



## Survey

# Program Self-Evaluation Fiscal Year 2022-23

## Early Education Division

For Fiscal Year (FY) 2022–23, CSPP contractors will use the Early Education Division's Program Instrument to conduct the FY 2022-23 Program Self-Evaluation (PSE), and will complete a survey to satisfy the submission requirements for the PSE. The survey will identify how programs met and will continue to meet or did not meet the contract terms and conditions of the California State Preschool Program (CSPP) contract. Along with multiple choice options for items 1-20 in the Program Instrument, contractors will include a written list of tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement, including how those will be addressed in a timely and effective manner, and/or procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards.

All CSPP contractors are required to complete this survey. Please have one (1) staff submit this survey on behalf of your CSPP agency by no later than 5:00 pm on Thursday, June 1, 2023. To complete this survey, responses to all questions are required unless stated otherwise.

If you do not intend to complete the survey in one session, **you must select the Save Responses button located on the bottom of the screen.** Once selected, you will be redirected to a new browser window to enter your email address. You will receive an email with a unique web address for entrance back into the survey. It is recommended that you save the application web address.

For any questions regarding this survey, please reach out to [fy2223pse@cde.ca.gov](mailto:fy2223pse@cde.ca.gov).

## Contact Information for Executive or Program Director

Agency Role of Contact Person:

Executive Director ▼

First Name of Executive Director:

Charmon

Last Name of Executive Director:

Evans



**Email Address of Executive Director:**

CEvans@pleasantvalleysd.org

**Phone Number of Executive Director (999-999-9999):**

805-482-4608

## Agency Information

For the following question, you will be asked to select your lead county from a list.  
After you select your county, you will be prompted to choose your agency name and vendor number from a list.

**Select your lead county:**

Ventura

**Select your Ventura County agency:**

University Preparation School

**Select your Ventura County vendor number:**

C464

## Statement of Completion

*By providing an electronic signature, I certify that an annual plan has been developed and implemented for the Program Self-Evaluation (PSE) that includes the use of the Program Instrument (PI), the Desired Results Parent Survey, and the Desired Results Development Profile and age-appropriate Environment Rating Scales for all applicable contract types, per California Code of Regulations, Title 5 (5 CCR), Section 17709.*

*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, and:*

*-The Program Instrument, including Items 1 through 20, as applicable, was used to complete the PSE, and*

*-Staff and board members were involved in the PSE process*

**Reminder:** All supporting documents required as part of the PSE (see Statement of Completion) are to be kept on site and **shall not be included** with the submission of the PSE.

**Respondent Electronic Signature**

Charmon Evans



**Submission Date (MM/DD/YYYY)**

05/19/2023

**How have staff and board members been involved in the program self-evaluation process? (Select all that apply)**

- ☒ Program staff and board members developed a written list of tasks needed to modify the program in order to address all areas that needed improvement
- ☒ Meeting(s) were held with board and staff to review program self-evaluation process
- ☒ Staff completed and/or reviewed the Environment Rating Scale (ERS) findings, Desired Results Developmental Profile - 2015 (DRDP-15), Parent Surveys, and the Program Instrument and developed an action plan to address areas in need of improvement
- ☒ The contractor identified areas that required modification in response to guidance released from CDE, and developed an action plan to respond to any changes in guidance (examples include newly issued Management Bulletins, EED webinars, and email communications)
- ☒ A summary of the PSE process and findings was presented to the board and gathered input from board members
- ☐ Other

## **PSE Fiscal Year 2022-23**

### **EED 01: Family Selection**

**Families with children enrolled in the CSPP are selected according to the priorities of that program.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed: (Select all that apply)**

- ☒ Written admissions policies and procedures
- ☒ If applicable, a waitlist has been established and families are enrolled from the waitlist in priority order
- ☐ Other

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 01: Family Selection section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

N/A



## PSE Fiscal Year 2022-23

### EED 02: Family Eligibility Requirements

Families with children enrolled in the program have met the eligibility requirements of the contract. A family data file has been established for each family that includes a completed application for services and supporting documentation of eligibility.

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☒ Application for Services (CD 9600 or comparable form)
- ☒ Records of Eligibility and Family Size (If the site is an approved FRPM site, no documentation for eligibility or need required)
- ☒ Proof of California residency
- ☒ Income documentation, income calculation work sheet, and birth records
- ☒ 5% enrollment reserved for children with exceptional needs (IEP or IFSP)
- ☒ Written materials for parents include family eligibility requirements
- ☐ Other

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 02: Family Eligibility Requirements section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

All signatures and documentation were collected accordingly. Family size is verified with with copies of sibling's birth certificates living in the same household. Eligibility is based off of a Needs Assessment Form filled out by the parents documenting if they are in need of any services. We collected paystubs and/or a parent self-declaration form to verify income. We asked each family that turned in an application if their child currently had an IEP in order to reserve a spot for those children. Notice of Action letters were completed and issued within the required timeline.

## PSE Fiscal Year 2022-23

### EED 03: Child Need Requirement Verification for Full-Day CSPP



Families with children enrolled in full-day services have met the need requirements, if applicable. Certified hours of services correspond to the need of the parent/caretaker, as documented by the contractor at the initial certification and recertification, or at the voluntary request of the family to increase or decrease the hours of need for service.

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☐ Completed Application for Services (CD 9600 or comparable form) to include hours of services
- ☐ Documentation and Verification of Need for Services (If the site is an approved FRPM site, no documentation for eligibility or need required)
- ☐ Need criteria, where applicable, has been documented and verified for one or more of the following: employment (including self-employment), employment in the home or licensed day-care, seeking employment, educational programs, vocational training, parent incapacitation, homeless, seeking permanent housing, exceptional needs, CPS, and/or identified or at-risk
- ☐ Written materials for parents
- ☒ Other

**Describe other evidence reviewed in the EED 03: Child Need Requirement Verification for Full-Day CSPP section not listed above:**

Does not apply. Our program is Part-Time

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 03: Child Need Requirement Verification for Full-Day CSPP section, including how those will be addressed in a timely and effective manner, or**  
**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

Does not apply. Our program is Part-Time

**PSE Fiscal Year 2022-23**

**EED 04: Correct Fee Assessed**



Families with children enrolled are assessed the correct monthly fee according to the current Family Fee Schedule issued by the California Department of Education with the exception of families/children certified in a part-day/part-year CSPP program, families receiving CalWORKs cash aid, and CPS/at-risk families with referral for up to 12 months. Additional payments, in cash or in kind, as a condition of participation shall not be required or collected.

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☒ Policies and procedures for fee assessment and collection
- ☒ Family fee assessed correctly
- ☒ Contractor has included on the notice of action the amount of the family fee assessed. The family fee is waived through June 30, 2023 and that family fee will be due beginning July 1, 2023
- ☐ Receipts of Fee Collection
- ☐ Receipts on the plan for payment of delinquent fees
- ☐ Other

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 04: Correct Fee Assessed section, including how those will be addressed in a timely and effective manner, or**  
**Describe procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

Our Preschool is a part-day program, therefore fees were not collected.

## **PSE Fiscal Year 2022-23**

### **EED 05: Compliance with Due Process**

The contractor complies with the program's due process requirements, including: (1) providing parents with written information regarding their responsibility to comply with program rules; (2) issuing a notice of action where appropriate; and (3) establishing procedures for parental appeal of any contractor's decision contained in the notice of action.

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements



**Evidence Reviewed:** *(Select all that apply)*

- ☒ Written policies and procedures are provided to parents regarding program rules and responsibilities
- ☒ Written policies and procedures regarding the parents right to appeal any action taken by the contractor
- ☒ A completed Notice of Action (NOA) issued to the parent(s) at initial certification and recertification
- ☒ A completed NOA is issued to the parent(s) when there is change of service
- ☒ NOAs were sent/delivered to the parent(s) within thirty (30) calendar days from the date the application for services was signed by the parent(s)
- ☒ Parents are provided 14 calendar days to appeal when the NOA is hand-delivered, or 19 calendar days to appeal when the NOA is mailed
- ☒ Parents are provided instructions on how to request an appeal hearing, as printed on the second page of NOA, form CD 7617 (or comparable form)
- ☐ For contractors that have a CSPP contract and a contract type that is administered by California Department of Social Services (CDSS), and the family has a child enrolled in each, two NOAs – one with appeal information for CDE and one with appeal information for CDSS, are issued to the parent(s)
- ☐ Other

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 05: Compliance with Due Process section, including how those will be addressed in a timely and effective manner, or**  
**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

Notice of Action forms were given to each family and we provided a copy within the 14 day window period. Information on how to request an appeal and parents rights were given to each family.

## **PSE Fiscal Year 2022-23**

### **EED 06: Recording and Reporting Attendance**

**The program has adopted policies and procedures that are consistent with statutes and regulations on excused and unexcused absences. Documentation of recording and reporting attendance records are consistent with certified hours of enrollment that are established for the child/parent/guardian.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements



**Evidence Reviewed:** *(Select all that apply)*

- ☒ Written policies constituting an excused absence for "family emergency" and "in the best interest of the child"
- ☒ System to organize and correctly record absences by category; Illness of child/parent, court ordered visitation, best interest (limited to 10 days per fiscal year except for CPS and at-risk children) abandonment of care, and family emergency
- ☒ Contractor has eliminated unexcused absence policies (5 CCR Section 17819.5)
- ☐ Written policy for abandonment of care
- ☒ Daily sign in/out sheets are used as primary source documents. The parent or other adult authorized shall enter time of arrival and departure on a sign-in/sign-out sheet and shall sign the sheet using their full signature
- ☐ For children dually enrolled in part-day CSPP and/or TK/K: First and last initials of the contractor's authorized representative along with a notation of the time are required to document when a school-age child departs for and returns from school during the day. (If applicable)
- ☐ Other

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 06: Recording and Reporting Attendance section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

Absences are recorded daily with the reason for each absence noted. We ask parents to provide us with a Doctor note to excuse an absence due to illness or a routine Dr. appt the child may have. We attach the Dr. notes to the attendance spreadsheet.

## **PSE Fiscal Year 2022-23**

### **EED 07: 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.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements



**Evidence Reviewed:** *(Select all that apply)*

- ☒ The contractor offers a parent orientation and there is evidence of parent orientations occurring:
- ☒ Documentation of at least two (2) individual conferences with parents per year
- ☒ Open door policy statement
- ☒ Agenda and/or minutes of Parent Advisory Committee meetings
- ☒ Sharing of information between staff and parents concerning their child's progress
- ☒ Sharing information between staff and parents concerning their child's developmental profile (DRDP)
- ☒ Parent Education Meetings
- ☒ Other

**Evidence reviewed from parent orientations:** *(Select all that apply)*

- ☒ Parent orientation agendas
- ☒ Participant sign-in sheets
- ☐ Meeting minutes
- ☒ Handouts
- ☐ Other

**Evidence reviewed from shared information between staff and parents concerning their child's progress:** *(Select all that apply)*

- ☐ Parent bulletin board
- ☒ Newsletter - hard copy and/or electronic
- ☒ Survey
- ☒ Other

**Describe other evidence reviewed from shared information between staff and parents concerning their child's progress that was not listed above:**

Messages were sent through our parent square portal

**Evidence reviewed from Parent Education Meetings:** *(Select all that apply)*

- ☒ Topics/Agendas
- ☐ Minutes
- ☒ Presentations/Materials
- ☐ Sign-in Sheets
- ☐ Other



**Describe other evidence reviewed in the EED 07: Parent Orientations section not listed above:**

N/A

**Parent Education opportunities offered to parents during FY 2022-23** *(Select all that apply)*

- ☒ Developmental domains covered in the Preschool Learning Foundations
- ☒ Child behaviors captured in the Desired Results Developmental Profile (DRDP) assessment to support parent observation
- ☒ Overview of the program's curriculum approach, including a timeline of learning topics and how to reinforce learning in the families' home
- ☒ The purpose of screening tools and family involvement in the screening process, such as the Ages & Stages Questionnaire
- ☒ Cultural engagement and fostering a sense of belonging, including uplifting and celebrating family cultures represented in the program
- ☒ Importance of bilingualism and strengthening the home language
- ☒ Connection to community resources, such as local libraries and community educational events
- ☒ Connection to health and social services in the community and an overview of the referral process
- ☒ Transitioning to Transitional Kindergarten or Kindergarten settings
- ☒ Promoting positive behaviors
- ☒ Toileting and potty training
- ☐ Other

**Please explain the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 07: Parent Involvement and Education section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

There will be no need for modifications for the 2023-24 school year since we are closing our Preschool Program

**PSE Fiscal Year 2022-23**

**EED 08: Health and Social Services**



The program includes identification of the child and family health and social service needs and makes referrals to appropriate agencies for services. The program conducts follow-up to ensure that identified needs have been met.

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☒ Documentation used to identify child and family health and social service needs
- ☒ Documentation of referral process and referral list of appropriate agencies for services
- ☒ Completed child and/or family health and social service referral documents
- ☒ Written referral follow-up procedures
- ☒ Documented follow-up with parent to ensure health and social services needs have been met
- ☐ Other

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 08: Health and Social Services section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

There will be no need for modifications for the 2023-24 school year since we are closing our Preschool program

## **PSE Fiscal Year 2022-23**

### **EED 09: Site Licensure and License Exempt**

**Each site has a current license issued by the authorized licensing agency or is appropriately exempt from licensure.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☒ Current site or FCCHEN provider's facility license(s), if applicable
- ☒ Receipt for payment of the annual licensing fees, if applicable
- ☐ Site licensing reports and deficiency clearance(s), if applicable
- ☐ Exemption from Title 22 Licensing Requirements issued by the CDE, EED, if applicable
- ☐ Exemption from Title 22 Licensing Requirements issued by the CDE, EED posted in classroom, if applicable
- ☐ Otherwise exempt from Title 22 Licensing Requirements



Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 09: Site Licensure and License Exempt section, including how those will be addressed in a timely and effective manner, or

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:

There will be no need for modifications for the 2023-24 school year since we are closing our preschool program.

## PSE Fiscal Year 2022-23

### EED 10: Staff-Child Ratios

The applicable staff-child ratios are met for each age group. Contractors shall maintain a minimum of: 1:8 adult-child ratio, 1:24 teacher-child ratio. Compliance with these ratios shall be determined based on actual attendance.

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☒ Classroom personnel roster
- ☐ Classroom observation

Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 10: Staff-Child Ratios section, including how those will be addressed in a timely and effective manner, or

Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:

N/A

## PSE Fiscal Year 2022-23

### EED 11: Environment Rating Scales

The program shall complete an environment rating scale to measure program quality for the appropriate age group and setting and shall achieve a rating of "Good," defined as scoring at least an average of 5.0 on each subscale of the environment rating scale.

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements



**Evidence Reviewed:** *(Select all that apply)*

- ☒ Completed the Environment Rating Scale (ERS) for each classroom and/or Family Child Care Home
- ☒ Achieved a minimum average score of "Good" on each subscale (average score of 5.0 or higher) for each classroom and/or Family Childcare Home
- ☒ Completed corrective action plan for any ERS subscales that did not achieve a rating of "Good" or score of at least an average of 5.0 for each classroom and/or Family Childcare Home
- ☒ Completed ERS Summary of Findings report for each classroom, site, and the agency

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 11: Environment Rating Scales section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

Since we will no longer have a Preschool program for the 2023-24 school year, we did not issue tasks for next school year.

## **PSE Fiscal Year 2022-23**

### **EED 12: Nutrition**

**The program provides for the nutritional needs of children in attendance.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☒ Menus showing that nutritious meals and snacks are provided
- ☒ Evidence showing that the nutritional requirements specified by the federal Child Care Food Program or the Nutritional School Lunch program are met
- ☐ Documentation and/or observation that meals and snacks are culturally and developmentally appropriate for the children being served
- ☒ Written policies to parent and/or providers regarding meals/snacks offered, meal service, child nutrition, and no additional fee to parents for meals/snacks served
- ☐ Other



Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 12: Nutrition section, including how those will be addressed in a timely and effective manner, or Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:

N/A

## PSE Fiscal Year 2022-23

### EED 13: Developmental Profile

The program maintains the Desired Results Developmental Profile – 2015 (DRDP – 2015) and Desired Results parent survey data for children and families. The program uses the information to plan and conduct age and developmentally appropriate activities and to monitor family involvement and satisfaction.

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

#### Evidence Reviewed: *(Select all that apply)*

- ☐ Results from the DRDP (2015) are used to plan and conduct age and developmentally appropriate activities. (i.e. lesson plans, concept webs, etc.)
- ☐ The Child's Developmental Progress forms for parent conferences (or similar) were individualized for each child
- ☐ Classroom/Site/Agency DRDP (2015) Summary of Findings
- ☐ Child Portfolios
- ☐ Parent-Teacher Conferences
- ☒ Other

**Describe other evidence reviewed in the EED 13: Developmental Profile section not listed above:**

DRDP's were completed along with parent/teacher conferences. Summary of Findings were not created because this will be our last year having a Preschool Program.



**Select areas of strength in your observation, scoring, and using the results of DRDP data: (Select all that apply)**

- ☒ A bilingual staff person was able to observe dual language learner(s) using their home language
- ☒ Any necessary accommodations or adaptation were able to be made for assessing children with disabilities
- ☒ Staff were proactive in addressing any potential biases they might encounter when observing children
- ☒ Both the lead teacher and assistant teacher were able to provide documentation and discuss ratings for each child
- ☒ Multiple sources of documentation were used to complete the DRDP-2015 (e.g., parent observations, teacher observation of behavior, work samples etc.)
- ☒ Ratings were completed outside of time with children in the classroom
- ☒ Observations of math and literacy skills specifically were able to be embedded in small-group or center-time activities
- ☒ Staff were able to practice individualization with children to scaffold them along the developmental continuum within each measure
- ☒ Results were communicated to parents by providing printed reports in addition to verbal information during the parent-teacher conference
- ☒ Used the DRDP Portfolio App to record and visualize data
- ☒ Used the support of a vendor to record and visualize data
- ☒ Used results to inform curriculum planning and implementation

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 13: Developmental Profile section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

There will be no need for modifications for the 2023-24 school year since we are closing our Preschool program

## **PSE Fiscal Year 2022-23**

### **EED 14: Staff Qualifications**

**Each program staff is qualified for the position they hold. Each program operating two or more sites or family child care homes has a qualified program director. Each program with more than one site has a qualified site supervisor at each site. Each site has qualified teachers.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements



**Evidence Reviewed:** *(Select all that apply)*

- ☒ Personnel Rosters for each Classroom
- ☒ Copies of current permits, credentials, or certificates for each teacher, site supervisors, and program director or waiver issued
- ☐ Site supervisor qualification waiver issued by the CDE, if applicable
- ☐ Program Director qualification waiver issued by the CDE, if applicable

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 14: Staff Qualifications section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

There will be no need for modifications for the 2023-24 school year since we are closing our Preschool program

## **PSE Fiscal Year 2022-23**

### **EED 15: Staff Professional Development Program**

**The program has developed and implemented a staff development component for staff.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☒ An orientation plan for new employees
- ☒ Agendas, minutes, and sign-in sheets for staff development meetings, workshops and conference attendance
- ☐ Identification of training needs of staff or service providers, aligned to the Desired Results System
- ☒ Written job descriptions
- ☐ Annual written performance evaluations, unless another frequency is specified in their bargaining agreement
- ☒ Internal communication system that support each staff with information necessary to carry out their assigned duties
- ☐ Other





**PSE Fiscal Year 2022-23**

**EED 15: Staff Professional Development Program**

**The program has developed and implemented a staff development component for staff.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☒ An orientation plan for new employees
- ☒ Agendas, minutes, and sign-in sheets for staff development meetings, workshops and conference attendance
- ☐ Identification of training needs of staff or service providers, aligned to the Desired Results System
- ☒ Written job descriptions
- ☐ Annual written performance evaluations, unless another frequency is specified in their bargaining agreement
- ☒ Internal communication system that support each staff with information necessary to carry out their assigned duties
- ☐ Other

**Which professional development topic areas did your staff participate in one-time or multi-day workshops or trainings:** *(Select all that apply)*

- ☐ Effective adult-child interactions aligned to the Classroom Assessment Scoring System (CLASS).
- ☐ Children's literacy and language development (aligned with the California Preschool Learning Foundations and the California Preschool Curriculum Frameworks)
- ☒ Children's developing math and science skills (aligned with the California Preschool Learning Foundations and the California Preschool Curriculum Frameworks)
- ☐ Children's social-emotional development (aligned with the California Preschool Learning Foundations and the California Preschool Curriculum Frameworks)
- ☒ Implicit bias and culturally- and linguistically-responsive practice
- ☐ Adverse Childhood Experiences (ACEs) and trauma- and healing-informed practice to support children's mental health
- ☒ Curriculum implementation and learning activity plans aligned to the California Preschool Curriculum Frameworks
- ☐ Creating developmentally appropriate environments, aligned to the ERS
- ☐ Administration and use of the Desired Results Developmental Profile to inform instruction
- ☐ Administration and use of a screening tool, like the Ages & Stages Questionnaire, to identify potential developmental delays
- ☐ Support for multilingual learners, including home language development and strategies for a bilingual classroom
- ☐ Serving children with disabilities in inclusive settings, including Universal Design for Learning and the Teaching Pyramid
- ☒ Strategies to prevent suspensions and expulsions, such as Positive Behavioral Interventions & Strategies (PBIS)



**Which professional development topic areas did your staff participate in one-time or multi-day workshops or trainings: (Select all that apply)**

- ☐ Effective adult-child interactions aligned to the Classroom Assessment Scoring System (CLASS).
- ☐ Children's literacy and language development (aligned with the California Preschool Learning Foundations and the California Preschool Curriculum Frameworks)
- ☒ Children's developing math and science skills (aligned with the California Preschool Learning Foundations and the California Preschool Curriculum Frameworks)
- ☐ Children's social-emotional development (aligned with the California Preschool Learning Foundations and the California Preschool Curriculum Frameworks)
- ☒ Implicit bias and culturally- and linguistically-responsive practice
- ☐ Adverse Childhood Experiences (ACEs) and trauma- and healing-informed practice to support children's mental health
- ☒ Curriculum implementation and learning activity plans aligned to the California Preschool Curriculum Frameworks
- ☐ Creating developmentally appropriate environments, aligned to the ERS
- ☐ Administration and use of the Desired Results Developmental Profile to inform instruction
- ☐ Administration and use of a screening tool, like the Ages & Stages Questionnaire, to identify potential developmental delays
- ☐ Support for multilingual learners, including home language development and strategies for a bilingual classroom
- ☐ Serving children with disabilities in inclusive settings, including Universal Design for Learning and the Teaching Pyramid
- ☒ Strategies to prevent suspensions and expulsions, such as Positive Behavioral Interventions & Strategies (PBIS)
- ☐ Engaging racially, culturally- and linguistically-diverse families
- ☐ Referral and follow-up procedures for health and social services
- ☐ Collecting, analyzing and applying data to inform continuous program quality improvement
- ☐ Other



**Which professional development topics areas did you staff receive ongoing, job-embedded coaching (e.g., monthly): (Select all that apply)**

- ☐ Effective adult-child interactions aligned to the Classroom Assessment Scoring System (CLASS).
- ☐ Children's literacy and language development (aligned with the California Preschool Learning Foundations and the California Preschool Curriculum Frameworks)
- ☒ Children's developing math and science skills (aligned with the California Preschool Learning Foundations and the California Preschool Curriculum Frameworks)
- ☐ Children's social-emotional development (aligned with the California Preschool Learning Foundations and the California Preschool Curriculum Frameworks)
- ☐ Implicit bias and racially, culturally- and linguistically-responsive practice
- ☐ Adverse Childhood Experiences (ACEs) and trauma- and healing-informed practice to support children's mental health
- ☐ Curriculum implementation and learning activity plans aligned to the California Preschool Curriculum Frameworks
- ☐ Creating developmentally-informed environments, aligned to the ERS
- ☐ Administration and use of the Desired Results Developmental Profile to inform instruction
- ☐ Administration and use of a screening tool, like the Ages & Stages Questionnaire, to identify potential developmental delays
- ☐ Support for multilingual learners, including home language development and strategies for a bilingual classroom
- ☒ Serving children with disabilities in inclusive settings, including Universal Design for Learning and the Teaching Pyramid
- ☒ Strategies to prevent suspensions and expulsions, such as Positive Behavioral Interventions & Strategies (PBIS)
- ☐ Engaging racially, culturally- and linguistically-diverse families
- ☐ Child and family identification for health and social service needs, written referrals and written follow-up procedures to ensure health and social service needs have been met
- ☐ Other

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 15: Staff Professional Development Program section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

There will be no need for modifications for the 2023-24 school year since we are closing our preschool program.
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**PSE Fiscal Year 2022-23**

**EED 16: Prohibition Against Religious Instruction or Worship**



**The program has developed and implemented a staff development component for staff.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☒ Written information that the program refrains from religious instruction and worship
- ☐ Other

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 16: Prohibition Against Religious Instruction or Worship section, including how those will be addressed in a timely and effective manner, or**  
**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

N/A

## **PSE Fiscal Year 2022-23**

### **EED 17: Inventory Records**

**The CSPP contractor maintains an inventory record for all equipment and all non-disposable items with an estimated useful life of more than one year, purchased in whole or in part with early learning and care contract funds, shall be maintained.**

- ☒ Meets requirements
- ☐ Needs improvements to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☐ Inventory Record
- ☒ Evidence of contractor conducting a physical check of the inventory of equipment within the last two years
- ☐ Procedures for procurement of goods and services that prohibit conflicts of interest and ensure competition for non-LEA's

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 17: Inventory Records section, including how those will be addressed in a timely and effective manner, or**  
**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

There will be no need for modifications for the 2023-24 school year since we are closing our preschool program.



## PSE Fiscal Year 2022-23

### EED 18: Program Self-Evaluation Process

**The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement.**

- ☐ Meets requirements
- ☒ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☐ Completed Agency Self Evaluation Report or Program Action Plan
- ☐ An assessment/written documentation of the program by staff and board members
- ☐ Program Review Instrument Findings (EED 1-20)
- ☒ Desired Results Developmental Profile Findings
- ☐ Environmental Rating Scales Findings
- ☒ Desired Results Parent Survey Findings
- ☐ An analysis of the findings

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 18: Program Self-Evaluation section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

Since we are closing our Preschool next school year, we felt there wasn't a need to complete the items listed above
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## PSE Fiscal Year 2022-23

### EED 19: Fiscal Reporting

**The program has submitted fiscal attendance and accounting reports for each contract to CDE consistent with the laws for state or federal fiscal reporting and accounting.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements



**Evidence Reviewed:** *(Select all that apply)*

- ☐ Evidence that expenditures and claims for reimbursement are substantiated with supporting documentation
- ☒ Fiscal attendance and accounting reports are submitted on time

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 19: Fiscal Reporting section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

N/A

## **PSE Fiscal Year 2022-23**

### **EED 20: Annual Fiscal Audit**

**The program has submitted to CDE's Office of External Audits an acceptable financial and compliance audit.**

- ☒ Meets requirements
- ☐ Needs improvement to meet requirements

**Evidence Reviewed:** *(Select all that apply)*

- ☐ Evidence that the annual Fiscal Audit was submitted to CDE timely
- ☒ If applicable, follow-up to any findings identified in the audit report

**Describe the tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement in the EED 20: Annual Fiscal Audit section, including how those will be addressed in a timely and effective manner, or**

**Describe the procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards:**

There will be no need for modifications for the 2023-24 school year since we are closing our Preschool program

## **Authorization Page**

- ☒ *By providing an electronic signature, I authorize that the responses provided in this survey were accurate to the best of my knowledge regarding my agency's Program Self-Evaluation for Fiscal Year 2022-23.*



**Respondent Electronic Signature**

Charmon Evans

**Submission Date (MM/DD/YYYY)**

05/19/2023

**Print a copy of your completed expenditure report for your records before submitting it.**

**Note:** By selecting the Print button below, you will be redirected to a new browser window to print the report. You must return to the previous browser window to submit your survey to the CDE.

Questions about the expenditure report can be directed to [fy2223pse@cde.ca.gov](mailto:fy2223pse@cde.ca.gov).

Once you select the **Submit** button below, your survey responses will be sent to the California Department of Education and you will be redirected to the Early Education Division Web Page. An automatically generated email will be sent to the email address provided on your report to confirm your submission. Please check your email account's spam folder if you do not receive a confirmation email to your inbox.