



# Early Childhood Education

## Board Administrative Report

July 2022



**WWW.PALMDALESD.ORG**  
**(667) 273.4710 | (661) 273.5139 FAX**

# EARLY CHILDHOOD EDUCATION PROGRAM GOALS

## GOAL #1

**Providing Direction** - Provide strategic direction to all ECE stakeholders focused on enriching quality interactions to support classroom instruction and learning for all.

## GOAL #2

**Safe and Affirming School Environments** - Promote and create an inclusive, competitive, safe, nurturing environment to support cultural awareness in which families, children and staff thrive.

## GOAL #3

**Family and Community Environments** - Engage and empower diverse families and communities in authentic learning and collaboration through comprehensive services to support the well-being and education of the child.



## The Palmdale Promise

**Vision:** Palmdale will become a district where...Every Student Leaves Ready for Success in High School and Beyond: College, Career, the Global World.

**Mission:** The mission of the Palmdale School District is to implement our vision with actions and services targeted to students, parents and staff so our students can live their lives to their full potential.

# ERSEA REPORT

JOE VEGA-SMITH

## ENROLLMENT

Eligibility intakes continued in the month of July. Enrollment are taking place for the PSD-ECE program.

Enrollment slots for the 2022-2023 school year:

·1,107 for the Head Start

·108 for Early Head Start

137 for State Preschool

### Head Start Accepted Numbers for the Month of July

Option	Site	Funded Enrollment	Enrolled	Accepted	Slots Available	Eligibility of those on waitlist				New Applications
						Waitlisted	Children Eligible	101-130%	Over Income	
HS	Avenue J (First Christiar	40	0	38	2	16	11	2	3	25
HS	Chaparral	100	0	91	9	14	4	0	10	51
HS	District Office	15	0	9	6	1	1	0	0	3
HS	Highland	20	0	20	0	7	3	1	3	37
HS	HB Lancaster	24	0	16	8	2	1	1	0	10
HS	HB Littlerock	24	0	4	20	2	-1	0	3	8
HS	HB Palmdale	24	0	9	15	4	2	0	2	8
HS	Manzanita	40	0	35	5	9	7	0	2	13
HS	Mesquite	40	0	40	0	14	3	0	11	39
HS	Ocotillo	60	0	60	0	11	7	2	2	44
HS	Palm Tree	80	0	68	12	2	0	1	1	11
HS	Site 18	220	0	110	110	28	14	1	13	29
HS	Tamarisk	60	0	57	3	2	1	0	1	3
HS	Tierra Bonita	20	0	20	0	15	7	2	2	29
HS	Tumbleweed	200	0	189	11	12	10	0	2	10
HS	Wilsona	40	0	27	13	13	7	0	6	31
HS	Yucca	100	0	69	31	5	3	1	1	11
TOTAL		1107	0	862	245	157	80	11	62	362

### Early Head Start Accepted Numbers for the Month of July

Program Option	Funded Enrollment	Currently Enrolled	Slots Available	Waitlisted	Currently Accepted	New Applications	% Enrolled & Accepted	Enrolled & Accepted - 101-130%	Enrolled & Accepted - Over Income
EHS HB-PSD	108	0	0	10	108	74	100%	2%	6%

Option	Caseload	Funded Enrollment	Enrolled	Accepted	Slots Available	Eligibility of those on waitlist				New Applications
						Waitlisted	Children Eligible	101-130%	Over Income	
EHS HB	1	12	0	12	0	0	0	0	0	1
EHS HB	2	12	0	12	0	0	0	0	0	0
EHS HB	3	12	0	12	0	0	0	0	0	0
EHS HB	4	12	0	12	0	0	0	0	0	0
EHS HB	5	12	0	12	0	0	0	0	0	0
EHS HB	6	12	0	12	0	0	0	0	0	0
EHS HB	7	12	0	12	0	0	0	0	0	0
EHS HB	8	12	0	12	0	1	1	0	0	0
EHS HB	9	12	0	12	0	0	0	0	0	0
EHS HB	NA	0	0	0	NA	9	6	0	3	73
TOTALS		108	0	108	0	10	7	0	3	74

# ERSEA REPORT

JOE VEGA-SMITH

## Recruitment Updates

The Family Service Advocates (FSAs) participated in several community events in the month of July to recruit new families for the Head Start and Early Head Start programs.

### PSD Backpack Giveaway

Saturday, July 23, 2022 - PSD-ECE participated at the Annual Palmdale School District “Backpack Giveaway” at Sage Middle School. Five FSAs (Richard, Griselda, Marysol, Xiomara, and Stephanie) and one ERSEA Admin Clerk (Julia) attended the event. The team connected with thirty families that expressed interest in the PSD-ECE program. Great job team!!



### Site 18 Recruitment Day

Wednesday, July 27, 2022 - A recruitment event took place at Site 18 site, which is one of the ECE locations. The team recruited families to fill some of the last open space needed to be fully enrolled at one the ECE sites. In addition, the FSAs provided additional information to a family who had concerns with their child’s speech. Excellent Job Team!

# EDUCATION REPORT

DANIELLE WATSON AND ELIZABETH MORA

**EARLY HEAD START AND  
HOME BASE PRE SERVICE  
DATES: 7/11/22 AND  
7/26/22**

## **Creating Home Visiting Parent Observations**

Discussions on the importance of Parent-Child Interactions and home visiting, why they are important and how to encourage positive parent-child interactions during a home visit and beyond. Discussions on self care and compassion fatigue

## **Engaging Parents Taking it to the Next Level**

Building stronger socializations

What parents want from socializations

Inking triadic strategies to dyadic

## **Program Preparation**

Book Study-Developmental Parenting

Family Orientations

Desired Rating Developmental Profile

Ages and Stages Questionnaire

Home visits

**LEAD TEACHERS RETURNED  
ON JULY 20, 2022**

## **Centerbase Teaching Staff Development**

Wellness

Civil Rights/Nutrition

COVID Updates

Parent Orientation

Medication and health check

Learning Genie updates





# MENTAL HEALTH & DISABILITIES REPORT

AMY WILLEY

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## **Disabilities and Mental Health Training**

A training to support Disabilities and Mental Health services was provided at the end of July. This training focused on supporting the development of all children, including self-regulation. In an effort to support self-regulation skills through positive reinforcement, teachers were provided with a list of positive words to articulate the growth of students. These positive words were connected with the introduction of positivity postcards to promote open communication with families. This communication tool is a way for teachers to tell parents about a child's day while highlighting a child's developmental growth in the classroom. (Goal 1, Goal 2 and Goal 3)



Inclusive social interactions were also highlighted in the training. Teachers were provided with steps on how to engage all students in social development in the classroom. Ideas included the use of social scripts/stories, buddy art projects and enhancing play areas such as the dramatic play area. (Goal 1 and Goal 2)

## **Second Steps**

The 2022-2023 school year will be the third year for the implementation of the social-emotional curriculum Second Steps. Staff will begin to use emotional check in opportunities with the students through-out the day to enhance the curriculum and to develop emotional vocabulary. The training in July introduced this concept and provided teachers with ideas in how to increase the use of emotional vocabulary with their students. (Goal 1 and Goal 2)

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# HEALTH REPORT

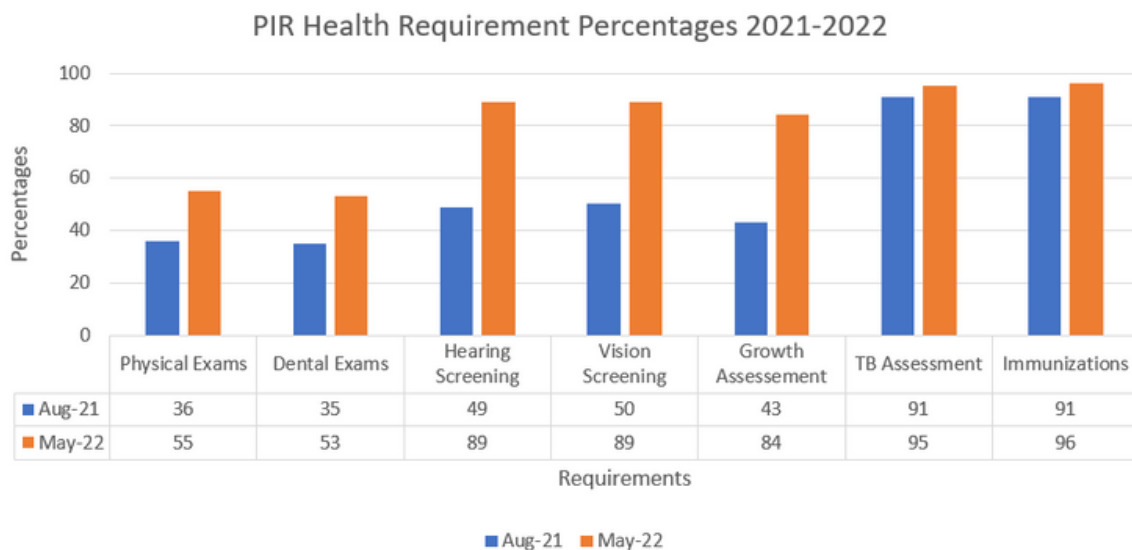
VICTORIA ERMILIO, MSN, RN, CSN

## Health Advisory Committee

The Health department has added a new LVN to the team. This will reduce the case load for each nurse to 330 students each. We have also hired a new Administrative Clerk. We are preparing for the start of the new School Year by following up with parents of children who have health concerns, obtaining medication for the classrooms and writing health action plans.

We are also preparing for professional development training for returning staff. We will train on Medication Administration, Epi Pens, Response to COVID / COVID Updates and Learning Genie Health Card.

## PIR Update



## Follow us on Instagram and Facebook

Please follow us on Facebook and Instagram for community resources and events important Early Childhood Education families. Families and staff will continue to be provided “Free and Affordable” fun summer things to do in the Antelope Valley and surrounding communities throughout the summer break.



Scan each QR Code with  
your phone to go directly  
to our page.

# FAMILY COMMUNITY PARTNERSHIP & PROGRAM GOVERNANCE REPORT

## PAULINA PANDURO

### Family Engagement

In preparation for the new school year, Memorandums of Understandings (MOU) were created with two agencies to provide services to the families in our program. The First MOU is with the Antelope Valley College (AVC). This MOU will support parents with their education and career goals by offering them classes through the Developing a Partnership program. Fifteen parents will participate in the Developing a Partnership Program with AVC.

The second MOU is with Santiago Photography. Santiago has been the photographer for our program for over 10 years and will be providing services for picture day at all 14 sites during August and September. (Goal #3)

### Program Governance

The Executive Committee met on Thursday, July 21st after having a break over the summer. Four of the committee members met over zoom to discuss program updates and review the Policy Committee (PC) agenda. The PC meeting was held virtually Tuesday, July 26th. Seven members were present along with office staff to review the following recommendations:

- Approval of new hire – ECE Teacher Assistants
- Approval of new hire – ECE Bilingual Teacher Assistants
- Approval of new hire – Noon Duty
- Approval of new hire- Custodian I
- Approval of new hire – Accounting Clerk II
- Approval of MOUs
  1. PSD ECE & AVC DAP 2022-2025
  2. PSD ECE and Santiago Photography 2022-2023
- Approval of Head Start BAR 2022

believe  
necessarily  
important  
crucial  
smart  
communicate  
reading  
counting  
must have  
volunteer  
needed  
vital  
Parent Involvement  
wanted



# NUTRITION

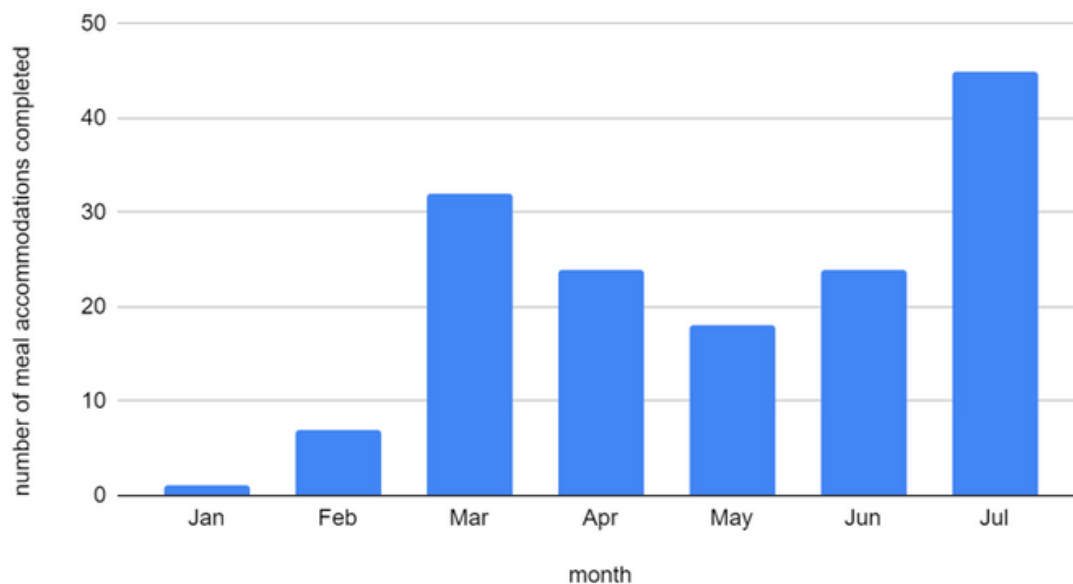
LILLIE BIGLER, MS, RDN

## Safe and Nutritious Meals

The Nutrition Department is working continuously to assure that children receive safe and nutritious meals. By the end of July in preparation for the 2022-2023 school year, the Nutrition Department completed 151 Meal Accommodations for children with food allergies or dietary restrictions. Meal accommodations, nutrition screening forms, and referrals are also continuously worked on as we are enrolling new students every day. The weekly Palmdale School District menu is available online at <https://family.titank12.com/menu/E7M7SF>. (Goals 1, 2, 3)



Meal Accommodations for 22-23 (as of July 31st)

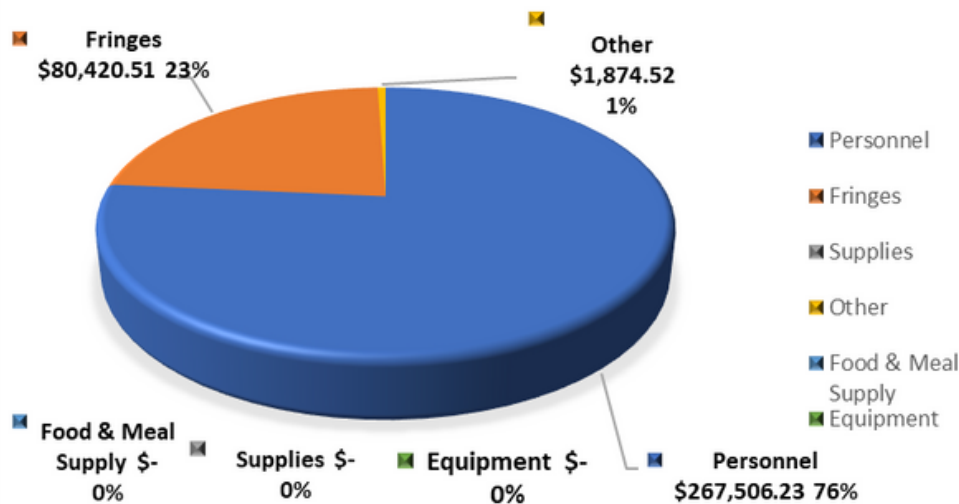


# FISCAL REPORT

M. CARMEN SERRANO

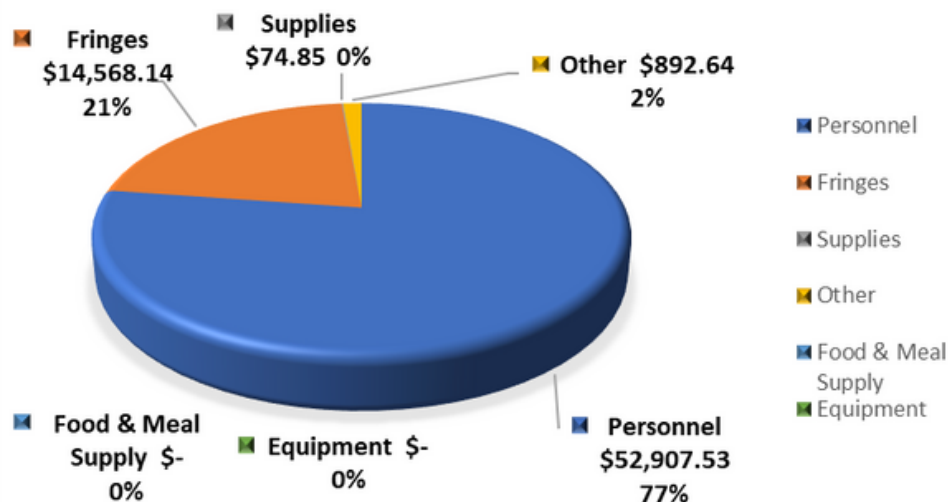
## Expenditures for Head Start, Early Head Start & COVID Programs

### JULY 2022 HEAD START EXPENDITURES

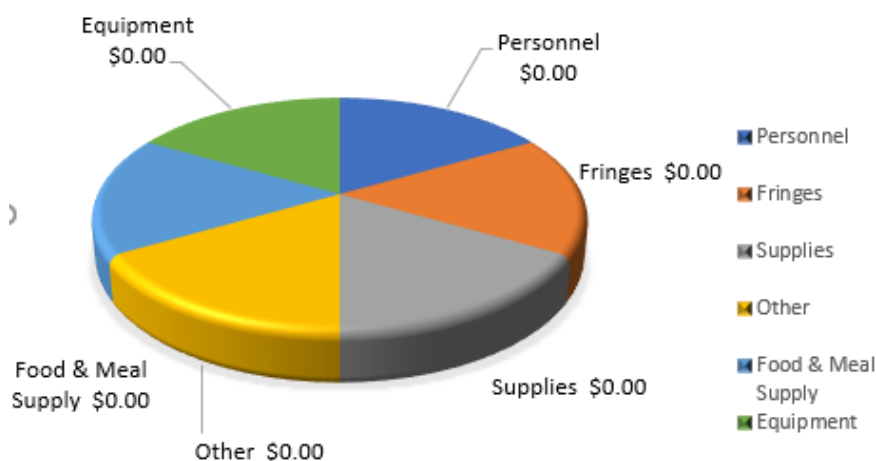


Palmdale School District continues to offer breakfast and lunch through the Seamless Summer Option in lieu of the Child & Adult Care Food Program (CACFP). The cost of adult meals, student snacks and paper supplies are reflected in the food meal supplies. Snacks are claimed under the CACFP program.

### JULY 2022 EARLY HEAD START EXPENDITURES



### JULY 2022 COVID EXPENDITURES



July 2022 COVID had \$0 expenditures with 0%

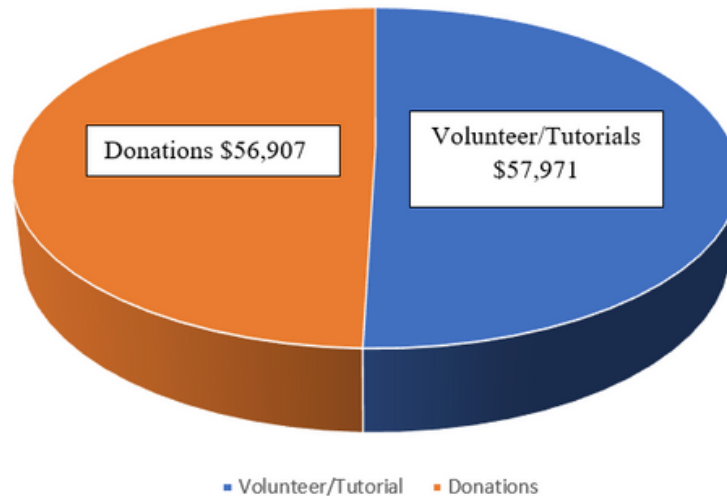
## Palmdale School District Early Childhood Education NFM Goal



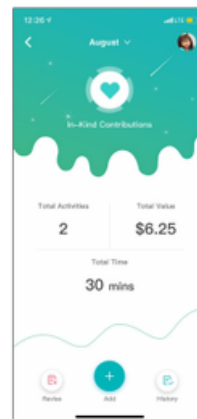
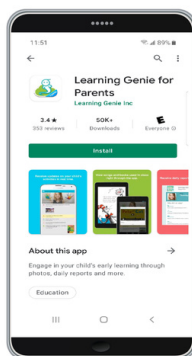
- Our goal for 2022 is to collect \$3.4 million in Non Federal Match (NFM)
- We need to average \$285,600 per month.
- \*\*\$114,878 was collected in June.
- \*\*YTD we have collected \$643,549
- \*\*We are currently at 19% of our goal.

## Non-Federal Match Parent Volunteer & Activity Submissions

Non-Federal Match - June 2022



Parents and Families Can Submit Tutorials for In-Kind right from their phone or iPad with the Learning Genie App. **This includes Parent Meetings!**



# ADMINISTRATIVE REPORT

CHRIS BURTON & LISA FOWLER

## **Summer Planning**

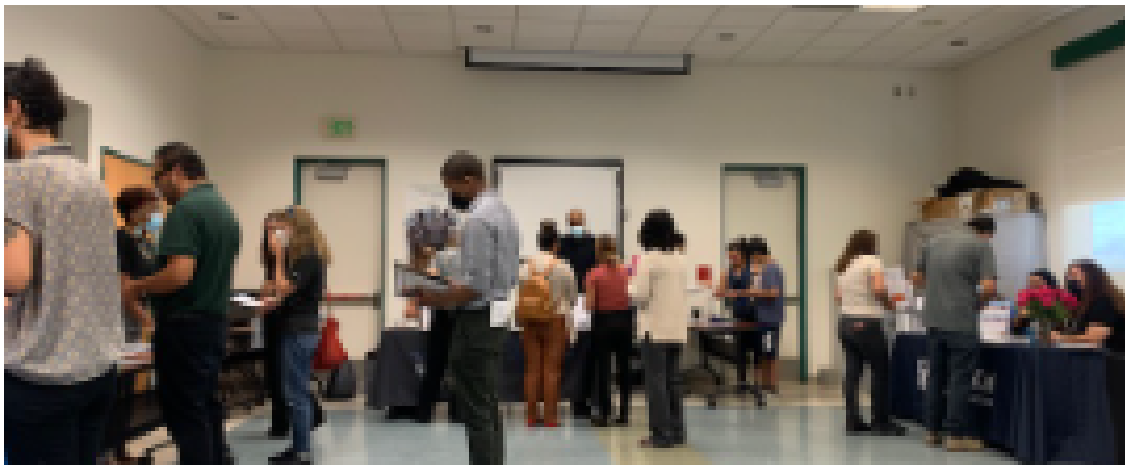
July was a busy month planning for the upcoming new 2022-2023 School Year. We updated the Care & Supervision policies and procedures along with creating new policies under Program Management. We interviewed for Noon Duties, Custodians, Accounting Clerk II and Teacher Assistants. The EHS teachers returned on Tuesday, July 5 and the new Nutrition Facilitator started. Sadly our Fiscal Officer left our program due to moving out of state and the job posting for a new Fiscal Officer has been posted on the PSD website. In addition, we revised the Annual Professional Development Plan for our teaching staff and updated the 45-Day Safety Walk tool for our Internal Monitoring.

## **Leadership Retreat**

Admins and the ECE Leadership Team participated at the District Leadership Retreat and Training July 13 - 15, 2022. During the training, each PSD Department presented new updates. The team building event was held at the SoFi Stadium.

## **Job Fair to Recruit Teacher Assistants**

Both Administrators along with one of our Family Service Advocates, participated in the job fair at America's Job Center in the Antelope Valley on July 19, 2022. There were many apprentices that attended the job fair that are part of the Home Visitor Apprenticeship Program. We were fortunate enough to spend time to speak to interested candidates and encourage them to apply with our Palmdale School District Early Childhood Education Department.



# ADMINISTRATIVE REPORT

CHRIS BURTON & LISA FOWLER

## **Lead Teacher Welcome Back Meeting**

Administrators along with Facilitators, welcomed the Lead Teachers back with a breakfast and a goody bag for each Lead Teacher on July 20, 2022. The Administrators presented critical information to the Lead Teachers such as Lead Teacher responsibilities, ensuring a safe environment indoors and outdoors at the site, the importance of zoning maps, new playground safety checklist, end of month paperwork process, revised Professional Development Plan, Child Abuse Mandated Reporter training, welcomed the new Nutrition Facilitator, and program updates. Facilitators briefly spoke about their service area updates and played a team building activity game with the Lead Teachers.

## **Mandated Leadership Training**

Administrators and the Facilitators participated in a two hour Sexual Harassment Training at the District Office on July 22, 2022.

## **Teacher Professional Development Meeting**

Training was provided to all teachers virtually on July 27, 2022. The topics included were Individualization, Social-Emotional Well-Being, Non Federal Share, CLASS, ECERS, and the updates to the Policies and Procedures for Education and School Readiness.



Scan the QR code  
for Palmdale  
School District  
job opportunities





# DIRECTOR'S REPORT

**DR. MELANIE CULVER**

## **Continuation Application for Program Year 2023**

We are working on our Head Start Continuation Application, which outlines how we intend to utilize our Head Start funding for the upcoming program year. We allocate resources based on ongoing program needs, such as salaries, utilities, lease agreements, supplies, and food. We also utilize feedback from our stakeholders to make necessary adjustments for the new year. We will be submitting the Continuation Application to our Policy Committee and PSD Board of Trustees for final approval.

## **PSD Mobile Vaccine and Enhancement Clinics-COVID and Monkey POX**

Palmdale School District is working to make vaccinations convenient and accessible for the children and families we serve. Vaccination clinics are now available for children and parents to receive COVID and Monkey Pox vaccines at three of our middle school locations across the city of Palmdale. Simply scan the QR Code below for the location, date and time you would like to receive your vaccination. You will be taken to the MyTurn link to provide the needed information to receive your vaccination. Let's take care of our health!

### **David G. Millen**

#### **Magnet Academy**

39221 22nd Street West  
Palmdale, CA

Sept. 14th 3-5 PM



**SCAN**



Oct. 5th 3-5 PM



**SCAN**



### **SAGE**

#### **Magnet Academy**

38060 20th Street East  
Palmdale, CA

Sept. 7th 3-5 PM



**SCAN**



Sept. 28th 3-5 PM



**SCAN**



### **Shadow Hills**

#### **Magnet Academy**

37315 60th Street East  
Palmdale, CA

Sept. 21st 3-5 PM



**SCAN**



Scan the QR Code with  
your Smart Phone to  
register.

# DIRECTOR'S REPORT

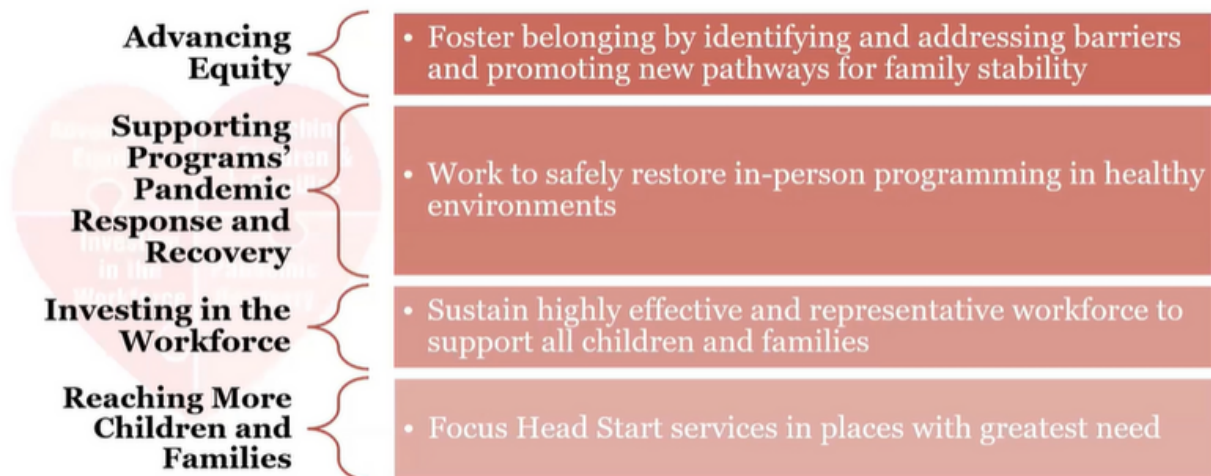
DR. MELANIE CULVER

## Office of Head Start Priorities for the 2022-2023 Program Year

This program year, the Office of Head Start will focus on four main areas: Advancing Equity; Supporting Programs Pandemic Response and Recovery; Investing in the Workforce; and Reaching More Children and Families. As we continue to navigate the challenges the COVID-19 pandemic has created, we aim to increase efforts to acclimate children to the classroom environment.

Mental Health supports for children, families and staff are key to our "recovery, response, and renewal efforts" as we continue to offer in person learning for children and families. Our collaboration with Wellness Together (for children and families) and HearYou.org (for staff) will continue to offer support throughout the year. We will also be focusing on building relationships and enhancing teacher-child interactions since the children entering our program have spent the last two years in a very different environment and reality.

The OHS expectation is that programs are working towards full enrollment through the "Full Enrollment Initiative". Our Family Service Advocates have worked very hard since March to ensure we were recruiting and enrolling children. The goal is to have each class fully enrolled at the start of the school year, so teachers can begin building relationships with children and families. We are also working with Palmdale School District's Human Resource and Personnel Commission to fill open teacher assistant positions to ensure each classroom is fully staffed.



# Palmdale School District Information

## **TUNE IN to the Palmdale Promise Radio Show**

Listen to KUTY 1470 AM or 96.9 FM, Monday through Friday from 6:30-7:30 a.m. to hear helpful information about the Palmdale School District's many departments, programs, and schools.



## **We Are Hiring!**

**Join our team and make a difference!**

We are currently hiring for the following positions:

- Bilingual Early Childhood Education Teacher Assistant (Spanish)  
185 Days - \$15.33 - \$18.64 hourly
- Early Childhood Education Teacher Assistant  
185 Days - \$15.33 - \$18.64 hourly
- Substitute Early Childhood Education Teacher Assistant  
\$15.00 hourly
- Noon Duty/Campus Assistant  
182 Days - \$15.50 hourly

Job information and application can be found at:

<https://www.governmentjobs.com/careers/palmdalesd>

# Reading is Key!

ECE is committed to ensuring our students complete our program ready for success in elementary school and beyond! Research shows that "simple access to books is one of the biggest obstacles—and perhaps the biggest opportunity—in equalizing children's literacy. The number of books in a child's home has been shown to be the best predictor of his or her scores on reading exams," (Bridges; Children's Literacy Foundation). In an effort to assist families in increasing the number of books children can access in the home, our program is providing books for children and families. There are many educational benefits to reading with your child at a young age. Here are a few of the key reasons:

**Books create warm emotional bonds between adults and kids when they read books together.**

**Books help kids develop basic language skills and profoundly expand their vocabularies**—much more than any other media.

**Books are interactive; they demand that kids think. Fiction and nonfiction books widen our consciousness.** They give us new ways to think and new ideas. They expand our universe beyond time and place and inspire our own original thoughts.

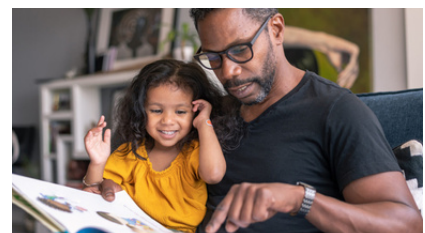
**Books develop critical thinking skills.** A book is read by an individual. It has no laugh track or musical score that emotionally primes a reader's reaction. You alone decide what you think about a book and its contents with no one leaning over your shoulder telling you how to think.

**Books develop and nourish kids' imaginations, expanding their worlds.** Picture books introduce young children to the world of art and literature. Novels and nonfiction books stimulate kids' sensory awareness, helping kids to see, hear, taste, feel, and smell on an imagined level. Books inform our imaginations, inspiring creativity.

**Books provide the opportunity to share cultural experiences.** When kids read the same book, enjoying a common reading experience, peer bonds are built within a generation. When children, parents, and grandparents share classic books, extended familial and community bonds are formed creating a shared frame of reference.

**BOOKS INSPIRE US TO DREAM.**

**BOOKS GIVE US THE TOOLS TO ACHIEVE OUR DREAMS.**



Link to full article, ["Why Do Kids Need Books?"](#)

## References

*Why Do Kids Need Books?* - The National Children's Book and Literacy Alliance (2022)

Bridges, Lois. "Access to Books." *Make Every Student Count: How Collaboration Among Families, Schools, and Communities Ensures Student Success*. Scholastic.com. Scholastic, 2013, pp. 49-67.

Children's Literacy Foundation. "Research." Clifonline.org. Children's Literacy Foundation, 2016.

## **Helpful Resources for Families**

### **Food and Nutrition**

DYK? There are #WIC updates in the American Rescue Plan. Families who are already enrolled will see automatic adjustments. Newly eligible families can enroll through their local WIC office:

<https://www.fns.usda.gov/contacts?f%5B1%5D=program%3A32> **#InvestingWithFamilies**

DYK? There are #SNAP updates in the American Rescue Plan. Families already enrolled will not need to do anything. Newly eligible families can enroll through their local SNAP office:

<https://www.fns.usda.gov/snap/state-directory> **#InvestingWithFamilies**

### **Child and Dependent Care Credit**

The American Rescue Plan expands the size of the Child and Dependent Care Credit. Parents are eligible for this tax credit if they needed care for any child under age 13 or a disabled dependent of any age while working or looking for work. Learn more: <https://www.irs.gov/newsroom/child-and-dependent-care-tax-credit-faqs> **#InvestingWithFamilies**

### **Rental Assistance**

The American Rescue Plan makes more funding available for people with overdue rent. Additional transitional and permanent housing will also be available for eligible families. Explore the facts:

[https://home.treasury.gov/system/files/136/FACT\\_SHEET-Emergency-Rental-Assistance-Program\\_May2021.pdf](https://home.treasury.gov/system/files/136/FACT_SHEET-Emergency-Rental-Assistance-Program_May2021.pdf) [PDF, 169KB] **#InvestingWithFamilies**

### **Tax Credits**

For many people, making ends meet throughout the year is tough, and saving regularly may seem unrealistic. Find tips for using some of your tax credit refunds to prepare for unforeseen expenses throughout the year: <https://www.consumerfinance.gov/start-small-save-up/start-saving/how-to-use-your-tax-refund-to-build-your-emergency-funds/> **#InvestingWithFamilies**

Discover tips for using ARP tax credits to open a savings account to help you reach your long-term goals, such as owning a home. [https://files.consumerfinance.gov/f/documents/cfpb\\_your-money-your-goals\\_place-for-savings\\_tool.pdf](https://files.consumerfinance.gov/f/documents/cfpb_your-money-your-goals_place-for-savings_tool.pdf) **#InvestingWithFamilies**

### **Energy and Water Assistance**

The ARP makes additional funds available for energy and water assistance. Find out whether these emergency assistance funds are available for your family: <https://communityactionpartnership.com/find-a-cap/?cid=fd585d5730f813ab478b1153034908e1&cid=79294566037037bc15f030fd7eaa5a9e>

**#InvestingWithFamilies**

### **Emergency Broadband Benefit (EBB) Program**

Through the American Rescue Plan, families can get a \$50/month discount on their broadband service and equipment rentals and receive a one-time discount of up to \$100 for laptops, tablets, or desktop computers. Check to see if your family is eligible to receive this discount: <https://getemergencybroadband.org/do-i-qualify/> **#InvestingWithFamilies**

The Emergency Broadband Benefit program offers monthly discounts on broadband service. Do you qualify? Complete the application to find out: [https://www.checklifeline.org/lifeline/?id=nv\\_flow&ebbp=true](https://www.checklifeline.org/lifeline/?id=nv_flow&ebbp=true) **#InvestingWithFamilies**

Not all broadband providers offer the Emergency Broadband Benefit. Find a company that offers the program discount: <https://getemergencybroadband.org/companies-near-me/> **#InvestingWithFamilies**

### **Emergency Housing Vouchers**

Do you need assistance with housing? Learn if your family is eligible to access housing vouchers:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts?cid=fd585d5730f813ab478b1153034908e1](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts?cid=fd585d5730f813ab478b1153034908e1) **#InvestingWithFamilies**