porter

MONTH: November 2019-2020

SUCCESSES (details of tasks that are going well within your component area)

- Hemo/Lead Reminders
- Parent Appreciation
- Field Trip – Feeding Goats
- Winter Festival Flyer
- Nutrition Activity
- Hmong New Year Celebration

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)

None

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).

- Winter Festival
- Updating Binders

Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA,follow-ups, etc): (number should get larger each month as you add new screenings for the current month to the total from last month)_____

FPP: 44/44

FPA: 40/44

FPA follow-up#1 by January:

FPA follow-up#2 by March:

FPA follow-up#3 by May:

Lead Risk Assessment: 44/44

In-Kind hours:80 / 75 hours
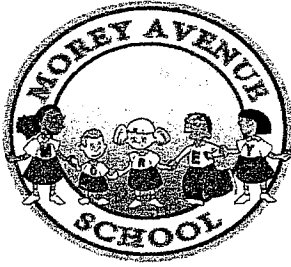
Blood Lead: 25 / 44

Hemoglobin: 31 / 44

Growth Assessments#1 44/44   Growth Assessment #2

SELF MONITORING/PIR DATA (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2019)

Tracking Sheet Updated Daily

Revised November 21, 2019

Twin Rivers Unified School District
Head Start Programs
COMPONENT MONTHLY REPORT
COMPONENT NAME: Disabilities - Nina Sandhu
MONTH: November 2019

SUCCESSES (details of tasks that are going well within your component area)
- Pushing in to the classroom.
- Demonstrating communication strategies to teachers to implement in to the classroom.
- Parents attending IEP meetings.

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)
- Working on providing speech and language services, as well as assessing students.

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).
- Servicing kiddos with current IEP's.
- Inputting data in to SEIS for upcoming IEP's.
- Multiple Annual IEP's coming up in December.

Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month): 14 speech and language screeners for Preschool and Kinder/TK).

SELF MONITORING/PIR DATA (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2018)
- Keeping up to date on my excel sheet of current students with active IEP's.
- Have daily logs with children I have been servicing for speech and language.
- Making sure section 6 is updated in the kiddos binders with current IEP goals and service minutes.

Monthly Special Education Report

Twin Rivers USD	November 2019
Agency Name	**Reporting Month/Year**

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	3	21
B	Total number of children enrolled with an active IFSP/IEP	3	21
C	Children with an IFSP/IEP who have dis-enrolled, transferred, or services have been terminated	0	1
D	Children currently pending		5
E	Future IFSP/IEP Meetings scheduled		5

* (Line B) + (Line C) = Line A

Comments:

Tabitha E. Thompson, Ed.D	Principal/Head Start Director	December 2, 2019
Completed by (Print Name)	**Title**	**Date**

Please complete and submit by the 1ˢᵗ of each month for the previous reporting month.

Email to Laura Moore (SETA Education Coordinator) @ laura.moore@seta.net

07/22/2016

Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members

RE: SETA Quality Assurance/Monitoring Results – October 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Head Start and Early Head Start Center-based *Morey Avenue* *Rio Linda* *Village*	3 centers 4 classes 10 children's files for: *Education* *Eligibility/Screenings*	September 4-25, 2019	Differential Review ☒ Initial ☐ Follow-up ☐ Special ☐ Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 4 monitoring checklists representing 59 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Classroom environments reflect the diversity of children's cultural backgrounds, and the program employs bilingual staff that support families and children's home language and continued development of English.
- Exit signs, safety procedures and medication storage were properly posted and labeled.
- Program staff was very responsive to feedback and correcting potential concerns onsite.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Eligibility and Screenings File Review *(Eligibility, Enrollment, Health and Nutrition Screenings)*	91% EHS 92% HS	No significant noted findings
Education File Review and Classroom Observation *(Screenings, Referrals, Follow-up, Individual Education Plans, Classroom Observation)*	92% EHS 100% HS	-Appropriate teacher:child ratios (1:4) were not maintained at all times in the toddler class. -Safety protocol for transitioning indoors/out was not consistently followed.
Safe Environments *(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)*	88% EHS 81% HS	-Potential indoor and outdoor safety hazards. All were corrected during visit.
Disabilities Services *(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)*	N/A	Not part of the differential review

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Family and Community Engagement *(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)*	N/A	Not part of the differential review
Mental Health *(Screening, Consent, Referrals, Follow-up, Strategies)*	N/A	Not part of the differential review
Nutrition *(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)*	N/A	Not part of the differential review
Health *(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)*	N/A	Not part of the differential review
Program Design and Management **Human Resources** *(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)*	N/A	Not part of the differential review

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.