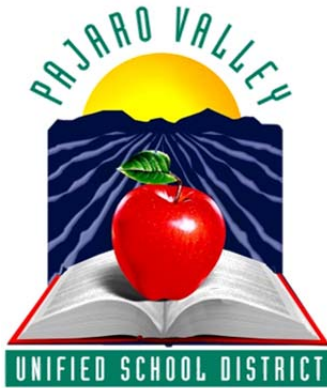


PAJARO VALLEY UNIFIED SCHOOL DISTRICT MISSION STATEMENT

The Mission of the Pajaro Valley Unified School District is to educate and to support learners in reaching their highest potential. We prepare students to pursue successful futures and to make positive contributions to the community and global society.



March 19, 2014 BOARD STUDY SESSION MIGRANT AND SEASONAL HEADSTART

6:00 PM – 8:00 PM

**DISTRICT OFFICE
Boardroom**

292 Green Valley Road, Watsonville, CA 95076

NOTICE TO THE PUBLIC: PURSUANT TO SB 343, BOARD PACKET DOCUMENTS ARE AVAILABLE FOR YOUR REVIEW AT THE FOLLOWING LOCATIONS:

- Superintendent's Office: 294 Green Valley Road, Watsonville, CA (4th Floor)
- On our Webpage: www.pvUSD.net

1.0 OPENING CEREMONY – MEETING OF THE BOARD IN PUBLIC - 6:00 P.M.

1.1 Pledge of Allegiance

1.2 Welcome by Board President

Trustees Leslie DeRose, Maria Orozco, Karen Osmundson, Lupe Rivas, Jeff Ursino, Willie Yahiro and President Kim De Serpa.

2.0 APPROVAL OF THE AGENDA

3.0 STUDY SESSION

3.1 Changes in Head Start Nationally

3.2 Stanislaus County Office of Education – Risk Management Stance

3.3 PVUSD Board's Role in Governance for MSHS Related to Contract

3.4 PVUSD's MSHS 2014-15 Season Contract – Status of Conditional

3.5 PVUSD's MSHS Self-Assessment and Corrective Plan of Action

4.0 ADJOURNMENT

Head Start Program Performance Standards

Appendix A - Governance and Management Responsibilities

[A=General responsibility; B=Operating responsibility; C=Must approve or disapprove; D=Determined locally]

FUNCTION	GRANTEE AGENCY CCMHS SCOE		DELEGATE AGENCY PVUSD		GRANTEE OR DELEGATE MANAGEMENT STAFF	
	Governing Body	Policy Council	Governing Body	Policy Committee	Head Start Director	Agency Director
I. PLANNING						
(a) 1304.50(d)(1)(iii) Procedures for program planning in accordance with this Part and the requirements of 45 CFR 1305.3	A & C	C	C	C	B	D
(b) 1304.50(d)(1)(iv) The program's philosophy and long- and short-range program goals and objectives (see 45 CFR 1304.51(a) and 45 CFR 1305.3 for additional requirements regarding program planning).	A & C	C	C	C	B	D
(c) 1304.50(d)(1)(v) The selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively) (see 45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively).	A & C	C	--	--	B (Grantee Only)	D (Grantee Only)
(d) 1304.50(d)(1)(vii) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.	A	C	A	C	B	D
(e) 1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils).	A & C	C	A & C	C	B	D
(f) 1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.	A	C	A	C	B	D
(g) 1304.50(d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review (see 45 CFR 1304.51(i)(1) for additional requirements about the annual self-assessment).	A	C	A	C	B	D

	GRANTEE AGENCY CCMHS SCOE		DELEGATE AGENCY PVUSD		GRANTEE OR DELEGATE MANAGEMENT STAFF	
FUNCTION	Governing Body	Policy Council	Governing Body	Policy Committee	Head Start Director	Agency Director
II. GENERAL PROCEDURES [A=General responsibility; B=Operating responsibility; C=Must approve or disapprove; D=Determined locally]						
(a) 1304.50(d)(1)(vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen.	A & C	C	A & C	C	B	D
(b) 1304.50(g)(1) Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.	A & C	--	A & C	--	--	D
(c) 1304.50(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.	A & C	C	A & C	C	D	D
(d) 1304.50(h) Internal dispute resolution. Each grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.	A & C	C	A & C	C	D	D
(e) 1304.50(d)(2)(v) Establish and maintain procedures for hearing and working with the grantee or delegate agency to resolve community complaints about the program.	B	B	B	B	D	D
(f) 1304.50(g)(2) Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 CFR 1301.13.	A	--	A	--	D	D
(g) The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.	A	--	A	--	D	D

	GRANTEE AGENCY CCMHS SCOE		DELEGATE AGENCY PVUSD		GRANTEE OR DELEGATE MANAGEMENT STAFF	
FUNCTION	Governing Body	Policy Council	Governing Body	Policy Committee	Head Start Director	Agency Director
III. HUMAN RESOURCES MANAGEMENT PROCEDURES [A=General responsibility; B=Operating responsibility; C=Must approve or disapprove; D=Determined locally]						
(a) 1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.	A & C	C	A & C	C	D	D
(b) 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee agency.	A & C	C	--	--	--	D
(c) 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency.	A	C	--	--	B (Grantee Only)	D
(d) 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the delegate agency.	--	--	A & C	C	--	D
(e) 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the delegate agency.	--	--	A	C	B (Delegate Only)	D

KEY AND DEFINITIONS AS USED IN CHART

* When a grantee or delegate agency operates an Early Head Start program only and not an Early Head Start and a Head Start program, these responsibilities apply to the Early Head Start Director.

A. **General Responsibility.** The group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility.

B. **Operating Responsibility.** The individual or group that is directly responsible for carrying out or performing the functions consistent with the general guidance and oversight from the group holding general responsibility.

C. **Must Approve or Disapprove.** The group that must be involved in the decision-making process prior to the point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taken, until agreement is reached between the disagreeing groups.

D. **Determined locally.** Management staff functions as determined by the local governing body and in accordance with all Head Start regulations.



Self-Assessment VALIDATION REPORT

Delegate/GO

Pajaro Valley Unified School District (PVUSD)

Reviewed By:
Date

Karen Pekarcik
Karen Pekarcik, Director II, Child/Family Services, September 6, 2013

Findings (Level 1 & Level 2):

Based review of the self-assessment reports I conclude that the ☒ reports are approved as written. ☐ ~~reports are approved with changes noted below.~~

Changes to written reports:

No changes to reports are required or recommended.

SELF-ASSESSMENT
Review Year: 2013-14
Exit Interview Sign In Sheet

☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal Migrant/Early Head Start ☐ State Programs

Delegate/DO

Pajaro Valley Unified School District

Date August 16, 2013

Location

Santa Cruz County; PVUSD Office, Watsonville, CA

Time 2:30 P.M.

	NAME	TITLE	CENTER	Were you on the Self-Assessment Team?
1.	Janet Fernandez	FSW		NO
2.	Dora Ayala	FSW		NO
3.	Monica Perez	FSW		NO
4.	Rosa Yest	FSW		NO
5.	Melinda	FSW		yes
6.	Adriana Gallegos	P.T. Coord.		yes
7.	Cheryl	FSW		yes
8.	Jenny Cardenas	FSW		yes
9.	Graciela Fernandez	FSW		yes
10.	Tony Jordan	EC Coord		yes
11.	Elba Gonzalez	Admin Sup		yes
12.	Ruth	F.S.W		no
13.	Margarita Valdez	FSW		no

	NAME	TITLE	CENTER	Were you on the Self-Assessment Team?
14.	CHRISTINE RODRIGUEZ	CHILD DEV. SUPERVISOR	SCOPE	YES
15.	Rosario Friedman	Disabilities Supervisor	SCOPE	Yes
16.	[Signature]	FCSS	SCOPE	Yes
17.	Geoffrey [Signature]	Coordinator	PVUSID.	NO
18.	Elyia Morales	FSW	PVUSD	yes
19.	[Signature]	FSW	PVUSD	No
20.	[Signature]	P.I. Coord.	PVUSD	No
21.	[Signature]	Director MSHS	PVUSD	NO
22.	Ana Bertha Zamora	FCCH Specialist	PVUSD	NO
23.	[Signature]	FCCH Coord.		NO
24.	Mary Turner	Healthy/Disability	PVUSD	NO
25.	Carmen Magaña	FCCH Specialist	MSHS/PVUSD	yes
26.	Leticia Becerra	FCCH-S	MSHS/PVUSD	
27.	Teresa Medina	FCCH Specialist	MSHS	YES
28.	Bertha Correa	FCCH Specialist	MSHS	NO
29.	[Signature]	FSW	MSHS	No
30.	Angelica C. Renteria	Program Op. Coord.	PVUSD	No
31.	[Signature]	Disability Specialist	PVUSD	NO
32.	Zaida Raygoza	Admin. Sec. II	DO PVUSD	NO
33.	Patricia Vega	Data Entry Specialist	PVUSD	No
34.	Katey [Signature]	PVUSD [Signature]	PVUSD	No
35.				

SELF-ASSESSMENT Review
LEVEL 1 FINDINGS REQUIRING ACTION

Year 2013-14

Page 1 of 1

☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start ☐ Migrant Early Head Start ☐ State

Pájaro Valley Unified School District

Delegate/GO Agency

Santa Cruz

County

8/12/13-8/14/13

Review Dates

Fiscal

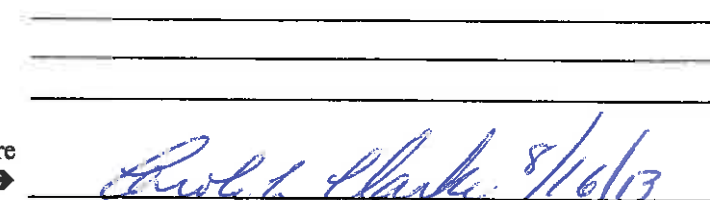
Program Area

Corrective Plan of Action Due Date: n/a

Delegate/GO Director Signature →


Team Leader Signature

Team Member Signatures:


8/16/13

Regulation #	Systemic Issues Requiring Action	Site (s)
	None	

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SELF-ASSESSMENT Review
LEVEL 2 FINDINGS REQUIRING ACTION

Year 2013-14

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☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start ☐ Migrant Early Head Start ☐ State

Pájaro Valley Unified School District

Delegate/GO Agency

Santa Cruz

County

8/12/13-8/13/13

Review Dates

Fiscal

Program Area

Corrective Plan of Action Due Date:

N/A

Delegate/GO Director Signature



Carole L. Clark 8/16/13

Pamela Gomez

Team Leader Signature

Team Member Signatures:

Regulation #	Out-of-Compliance Findings Requiring Action	Site (s)
	None	

DISTRIBUTION: White – Grantee Yellow – Delegate/GO



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SELF-ASSESSMENT Review Year 13-14
RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

Page 1 of 1

☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start ☐ Migrant Early Head Start ☐ State

Pájaro Valley Unified School District

Delegate/GO Agency

Santa Cruz

County

8/12/13-8/13/13

Review Dates

Fiscal

Program Area

[Signature]

Team Leader Signature

Team Member Signatures:

Delegate/GO Director Signature →

[Signature] 8/10/13

Regulation #	Recommendation(s) for Continuous Improvement	Site(s)
45 CFR Part 92.36	Written procedures for the MHS program should be compiled delineating current practices including the areas of timesheet processing, NFS documentation, Governing Board and DPC reporting, and procurement documentation.	Central Office
2 CFR Part 225 Appendix B(8)(h)(1)	The payroll timesheet processing system should be updated to ensure all required weekly signatures are present as 27.5% of them (21 of 79) were not signed on the actual timesheet. The actual district monthly process has all required signatures (15 of 15 or 100%).	Central Office
45 CFR Part 92.24 (b)(7)(i)	The Non Federal Share system should be strengthened to ensure that sufficient documentation is included to determine allowability and reasonableness of items/services claimed. Two sheets out of the documentation provided for May and June listed only "baskets" and not what was in the baskets (berries).	Central Office

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SELF-ASSESSMENT Review Year 2013-14
PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)

Page 1 of 1

☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start ☐ Migrant Early Head Start ☐ State

Pájaro Valley Unified School District

Delegate/GO Agency

Santa Cruz

County

8/12/13-8/13/13

Review Dates

Fiscal

Program Area

Camela Gomez

Team Leader Signature

Team Member Signatures:

Delegate/GO Director Signature



David L. Clarke 8/16/13

Regulation #	Program Strengths and Exemplary Practices	Site(s)

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FP364(c)



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SELF-ASSESSMENT Review
LEVEL 1 FINDINGS REQUIRING ACTION

Year 2013-2014

Page 1 of 1

☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz County

County

08/13/13-08/16/13

Review Dates

Program Design and Managment

Program Area

Corrective Plan of Action Due Date: N/A

Delegate/GO Director Signature →

Team Leader Signature CHRISTINE RODRIGUEZ

Team Member Signatures:
Juanita Rodriguez
...
...
8/16/13

Regulation #	Systemic Issues Requiring Action	Site (s)
	None	

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SELF-ASSESSMENT Review
LEVEL 2 FINDINGS REQUIRING ACTION

Year **2013-2014**

Page **1** of **2**

☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz

County

08/12/13-08/16/13

Review Dates

Program Design and Management

Program Area

Corrective Plan of Action Due Date:

*2 week after
validation report*

Delegate/GO Director Signature →

Team Leader Signature *Christine Rodriguez*
Team Member Signatures: *Jeremy Cardinal*
Sallye
Carol A. Clarke 8/16/13

Regulation #	Out-of-Compliance Findings Requiring Action	Site (s)
1301.31(a), 1301.31(a)(2), 1301.31(a)(3), 1301.31(a)(5), 1304.50(d)(1)(ix), 1304.52(i)(1), 1304.52(i)(1)(i), 1304.52(i)(1)(ii), 1304.52(i)(1)(iii), 1304.52(i)(1)(iv), 1304.52(i)(3)	While the bargaining unit agreements and staff employment contracts have conduct standards and disciplinary steps, the written policies don't include the specific Head Start language required nor are they approved by Policy Council or Policy Committee.	Central Office
1301.33, PVUSD Delegate Contract - Section 13.2 Title 22--101226	Mandatory forms were not used per Delegate Contract and/or Title 22, such as: 1) CF/R-12 MHS Migrant Certification of Income Verification 2) CF/R-23 Regional, Early and Migrant/Seasonal Head Start Self-Certification of Income 3) CF/S-4 Orientation and Volunteer Checklist 4) CF/H-15 Indoor Safety Inspection Checklist 5) CF/H-15 Outdoor Safety Inspection Checklist 6) CF/H-6 Vision Screening Exam 7) CF/H-7a Hearing Screening Exam 8) LIC 9166 Nebulizer Care Consent/Verification Child Care Facilities	Central Office

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Findings Requiring Action (continued)

Page 2 of 2

PVUSD/Santa Cruz County

Delegate/GO Agency/County

Program Design and Management

Program Area

Regulation #	Out-of-Compliance Findings Requiring Action	Site (s)
642 (d)(2)(A) 642 (d)(2)(H)	Sharing of regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, did not occur for the following: *Monthly financial statements inclusive of non-federal share reports *Communication and guidance from the Office of Head Start (OHS) Secretary did not occur	Central Office
1304.50(d)(1)(xi)	Six (6) of the twenty-four (24) personnel files reviewed demonstrated that staff were hired prior to obtaining Policy Committee approval. While this is not correctable, going forward the agency must put processes in place to ensure this occurs for new hires.	Central Office
1304.52(j)	Three (3) of the twenty-four (24) personnel files reviewed revealed that staff performance reviews were not completed on an annual basis. *Two (2) staff had an evaluation conducted every other year. *One (1) staff person has been employed approximately 13 months and to date does not have an evaluation.	Central Office
1301.31(a)(1)	Based on the personnel files reviewed, while the agency does hire staff who meet Head Start qualifications, the Instructional Assistant and Migrant Head Start Teacher job descriptions do not have appropriate and relevant Head Start qualifications listed.	Central Office

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FP364(b)



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SELF-ASSESSMENT Review Year 2013-2014
RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

Page 1 of 1

☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz

County

08/13/13-08/16/13

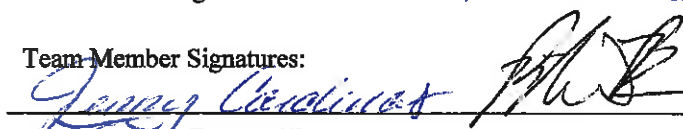

Review Dates

Program Design and Management

Program Area


Team Leader Signature CHRISTINE RODRIGUEZ

Team Member Signatures:

Delegate/GO Director Signature



Regulation #	Recommendation(s) for Continuous Improvement	Site(s)
	None	

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SELF-ASSESSMENT Review Year 2013-2014
PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)

Page 1 of 1

☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz


County

08/13/13-08/16/2013

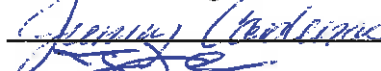


Review Dates

Program Design and Management

Program Area


Team Leader Signature **CHRISTINE RODRIGUEZ**

Team Member Signatures:

Delegate/GO Director Signature

→  **8/16/13**

Regulation #	Program Strengths and Exemplary Practices	Site(s)
1304.52(k)(5)	The agency provides a series of trainings for Family Child Care Home (FCCH) Providers on Saturdays and evenings for increased knowledge of child development and curriculum plans. The trainings have excellent voluntary attendance and monitoring has verified implementation of best practices for school readiness.	All
1306.32(b)(8) 1304.40(e)(5) 1304.40(i)(2)	The agency is conducting home visits to support child and family referrals for identified children and families enrolled in the FCCH program which is above the minimum requirement and which support high-quality family engagement and child outcomes.	All

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SELF-ASSESSMENT Review
LEVEL 1 FINDINGS REQUIRING ACTION

Year 2013-14

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☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz

County

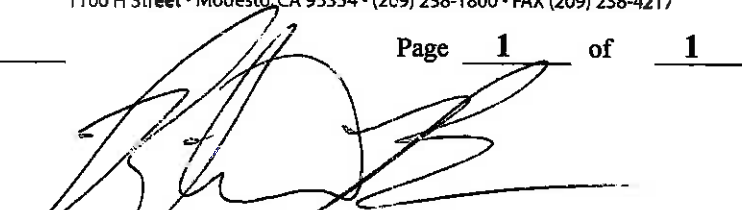
August 13-16, 2013




Review Dates

**Eligibility, Recruitment, Selection, Enrollment, &
Attendance (ERSEA)**

Program Area

Corrective Plan of Action Due Date: N/A


Team Leader Signature

Team Member Signatures:




Delegate/GO Director Signature

→  8/16/13

Regulation #	Systemic Issues Requiring Action	Site (s)
	None	

DISTRIBUTION: White – Grantee Yellow – Delegate/GO



SELF-ASSESSMENT Review
LEVEL 2 FINDINGS REQUIRING ACTION

Year 2013-14

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☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz

County

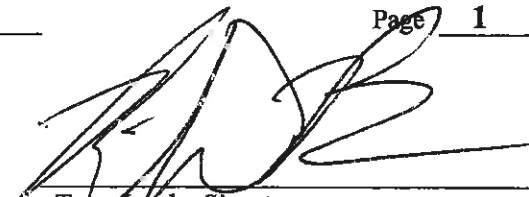
August 13-16, 2013

Review Dates




**Eligibility, Recruitment, Selection, Enrollment, &
Attendance (ERSEA)**

Program Area

Corrective Plan of Action Due Date: 2 weeks after validation


Team Leader Signature

Team Member Signatures:

Delegate/GO Director Signature

 8/16/13

Regulation #	Out-of-Compliance Findings Requiring Action	Site (s)
1305.4 (c) 1305.4 (d) 1304.4 (e)	Out the 62 eligibility files reviewed, 36 of them (58%) had errors. None of the errors affected the eligibility of the children but the error rate is still high enough to merit an out-of-compliance finding. The errors included items such as correctly matching the documents verified between the application and the income verification form, missing the number of moves, missing program options, missing percentage of agricultural income, etc.	All



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SELF-ASSESSMENT Review Year 2013-14
RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

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☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA)

Program Area

Team Leader Signature

Team Member Signatures:

Delegate/GO Director Signature →

Regulation #	Recommendation(s) for Continuous Improvement	Site(s)
	None	

DISTRIBUTION: White ~ Grantee Yellow ~ Delegate/GO



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SELF-ASSESSMENT Review Year 2013-14
PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)

Page 1 of 1

☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA)

Program Area

[Signature]
Team Leader Signature

Team Member Signatures:

[Signature: Amelinda Contreras-Barrena]
[Signature: Pauline Romo]
[Signature: Christy Davis]

Delegate/GO Director Signature

→ *[Signature: Linda L. Clark]* 8/16/13

Regulation #	Program Strengths and Exemplary Practices	Site(s)
	None	

DISTRIBUTION: White – Grantee Yellow – Delegate/GO

FP364(c)



Stanislaus County
Office of
Education

Child/Family Services

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SELF-ASSESSMENT Review
LEVEL 1 FINDINGS REQUIRING ACTION

Year 2013

Page 1 of 1

☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Family & Community Engagement

Program Area

Corrective Plan of Action Due Date: NA

Team Leader Signature

Team Member Signatures:

Delegate/GO Director Signature



Regulation #	Systemic Issues Requiring Action	Site (s)
	None	

DISTRIBUTION: White – Grantee Yellow – Delegate/GO

SELF-ASSESSMENT Review
LEVEL 2 FINDINGS REQUIRING ACTION

Year 2013

Page 1 of 1

☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Family & Community Engagement

Program Area

Corrective Plan of Action Due Date: 2 weeks after validation report

Delegate/GO Director Signature →

Team Leader Signature

Team Member Signatures:

[Signatures]

[Signature] 8/16/13

Regulation #	Out-of-Compliance Findings Requiring Action	Site (s)
1304.40	As part of this ongoing partnership, agencies must offer parents opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them. During document review, it was noted that 27 of 62 (43.5%) did not have documentation showing that the process had been initiated within the required 30 days of enrollment. Likewise, 14 of the 62 (22.6%) had goals that were not achievable and/or measureable, 11 (17.7%) had strategies for parents that were not aligned with the identified goals, 14 (22.6%) had strategies for staff that were not aligned with the identified goals.	All
1304.40(b)(2)	Staff must follow-up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations and circumstances. 13 of the 62 files reviewed (30%) had no documented follow-up with referrals that had been provided to parents.	All



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SELF-ASSESSMENT Review Year 2013
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☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Family & Community Engagement

Program Area

Team Leader Signature

Team Member Signatures:

Delegate/GO Director Signature

→ Carol L. Clark 8/16/13

Regulation #	Recommendation(s) for Continuous Improvement	Site(s)
	None	

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SELF-ASSESSMENT Review Year 2013
PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)

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PVUSD

Delegate/GO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Family & Community Engagement

Program Area

[Signature]
Team Leader Signature

Team Member Signatures:

[Signature] *[Signature]*
[Signature]

Delegate/GO Director Signature

Carle L. Clark 8/16/13

Regulation #	Program Strengths and Exemplary Practices	Site(s)
	None	



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SELF-ASSESSMENT Review
Level 1 Finding

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☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start

Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Child Development and Education

Program Area

Corrective Plan of Action Due Date: N/A

Eva Blevins
Team Leader Signature

Team Member Signatures: *W. Fernandez*
Jeany Lopez
Cherie Ford
Debra Medina

Delegate/DO Director Signature

Paul L. Clarke

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	None	

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SELF-ASSESSMENT Review
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Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Child Development and Education

Program Area

Corrective Plan of Action Due Date: N/A

Delegate/DO Director Signature

[Signature]
Team Leader Signature

Team Member Signatures: *[Signatures]*

[Signature] 8/16/13
→

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	None	

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SELF-ASSESSMENT Review Year 2013-14
RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

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☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start

Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

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Review Dates

Child Development and Education

Program Area

[Signature]
Team Leader Signature

Team Member Signatures: *[Signatures]*

Delegate/DO Director Signature

[Signature] 8/15/13

Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
1304.20(f)(1)	Based on Self-Assessment file monitoring, it is recommended that staff and providers receive additional training and technical assistance in the Education system (individual child goal planning, completion of screening tools, and completion of Education forms).	All
1304.21(a)(4)(iii)	Although preschool staff provide a comprehensive and stimulating environment in children's home language, additional training and support are needed to promote interaction in English language use among children and between children and adults to support school readiness.	All



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Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

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Review Dates

Education and Child Development

Program Area

Dora Blevins
Team Leader Signature

Team Member Signatures:

Jesus Hernandez
Janet Brown
Alfreda Melendez

Delegate/DO Director Signature



Carol A. Clark 8/16/13

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1304.21(a)(1)(i) 1304.21(a)(3)(i)(E)	High quality literacy based classroom environments are culturally and linguistically rich, displaying photos of children/families, and children's work samples. Environments are supportive and respectful of children's home language and culture fostering real life connections within the FCCH's, classroom and outdoor environments. For example, actual fruits/vegetables in learning centers, corn stalks, strawberry plants, and pictures of the parents picking strawberries.	All centers and FCCH's
1304.21(a)(2)(i)	Delegate agency provides opportunities for parents to become integrally involved in the program's curriculum and approach to child development and education to support increased knowledge of child development. Activities provided include making play dough, making frames for children and family culture collages and photos that will be posted throughout classroom environments. Other activities include fun games that support literacy and math.	All centers and FCCH's



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☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start

Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Disabilities

Program Area

Corrective Plan of Action Due Date: N/A

Delegate/DO Director Signature →

[Signature]
Team Leader Signature

Team Member Signatures:

[Signature]
[Signature]
[Signature]

[Signature] 8/16/13

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	None	

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SELF-ASSESSMENT Review
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Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Disabilities

Program Area

Corrective Plan of Action Due Date: N/A

Regina Funes
Team Leader Signature

Team Member Signatures: *Esther Fernandez*
Olivia Blonius
Teresa Medina
Jeany Flores
Carol A. Clarke 8/16/13

Delegate/DO Director Signature →

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	None	

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SELF-ASSESSMENT Review Year 2013-14
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☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start

Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Disabilities

Program Area

Regina Fuentetaja
Team Leader Signature

Walter Fernandez
Team Member Signatures:

Olivia Blevins

Tessa Rodriguez

Janey Flores

Delegate/DO Director Signature →

Carol A. Clarke 8/16/13

Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
1304.20(f)(1)	Provide additional information on the "Results of Child Success Team" form to summarize the purpose of the meeting including child concerns and plans of action regarding a variety of strategies to address the child's development.	All

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**SELF-ASSESSMENT
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PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)

☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start

Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Disabilities

Program Area

Regina Friedman
Team Leader Signature

Team Member Signatures: *Esther Fernandez*

Chra Blervans

Regina Friedman

Glenn Elmer

Delegate/DO Director Signature →

Carole L. Clark 8/16/13

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1308.21(a)(10) 1304.40(e)(3)	Staff supports parents of children with disabilities by attending Individualized Family Service Plan or Individualized Education Program meetings and provides a written summary in Spanish of the meeting which includes child's strengths, current levels of development and goals/strategies for delayed areas. The summary is reviewed with parents to provide clarity of their child's disability and qualifying services.	All
1308.6(a)(3) 1304.20 (f)(2) 1304.20(F)(1)	The agency has developed a system that effectively tracks referrals. This system includes comprehensive case conferencing and a data summary of pending referrals/service needs at the end of the program year to utilize for returning families.	All
1308.4(c) 1304.21(a)(1)(ii)	A Family Child Care Home Provider serving four children with disabilities (including three with hearing impairments) has a highly inclusive environment. The Provider has taken sign language classes and uses sign language consistently while speaking. All of the children were observed using sign language and symbols of American Sign Language are posted throughout the environment with pictures of vocabulary words, and photos of children.	Provider: Luz Quirioz

Program Strengths and Exemplary Practices (continued)Page 2 of 2**Santa Cruz**

Delegate Agency/County

Disabilities

Program Area

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1308.5 (a) 1308.6(a) (3)	Staff assist Part C/Part B agencies with their referral process by having parents complete Early Start intake paperwork ahead of time and additional LEA/SELPA screenings for potential delays in language development ("Pre-Evaluation of Speech and Language ", "Preschool Speech/Language Survey" (articulation specific screening). These actions eliminate pre-assessment steps in the special education agencies' referral process to support timeliness of service delivery.	Central office

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SELF-ASSESSMENT Review
LEVEL 1 FINDINGS REQUIRING ACTION

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PVUSD

Delegate/GO Agency

Santa Cruz

County

8/13/13 - 8/16/13

Review Dates

Health, Nutrition, and Safe Environments

Program Area

Corrective Plan of Action Due Date: **N/A**

[Signature]
Team Leader Signature

Team Member Signatures:

Marcellina Mojica RN
Eliana Morales
Carmen Magana

Delegate/GO Director Signature →

Carol L. Clark 8/16/13

Regulation #	Systemic Issues Requiring Action	Site (s)
None	None	

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SELF-ASSESSMENT Review
LEVEL 2 FINDINGS REQUIRING ACTION

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☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

Delegate/GO Agency

Santa Cruz

County

8/13/13 – 8/16/13

Review Dates

Health, Nutrition, and Safe Environments

Program Area

Corrective Plan of Action Due Date: Two weeks after validation report.

Delegate/GO Director Signature →

[Signature]
Team Leader Signature

Team Member Signatures:

Marcelina Mojica, RN

Elena Morales

Carleen Magaña

Carole L. Clarke 8/16/13

Regulation #	Out-of-Compliance Findings Requiring Action	Site (s)
1304.53(a)(9)	The outdoor play area has access to blind spots areas where children can potentially get into unsafe and unsupervised areas: <ul style="list-style-type: none"> Hall- behind sheds and fence gap by preschool portable. Hilda Zamora- Access to garden area 	Hall Hilda Zamora
1304.23(e)(1) CACFP Standards: 4.9.0.4 4.9.0.5	The following findings in food safety and sanitation were found: <ul style="list-style-type: none"> Hall, Freedom Cafeteria, - No thermometers in freezers Freedom Cafeteria- No record of temperature logs Freedom Cafeteria- Expired Fat Free Milk Freedom Cafeteria, Hall- Perishable foods were found opened unlabeled or dated. Hilda Zamora- unsanitary freezers, dried meat in children's refrigerator, molded tomatoes and yeast. 	Hall Freedom Cafeteria Hilda Zamora
1304.53 (a) (10) x	It was found that the infant sandbox structure has a cement boarder that increases the risk of injury to the children.	Ohlone

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Health, Nutrition, and Safe Environments

Program Area

Regulation #	Out-of-Compliance Findings Requiring Action	Site (s)
1304.22(e)(5)	"Maizena" (Cornstarch) was found at two diapering tables used for children with diaper rashes.	Ohlone
1304.52 (g)(5)	It was observed that two children in the infant/toddler playground were crawling on asphalt in the walkway.	Ohlone

SELF-ASSESSMENT Review Year 2013-14
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Delegate/GO Agency

Santa Cruz

County

8/13/13 - 8/16/13

Review Dates

Health, Nutrition, Safe Environments

Program Area

Ellen George
Team Leader Signature

Team Member Signatures:

Marcena Mojica, RN
Ella Morales
Carmen Martinez

Delegate/GO Director Signature →

Paula L. Hankins 8/16/13

Regulation #	Recommendation(s) for Continuous Improvement	Site(s)
1304.53 (a) (10) x	<p>The following recommendations are being made in the area of facilities, maintenance and equipment:</p> <ul style="list-style-type: none"> Hall- Remove spider webs throughout preschool playground. Ohlone- It is recommended to have a monthly first aid checklist to prevent items from expiring or damaging. Ohlone- It is recommended to rake woodchips daily to ensure proper fall zones. Rosalia Jimenez- It is recommended to increase sand in sand box to minimize the risk of injury to children. Rosalia Jimenez- It is recommended to add a lock/latch on the hall way closet to prevent children from entering. 	<p>Hall Ohlone Rosalia Jimenez</p>
1304.20 (c) (3) ii 1304.22 (a) (1)	It is recommended to have a dental procedure in place for toothbrushing.	All

1304.53 (a) (10) viii 1306.35(b)	To ensure ongoing safety, it is recommended to have a routine inspection checklist completed daily.	All FCCHs
1304.23 (e) (1)	<p>The following recommendations are made in the area of Food Safety and Sanitation:</p> <ul style="list-style-type: none"> FCCHs providers who have more than one refrigerator, label refrigerator for head start children and personal use. Center staff to use gloves when using utensils to serve foods and or snacks during family style meal time. Centers to use smaller serving utensils and larger dishes for serving foods. FCCHs and Centers- Date soymilk, and dispose product 7-10 days after opening. 	FCCHs Centers
1304.20 (a)(1)(ii)C	It is recommended to have a growth chart for children under the age of two in the health charts.	ALL

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PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)

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☐ Early Head Start ☐ Regional Head Start ☒ Migrant/Seasonal-Migrant/Early Head Start ☐ State Programs

PVUSD

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Santa Cruz

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8/13/13 - 8/16/13

Review Dates

Health, Nutrition, and Safe Environments

Program Area

Elmer J. George
Team Leader Signature

Team Member Signatures:

Marcelina Mojca, RN

Elmer Morales

Adrian Magallon

Delegate/GO Director Signature

Carol L. Clark 8/16/13

Regulation #	Program Strengths and Exemplary Practices	Site(s)
1304.20 (c)(3) ii	During file review, it was found that dental exams were being completed for all children, exceeding the EPSDT requirement of dental exams for children 3 and older. Early detection and management of oral conditions can improve a child's oral health, general health and well-being, and school readiness.	All
1304.23(b)(1)	It was observed that FCCH providers serve a variety of homemade foods, vegetables and fruits that are culturally enriched.	All FCCHs
1304.23 (c) (7)	Both sites visited had thriving vegetable gardens in which the children planted and were preparing for harvest.	Ohlone, Hall

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☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start

Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

August 13-16

Review Dates

Mental Health

Program Area

Corrective Plan of Action Due Date: N/A

Team Leader Signature

Team Member Signatures:

Jeany Lee
Jana Blenkins
Brian McLean
William Fernandez

Delegate/DO Director Signature →

Carole Clark 8/16/13

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	None	

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SELF-ASSESSMENT Review
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Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

August 13-16, 2013

Review Dates

Mental Health

Program Area

Corrective Plan of Action Due Date: N/A

Team Leader Signature

Team Member Signatures:

Tommy Flores
Chia Blevins
Theresa Martinez
Walter Fernandez
Carol Clark 8/16/13

Delegate/DO Director Signature →

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	None	

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Pajaro Valley Unified School District

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County

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Mental Health

Program Area

Team Leader Signature

Team Member Signatures:

James Lee
Chia Blevins
Kevin Martinez
William Fernandez
Carole L. Clarke 8/16/13

Delegate/DO Director Signature →

Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
	None	

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SELF-ASSESSMENT Review Year 2013-14
PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)

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☐ Early Head Start ☐ Regional Head Start ☒ Migrant Seasonal Head Start

Pajaro Valley Unified School District

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Santa Cruz

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Review Dates

Mental Health

Program Area

Team Leader Signature

Team Member Signatures:

Jeanette H...
Ara Blevins
Teresa Martinez
Michelle Hernandez
Carolee Clark 8/16/13

Delegate/GO Director Signature →

Regulation #	Program Strengths and Exemplary Practices	Site(s)
1304.24(a)(1)	Parents receive ongoing social emotional education at each center's parent committee meetings. These trainings are provided by teachers and mental health professional to support increased knowledge of child development, building children's social emotional skills, parenting techniques and addressing challenging behaviors.	All
1304.24(a) (3) (i)	The agency participates in the UC Davis Child Development Department Grant for the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) Training for contracted Providers in Spanish. Eighteen providers have received Module one CSEFEL training and nine have received Module one and two CSEFEL training. This has resulted in increased knowledge and implementation of social emotional skill based learning in the Family Child Care Homes.	FCCH's