

Program Self-Evaluation Fiscal Year 2020-21

1. **Contractor Legal Name: (Full Spelling of Legal Name only; no acronyms or site names)**
- Modesto City Elementary School District

2. **Four-Digit Vendor Number:**

- 7116

3. **Program Director Name (as listed in the Child Development Management Information System):**

- Heidi Nunes

4. **Program Director Phone Number:**

- (209) 492-1534

5. **Program Director E-mail:**

- nunes.h@monet.k12.ca.us

6. **Statement of Completion:**

I certify that an annual plan has been developed and implemented for the Program Self-Evaluation (PSE) that includes the use of the Program Review Instrument (PRI), age appropriate Environment Rating Scales, Desired Results Parent Survey, Alternative Payment and/or Resource and Referral Parent Survey, and the Desired Results Development Profile for all applicable contract types, per California Code of Regulations, Title 5 (5 CCR), Section 18279. I also certify that all documents required as part of the PSE have been completed and are available for review and/or for submittal upon request.

The Program Review Instrument (<https://www.cde.ca.gov/sp/cd/ci/#monitoring>) includes Items 1 through 20 as applicable to your contract type(s)

7. **Signature of Program Director, as listed in the CDMIS (Wet signature):**



8. **Date of Signature:**

- May 12, 2021

9. **Name and Title of contact person completing the PSE:**

- Kimbra Draper
- Clara Nakai

10. **Contact Person Telephone number:**

- (209) 574-1625

11. **Contact Person Email Address:**

- draper.k@monet.k12.ca.us
- nakai.c@monet.k12.ca.us

Summary of Program Self-Evaluation Fiscal Year 2020-21

12. In accordance with Title 5 California Code of Regulations (5 CCR), Section 18279(b)(3), provide an assessment, in narrative format, summarizing the:

A) Staff and

B) Board member participation, in the PSE process.

During the 2020-21 Self-Evaluation Process, the Coordinator of ECE and the Coordinator of EHS/FCCH led a team of support staff to implement a program-training plan in response to a variety of data collected throughout the current and previous year. The data was compiled and analyzed by the team. Due to COVID-19, the program self-evaluation was completed virtually with some onsite visits, using less staff to protect the health and wellbeing of children and staff/providers. The data analyzed includes:

- Self-Assessment findings
- DRDP summary data
- Environment Self-Certification during Pandemic Conditions
- Family Childcare Environmental Rating Scale summary data (Personal Care routines only)
- Staff training needs
- Program Area Plans
- Parent Survey results

The annual Self-Assessment for CSPP was conducted in March and April 2021. Child and family files were reviewed off site at the ECE office. ECE Specialists visited sites to conduct Health and Safety checks. The annual Self-Assessment for CCTR was completed January 19-24, 2021. Files were reviewed and Personal Care Routines were validated using virtual or in person visits. The review teams included the following members:

- Heidi Nunes, Senior Director, ECE
- Kimbra Draper, Coordinator, ECE
- Sinde Fredeking, Margaret Lee, Desiree Petit, ECE Specialists
- Clara Nakai, Coordinator EHS/FCCH
- Lisa Tovar, FCCH Specialist
- Katrina Tavares, FCCH Support Specialist
- Donna Bush, ERSEA Specialist
- 5 Family Service Specialists

The teams used the following monitoring forms:

- CCTR/CSPP Monitoring Instrument and CCTR/CSPP Program Area Plans
- Health and Safety Screener
- State Programs Parent Involvement Worksheet
- Standards, Assessment and Accountability Worksheet
- Environment Self-Certification

13. In accordance with 5 CCR, Section 18279(b)(5), provide a summary of the program areas that:

A) Did not meet standards,

B) A list of tasks needed to improve those areas and addressed in a timely and effective manner.

Summary is to include all contract types for your agency. Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.

Due to COVID-19, the 2019-20 Program Self-Assessment requirement was waived so the following information was based on a comparison of the current program data and the last submitted Program Self-Assessment in 2018-19.

During the 2020-21 annual Self-Assessment the program did not meet standards in the following areas:

CSPP: ELC 01: Parent Involvement and Education: There is a parent involvement and education component, including the sharing of program goals and structure with families. The program ensures that effective, two-way, comprehensive communication between staff and parents is carried out on a regular basis throughout the program year.

- Modesto City Schools, ECE did not meet this standard due to the implications of COVID-19 and the restrictions for one-on-one coaching, children Distance Learning and parent connections. Although there was improvement from 2018-19, there is still a lack of evidence showing parent participation in setting goals on the Developmental Progress Summary Report.

To improve this program area, MCS ECE will implement:

- Staff training and professional development opportunities to teach strategies on how to include and actively engage parents in the development of their child's DRDP goals and how to document parent involvement.
- Ongoing monitoring and timely feedback to support staff in meeting the requirements.

CCTR: ELC 01: Schedule of Parent-Teacher Conferences: Due to COVID-19 and the restrictions for parent contact, providers did not complete schedules for the parent-teacher conferences. Providers held conferences at the parents' convenience.

To improve this program area, MCS ECE will implement:

- ECE will provide a schedule template and train providers how to use it for conferences.
- Ongoing monitoring and timely feedback to support staff in meeting the requirements.

CCTR: ELC 05: Correct Fee Assessed: Receipts of fee collection were provided to parents for payment of family fees, however there were some instances where the receipts were not completed according to the regulations.

To improve this program area, MCS ECE will implement:

- Staff training on how to fill out the receipt according to standards.

CSPP: ELC 08: Desired Results Profile and Data. The program maintains the Desired Results Developmental Profile-2015 and the Desired Results Survey Data for children and families.

ECE did not meet this standard based on the following findings:

- 20% of files did not have the developmental level on the child's goals on the Developmental Progress and Summary Form
- 20% of files lacked developmental levels on children's goals
- 28% of files had no connections to measures

To improve this program area, MCS ECE will:

- Plan and deliver intentional professional development pertaining to the development of the DRDP goals
- Provide one on one coaching and feedback to teachers
- Monitor child files thoroughly, according to a consistent schedule throughout the year

14. In accordance with 5 CCR, Section 18279(b)(6), provide a summary of program areas that:

A) Met standards,

B) Explains the procedures for ongoing monitoring to ensure that those areas continue to meet standards and addressed in a timely and effective manner.

Summary is to include all contract types for your agency. Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.

During the 2020-21 annual Self-Assessment the following program areas were in compliance:

• **Governance and Administration**

ELC-02 Family Eligibility Requirements

ELC-03 Child Need Requirement Verification

ELC-06 Inventory Records

- Monitoring will continue to take place three times per year to ensure compliance in all regulations for enrolling families.

• **Standards, Assessment, and Accountability**

ELC-09 Annual Evaluation Plan

ELC-10 Site Licensure

- CCTR has incorporated Learning Genie, an electronic portfolio system, to help FCCH providers maintain observations, pictures and enhance parent involvement with the DRDP process. Parents are able to have direct input by adding their own pictures/observations into their child's portfolio.
- An annual Health and Safety Screener is completed annually to ensure the classrooms meet and/ or exceed the required licensing regulations.
- All site licenses are current and licensing fees are up to date.

• **Staff and Professional Development**

ELC-11 Staff Development Program

ELC-12 Qualified Staff and Director

ELC-13 Staff-Child Ratios

- Based on the Self-Assessments results, a professional development plan will be created to train and support staff in the areas that were found out of compliance and follow up with timely and intentional feedback
- MCS ECE ensures that all staff meet the staff qualifications as outlined by Title 5 and Title 22.
- MCS ECE ensures that all classrooms/homes meet the minimum staff-child ratios at all times.

- **Opportunity and Equal Educational Access**

- ELC-14 Family Selection

- ELC-15 Compliance with Due Process

- ELC-16 Refrain from Religious Instruction

- The parent handbook was revised to reflect COVID-19 policies/procedures.

- **Teaching and Learning**

- ELC-18 Environmental Rating Scale

- ELC-19 Nutritional Needs

- Following guidance from CDE, for Fiscal Year 20–21, early learning and care (ELC) programs must complete the Environment Self Certification During Pandemic Conditions Questionnaire in lieu of completing an entire ERS assessment. This Self Certification was completed and submitted based on the guidance provided.
 - Early Childhood Education follows CACFP regulations in collaboration with MCS Nutrition Services Department