

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 14 , 2011

ITEM# 19

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*
Childcare Self-Evaluation Process.

SPECIFIC BOARD ACTION REQUESTED:
None

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

The child care centers have completed their self evaluation process for the California Department of Education- Child Development Division. They have completed action plans for the Desired Results assessment process and the Environment Rating Scale, which will be implemented during the 2011-2012 school year. The Desired Results assessment and the Environment Rating Scale are required by the California Department of Education-Child Development Division to ensure quality in child care programs.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):
NONE

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO X _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Erica Harrell _____ Date: 5/25/11 _____
[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: [Signature] _____ Date: 5/25/11 _____
[Vice Chancellor, Dr. Jacob Ng]

FINANCE DEPARTMENT REVIEW

_____ Finance review required Finance review *not* required

If Finance review is required, determination is: ___ Approved ___ Not Approved

If not approved, please give reason: _____

Signature: _____ Date: _____
Ron Gerhard, Chief Financial Officer

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

_____ Legal review required Legal review *not* required

If Legal review is required, determination is: ___ Approved ___ Not Approved

Signature: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda ___ Not Approved, but Place on Agenda

Signature: [Signature] _____ Date: 6/7/11 _____
Wise E. Allen, Chancellor

Fiscal Year 2010–11 Program Self-Evaluation Checklist

Legal Name of Contractor	Peralta Community College District
Center-Based Contract Type and/or Cal-SAFE	CSPP

Complete a Program Self-Evaluation Checklist for each center-based contract and/or Cal-SAFE to ensure that each packet contains all the required forms as described below. Place a check mark in the box to verify that the item is included in the Program Self-Evaluation due by or no later than **Wednesday, June 1, 2011, 5 p.m.**

Description	Check box <input checked="" type="checkbox"/>
All center-based contracts and/or Cal-SAFE must submit the following:	
Agency Annual Report (CD 4000) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>
Environment Rating Scale Summary of Findings (CD 4002) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>
Desired Results Program Action Plan (CD 4003) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>
Personnel Roster (CD 3701) form: (One per center-based contract and/or Cal-SAFE). Note: Family Child Care Home Education Network contractors need only fill out the first five sections.	<input checked="" type="checkbox"/>
Attestation of Qualified Staff and Ratio Requirements (CD 3701A) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>

The FY 2010–11 Program Self-Evaluation must be received by the California Department of Education by or no later than **Wednesday, June 1, 2011, 5 p.m.** Mail the original documents to:

FY 2010–11 Program Self-Evaluation
Child Development Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

Agency Annual Report

Agency's Legal Name		Peralta Community College District	
Vendor Number 6126	Contract Type		CDS Code
	<input checked="" type="checkbox"/> CSPP <input type="checkbox"/> CCTR <input type="checkbox"/> CFCC <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG		<input type="checkbox"/> Cal-SAFE
Person Authorized to Sign Report		Erica Harrell	
Telephone Number		(510) 464-3574	
Cal-SAFE Coordinator		N/A	
Telephone Number			
Date Program Self-Evaluation Completed		5/20/2011	
Number of Classrooms Reviewed	6	Number of Family Child Care Homes Reviewed	N/A
Describe the Annual Report Process (Note: This area expands as necessary) The Peralta Community College District annual report process began at the first all-staff training in August 2010, where the 2009-2010 annual report results were shared. The purpose of sharing these results was to emphasize the importance of their hard work using the Desired Results assessment tool to help facilitate accumulative findings into appropriate corrective action plans. At the beginning of the school year, a master calendar was given to each staff which included due dates of the Desired Results components. Each three sites followed the calendar where the coordinators were responsible for compiling the information and collaboratively developing corrective action plans. The Environmental Rating Scale was completed by each classroom's teaching staff in September 2010, at which time corrective plan were developed. Parents participated in the Parent Survey process in November 2010 at which time the coordinators of each site summarized the data and developed corrective action plan. Desired Results profiles were completed in October 2010 for most of the children enrolled and after 60 days for any late enrolled children. The data was compiled by each site coordinator in both November 2010 and June 2011; corrective action plans were developed to assess the needs of the children, classroom teachers and programs. The Desired Results Profiles correction action plans were collaboratively prepared between coordinators in May 2011. The Agency coordinated compliance/contract monitoring review and summary of findings was completed by coordinators in May 2011.			
A copy of the Program Self-Evaluation will be/has been presented to the Agency Board on Date <u>June 14, 2011</u>			
Statement of Completion I certify that a Program Self-Evaluation was completed.		Signature <i>Erica Harrell</i> Erica Harrell-Children Center Coordinator Name and Title	Date 5/20/11

Environment Rating Scale Summary of Findings

Contractor/Center: Peralta Community College District		Planning Date: May 15, 2011
Contract Type and/or Cal-SAFE: CSPP		Follow-up Date: 2/15/2012
Planner's Name and Position: Erica Harrell- Children Center Coordinator/ Program Director		Planner's Name and Position: Sandra Wandschneider- Children Center Coordinator
Planner's Name and Position: Cynthia Dickerson- Children Center Coordinator		

Use as many sheets as necessary to address key findings for all subscale averages below "5".

Sub-Scale Average	Key Findings from Environment Rating Scale	Action Steps (Include materials, training needs, any changes to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed, and time extended.)
5.96	Personal Care Routines	<ul style="list-style-type: none"> Children will be encouraged to help during meals. (ex. Set & clear tables) Children will be encouraged to have conversation during meal time with peers and with staff. Staff will use greeting and departure as an informational sharing time with families. 	<ul style="list-style-type: none"> Teachers Ongoing Teachers Ongoing All Staff Ongoing 	<ul style="list-style-type: none"> February 15, 2012 February 15, 2012

Desired Results Program Action Plan

Contractor/Center: Peralta Community College District		Planning Date: May 15, 2011	
Contract Type and/or Cal-SAFE: CSPP		Follow-up Date: February 15, 2012	
Planner's Name and Position: Erica Harrell- Children Center Coordinator/ Program Director		Planner's Name and Position: Sandra Wandschneider- Children Center Coordinator	
Planner's Name and Position: Cynthia Dickerson- Children Center Coordinator			
Program Findings (What you identified as needing improvement)	DRDP-Preschool 2010 Findings		
	<ul style="list-style-type: none"> 27% of children had an average rating at the exploring or lower on the Language and Literacy Domain. 30% had an average rating at the exploring or lower Math Domain. 		
	Parent Survey Findings		
<ul style="list-style-type: none"> 38% of parents asked for information on parenting skills to help their children develop at different ages. 			
Program Goal (What you want to accomplish.)	Objectives (How you will accomplish the goal.)		
	<ul style="list-style-type: none"> To help bridge our agency's curriculum to the home environment, supporting language and math skills. 		
	<ul style="list-style-type: none"> Provide all-site curriculum information night. Informational handouts on agency curriculum. Encourage a variety of literacy activities. For example puppets, flannel boards, visual and auditory story telling. Provide more classroom meetings to support follow-through activities at home. 		
Expected Completion Date and Persons Responsible		Follow-Up (Changes made, date completed.)	
<ul style="list-style-type: none"> Children Center Coordinator December 2011 		February 2012	
<ul style="list-style-type: none"> Children Center Coordinator December 2011 		February 2012	
<ul style="list-style-type: none"> Classroom Staff Ongoing 		February 2012	

Personnel Roster

(Note: Family Day Care Home Education Networks—Complete the first five boxes only.)
(Copy this page as needed)

Contractor Name Peralta Community College District		Vendor Number 6126
Program Director's Name Erica Harrell	Permit Number# 080039223 Program Director	Permit Expiration Date 05-01-2013

This table expands as needed.

Site Name College of Alameda Children's Center			
Site Supervisor's Name Sandra Wandschneider		Permit Number #081096106	Permit Expiration Date 01-01-2014
Contract Type CSPP	Site 1 of 3	Number of Classrooms for this contract type 2	Hours of Operation 7:45 AM – 5:15 PM
Column A Classroom	Column B Lead Teacher's Name	Column C Permit Number	Column D Expiration Date
Tiger Room	Irma Lastra	Children Center Instructional Permit # 970159391	05-2013
Tiger Room	Phuong Huynh	Teacher # 09013517	07-1-2014
Tiger Room	Mehrnaz Novinfar	Teacher # 030171552	05-1-2013

This table expands as needed.

Site Name College of Alameda Children's Center			
Site Supervisor's Name Sandra Wandschneider		Permit Number #081096106	Permit Expiration Date 01-01-2014
Contract Type CSPP	Site 1 of 3	Number of Classrooms for this contract type 2	Hours of Operation 7:45 AM- 5:15 PM
Column A Classroom	Column B Lead Teacher's Name	Column C Permit Number	Column D Expiration Date
Dragonflies Room	Cynthia Andrews	Site Supervisor # 081020233	07-1-2013
Dragonflies Room	Thoi Nguyen	Teacher # 03006152	10-1-2012

Personnel Roster

(Note: Family Day Care Home Education Networks--Complete the first five boxes only.)

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Contractor Name Peralta Community College District		Vendor Number 6126
Program Director's Name Erica Harrell	Permit Number# 080039223 Program Director	Permit Expiration Date 05-01-2013

This table expands as needed.

Site Name Laney College Children's Center			
Site Supervisor's Name Erica Harrell		Permit Number #080039223	Permit Expiration Date 05-01-2013
Contract Type CSPP	Site <u>2</u> of <u>3</u>	Number of Classrooms for this contract type 2	Hours of Operation 7:45 AM - 5:15 PM
Column A Classroom	Column B Lead Teacher's Name	Column C Permit Number	Column D Expiration Date
Bumble Bee Room	Curtis Willis	Site Supervisor # 070213838	03-1-2012
Bumble Bee Room	Verlisa Watson	Associate Teacher # 070357996	09-1-2012
Bumble Bee Room	Jin Hua Su	Teacher # 070307892	07-1-2012
Bumble Bee Room	Parwen Osmani	Teacher # 070130436	07-1-2012

This table expands as needed.

Site Name Laney College Children's Center			
Site Supervisor's Name Erica Harrell		Permit Number #080039223	Permit Expiration Date 05-01-2013
Contract Type CSPP	Site <u>2</u> of <u>3</u>	Number of Classrooms for this contract type 2	Hours of Operation 7:45 AM- 5:15 PM
Column A Classroom	Column B Lead Teacher's Name	Column C Permit Number	Column D Expiration Date
Rainbow Room	Richetta Bottom	Master Teacher # 081084696	02-1-2014
Rainbow Room	Shaleen Alcutt	Teacher # 090233805	03-1-2015
Rainbow Room	Au Tran	Teacher Permit # 11066766	04-1-2016

Personnel Roster

(Note: Family Day Care Home Education Networks—Complete the first five boxes only.)
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Contractor Name Peralta Community College District		Vendor Number 6126
Program Director's Name Erica Harrell	Permit Number# 080039223 Program Director	Permit Expiration Date 05-01-2013

This table expands as needed.

Site Name Merritt College Children's Center			
Site Supervisor's Name Cynthia D. Dickerson		Permit Number #081032147	Permit Expiration Date 10-01-2013
Contract Type CSPP	Site <u>3</u> of <u>3</u>	Number of Classrooms for this contract type 2	Hours of Operation 7:45 AM – 5:15 PM
Column A Classroom	Column B Lead Teacher's Name	Column C Permit Number	Column D Expiration Date
Butterfly Room	Gail Debose	Site Supervisor # 090113756	07-01-2014
Butterfly Room	Tamika Pankey	Associate Teacher # 090247481	12-01-2014
Butterfly Room	Elena Narvaez	Program Director # 090018818	05-01-2014

This table expands as needed.

Site Name Merritt College Children's Center			
Site Supervisor's Name Cynthia D. Dickerson		Permit Number #08103247	Permit Expiration Date 10-01-2013
Contract Type CSPP	Site <u>3</u> of <u>3</u>	Number of Classrooms for this contract type 2	Hours of Operation 7:45 AM- 5:15 PM
Column A Classroom	Column B Lead Teacher's Name	Column C Permit Number	Column D Expiration Date
Caterpillar Room	Lawan Chaemsobhon	Program Director # 080040010	07-01-2013
Caterpillar Room	Ying Cai	Associate Teacher # 110031441	02-01-2016
Caterpillar Room	Nga Ngoc Cam	Teacher Permit # 060252479	09-01-2011

Attestation of Qualified Staff and Ratio Requirements

Contractor Name Peralta Community College District			
Vendor Number and/or CDS Code	6126	Contract Type and/or Cal-SAFE	CSPP

The following documentation will be kept in the contractor's files, updated as necessary, and made available to CDD staff upon request:

- Current Personnel Roster (CD 3701) form attached to a current, comprehensive list of all personnel assigned to each classroom
- Copies of current permits, credentials, or temporary county certificates
- Copies of waivers, if applicable, for the Program Director or Site Supervisor(s)

(California Education Code (EC) sections 8203[g], 8208[v][aa][af], 8244, 8264.5, 8264.7, 8360-8361, 8463[l][m], California Code of Regulations, Title 5 (5 CCR), sections 18203, 18205-18207, and 18295)

The above named contractor maintains at least the following minimum ratios at all sites and these ratios shall be determined based on actual attendance.

Age Group	Adult:Child	Teacher:Child
Infants (Birth to 18 months)	1:3	1:18
Toddlers (18+ up to 36 months)	1:4	1:16
Preschool (36+ up to Kindergarten)	1:8	1:24
School-Age (Kindergarten and above)	1:14	1:28

(EC sections 8203, and 8264.7-8264.8; 5 CCR, sections 18013[d], 18135, and 18290)

I attest under **penalty of perjury** that all applicable staff-child ratios are met for each age group and classroom and that all program staff is qualified for the position held.

Signature of Authorized Representative authorized to sign Annual Report		Date 5/20/2011
Printed name and title of Authorized Representative	Erica Harrell Title: Children Center Coordinator	Phone Number (510) 464-3474