June, 2018  
From the Executive Director:  

It is the vision of the Mariposa First 5 Commission that all children enter school healthy and ready to learn. The Commission knows that children need nurturing, support and a positive home environment to be successful in school and prepared for life. An assessment in
1999 and the School Readiness Needs Assessment in 2002/2003 found four overarching priorities that needed to be addressed: 1) Healthy Children, 2) Children Ready to Learn, 3) Strong Families, and 4) Healthy Community Systems. In 2003, the Commission developed five strategic goals based on those findings. In 2005, State First 5 developed a Result Plan with four areas to be adopted by county commissions. In 2009, the Local Child Care Planning Council completed a needs assessment that focused on child care and the needs of families during those preschool years. The survey confirmed the need for preschools and school-ready opportunities. The survey indicated continued needs for services in Coulterville, Greeley Hill and Lake Don Pedro.

This revised Strategic Plan builds on the original plan and the Commission’s work over the past fifteen years to improve the lives of infant to five years-of-age children in Mariposa County. The Commission has funded many programs and projects that directly affect the lives of preschool children. The Commission continues to address school readiness, special needs, oral dental health, and a program for expectant mothers. The Commission has developed comprehensive policies and a procedure process that emphasizes sustainability and evaluation. All grant-funded programs address the mission, goals, strategies and objectives as established by the Commission and State First 5.

The School Readiness program on the North side of the County has made a difference in a rural area where there are economic and transportation issues. The preschools are serving children 3-5 by providing them with a preschool experience in preparation for kindergarten. The School Readiness Grant from the State, in cooperation with Mariposa First 5, has provided funds for three preschools two head teacher/directors, two second-teachers, and three maintenance workers. The School Readiness Program provides collaboration, quality curricular materials, assessment and accountability. There has been an increasing awareness of the diversity of Mariposa County and meeting the needs of the whole child. The emphasis is also on prevention and intervention by providing integrated school-based health and social services for children and their families.

In 2012, the Commission approved partnering with Merced First 5 as part of the School Readiness Signature II grant. The grant focuses on assessment for preschoolers (DRDP, ECERS-R, and CLASS) and classroom observations in order to improve teacher performance and engagement of the children.

Due to limited funding and the decline of the Prop 10 augmentation, the Commission voted in June, 2012, to renew two grants (Smart Start and the Children’s Dental Health) from 2012-2015, and continue to fund the three preschools (Catheys Valley, Greeley Hill and Lake Don Pedro).

In 2013, the Smart Start Program secured funding for its program and the Health Department requested funding for the Children’s Dental Health program only.

In 2014, the Commission offered an opportunity for Mini-Grants and funded the following programs: 1) Children’s Dental Health Program; 2) Mariposa Elementary School Transitional Kindergarten for an instructional aide; 3) Mariposa County School District Special Education Kindergarten Class for equipment; and 4) Sierra Foothill Charter School Kindergarten Class for equipment. Also, a $6,000 extension of the original contract ($50,000) for Children’s Dental Health services to children was approved on April 14, 2014.

In 2016, the Commission offered another opportunity for grant funding. The CARES Plus three-year grant ended on June 30, 2016. Therefore, Mariposa First 5 partnered with Merced First 5 in applying for the Impact grant with California First 5. This grant will provide additional funding and follow-up to the CARES Plus grant by providing observations and assessment training for child care providers. In addition, the Children’s Dental Health grant, MES TK grant, and Yosemite Child Care Center and Kiwanis Preschool received grant funding for 2015-2017.

In 2017, the Commission continued funding the Children’s Oral Health Program for $30,000, the School Readiness Program for $160,000, and the Instructional Aide for the Transitional Kindergarten classroom at Mariposa Elementary for $16,882. In the fall of 2017, Greeley Hill Preschool closed due to lack of children and the changes in the demographics in the Coulterville/Greeley Hill area. The Greeley Hill Elementary School now offers a TK class for 4-year-olds.

This Strategic Plan outlines the procedures and requirements for the current grants and preschool programs based on the goals set forth by the Mariposa First 5 Commission and State First 5. This plan has provided a framework and vision for the future based on the continued needs of the County.
FIRST 5 OF CALIFORNIA, MARIPOSA COUNTY

Commissioners

Gwen Nitta
Local Child Care Planning Council ................................................................. Commissioner, Chair

Angelina Brouillette
Member-at-Large.......................................................................................... Commissioner, Vice-Chair

Rosemarie Smallcombe
Board of Supervisors Representative............................................................ Commissioner

Jennifer McCollom
Recipient of Special Projects................................................................. Commissioner

Margarita King
County Health Designee....................................................................... Commissioner

Robin Hopper
Mariposa County School District Superintendent ...................................... Commissioner

Chevon Kothari
Director of Department of Human Services................................................. Commissioner

Kim Torvinen Tucker
Member-at-Large...................................................................................... Commissioner

Patrick McCarthy
Educator/Early Childhood Development ..................................................... Commissioner

Commission Staff

Jeane Hetland
Executive Director

Nikki West
Fiscal Analyst
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary</td>
<td>2</td>
</tr>
<tr>
<td>First 5 Mariposa County Commissioners</td>
<td>3</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>4</td>
</tr>
<tr>
<td>School Readiness (Building Block Preschools)</td>
<td>5</td>
</tr>
<tr>
<td>First 5 of California, Mariposa Strategic Plan</td>
<td>6</td>
</tr>
<tr>
<td>State First 5 result Areas and Services</td>
<td>7</td>
</tr>
<tr>
<td>Measuring Success and Outcomes Based Education</td>
<td>9</td>
</tr>
<tr>
<td>Planning and Implementation</td>
<td>11</td>
</tr>
<tr>
<td>Roles of the Children and First 5 Commission</td>
<td>12</td>
</tr>
<tr>
<td>Process for Developing the Strategic Plan</td>
<td>13</td>
</tr>
<tr>
<td>History of Ordinances and Legislation</td>
<td>14</td>
</tr>
<tr>
<td><strong>Appendix</strong></td>
<td></td>
</tr>
<tr>
<td>Photo Collage of Mariposa Children</td>
<td>15</td>
</tr>
<tr>
<td>Mariposa County Grant Timeline (2017-2018)</td>
<td>16</td>
</tr>
<tr>
<td>Process for All Classrooms</td>
<td>17</td>
</tr>
<tr>
<td>History of Mariposa First 5 Grants</td>
<td>18</td>
</tr>
<tr>
<td>Map of Mariposa County</td>
<td>19</td>
</tr>
</tbody>
</table>
The Mariposa County First 5 Commission believes in making a difference in the lives of children ages 0 through 5. First 5 Mariposa County Commissioners have been true advocates of the mandate of Proposition 10: To improve the lives of children prenatal through five years of age. The Commissioners and staff members have all worked hard to become aware of the needs of the community and to address those needs. Throughout the County there are positive examples of how First 5 and its partners are serving children. During the past fifteen years, the Commission has funded: Three preschool programs; a School Readiness Program; training and stipends for childcare providers; a music program for preschoolers; a library literacy program; a literacy-based film experience and book program; a prenatal Smart Start program; an oral dental health program that emphasizes prevention, education and some dental care services; the start of a Family Resource Center on the North side of the County; and a Family Resource Center program for children 0 to 5 that provides transportation services for special needs children.

In 2008, the Commission added Catheys Valley Preschool to the School Readiness Program. The matched funding from State First 5 ended on June 30, 2012.

In 2013-2014, the Commission approved funding for four Mini-Grants, the continuation of the Children’s Dental Health Grant and additional funding for services to children with severe dental problems. Also, the CARES Plus Program was funded for $10,000 from Mariposa County First 5 and $20,000 from First 5 California for training for Child Care Providers and Preschool Teachers for three years through June 30, 2016.

In 2015-2016, The Commission funded the final year for the CARES Plus Program; the Children’s Dental Health Program; the Mariposa Elementary Instructional Aide for the Transitional Kindergarten classroom; the Yosemite Child Care Center for a trainer from UC Davis; and materials and the Kiwanis Preschool for personnel and materials.

In 2016-2017/8, The Commission funded the following programs: The Children’s Dental Health Program, the Mariposa Elementary Instructional Aide for the Transitional Kindergarten classroom; the Yosemite Child Care Center for a trainer from UC Davis; the Marie Pretzer Child Care Center for a listening center and the Kiwanis Preschool for personnel and materials.

2017-2018 the Commission funded the dental Health Program and the Mariposa Elementary Instructional Aide for the Transitional Kindergarten classroom.
First 5 of California, Mariposa County
Strategic Plan

Executive Summary

The California Children and Families Act (also known as Proposition 10 or “First 5”) was enacted in 1998, by increasing taxes on tobacco products in order to provide the funds to create a comprehensive and integrated delivery system of information and services to promote early childhood development from prenatal to age five. Mariposa County has had a reduction in the augmentation funding over the past two years from $330,000 to $197,000 a year. In order to access these monies, the County must adopt a Strategic Plan that shows how Proposition 10 funding will be used to promote a comprehensive and integrated system of early childhood development services.

Currently the Commission funds two health grants and three preschools. The two health grants are: Smart Start, a prenatal visitation program, and the Children’s Dental Health program that provides dental education and services to preschoolers.

First 5 Mariposa County, also known as the First 5 of California, Mariposa County (referred to as simply “the Commission” throughout), was created in 1999 to evaluate the current and projected needs of young children and their families, develop a Strategic Plan that describes how the community needs will be addressed, determine how to expend local First 5 resources, and evaluate the effectiveness of programs, services, and activities funded in accordance with the Strategic Plan.

The actions of the Commission are guided by a compelling vision for Mariposa County’s children and the mission of First 5 Mariposa County that focuses on the data provided by the Needs Assessment. The vision and mission are:

VISION

All children in Mariposa County will thrive in supportive, loving and nurturing environments, enter school healthy and ready to learn and become productive, well-adjusted members of society.

MISSION

To provide for the optimal physical, emotional and intellectual growth of the young children of Mariposa County, the Commission will facilitate, through funding priorities and disbursement of Proposition 10 funds, the creation, implementation or enhancement of integrated and collaborative preventive services and programs.
COMMISSION AND STATE FIRST 5 GOALS

In order to fulfill its vision, mission, and to address the needs of families in Mariposa County, the Mariposa County First 5 Commission adopted a strategic plan that continues to dictate the use of First 5 funds. After assessing the community needs (1999 and 2003) and existing resources, the following five goals were adopted as the top priorities:

**Mariposa County Commission Goals:**

1. Create an integrated system of care that maximizes existing resources and minimizes duplication of services;
2. Improve transportation and other means for families to access support services;
3. Improve families’ access to high quality, affordable childcare and resources that enable children, 0-5, to develop optimally and begin kindergarten at readiness level;
4. Improve the overall physical and mental health of young children; and
5. Improve families’ access and participation to education, information and services that help them create safe, nurturing environments for children.

In the fiscal year 2004-05, the State First 5 Commission defined county goals in terms of Result Areas and Services. These result areas are still the focus of the annual report that is due to State First 5 by October 15th each year. The data, geographic information and evaluation tools are all based on these result areas.

**State First 5 Goals and Result Areas:**

**Family Functioning**
First 5 county commissions fund the following services to help improve family functioning:

- Adult education and literacy for parents
- *Kit for New Parents* distribution
- Family literacy
- General parenting education programs
- Behavioral, substance abuse and other mental health services
- Community resource and referral services
- Provision of basic family needs (food, clothing and housing)
- Targeted intensive parent support services
- Other family functioning support services

**Child Development**
First 5 county commissions fund the following services to help improve child development:

- Preschool for three and four-year olds
- State School Readiness programs and local match
- Local school readiness
- Early education programs for children (other than School Readiness and preschool programs)
- Kindergarten transition services
- Comprehensive special needs screening and assessments
- Targeted intensive intervention for children identified with special needs
- Early education provider programs
- Other child development services
Child Health
First 5 county commissions fund the following services to help improve children’s health:
- Breastfeeding assistance
- Nutrition and fitness
- Other health education
- Health access
- Home visitations for newborns
- Safety education and intentional and unintentional injury prevention
- Oral health
- Prenatal care
- Primary care services
- Comprehensive special needs screening and assessments
- Targeted intensive intervention for children identified with special needs
- Specialty medical services
- Tobacco cessation education and treatment
- Other health services

Systems of Care
First 5 county commissions fund the following services to help improve systems of care:
- Provider capacity building (training and support)
- Community strengthening efforts (awareness and education events)
- Service outreach (planning, support and management)

Lake Don Pedro Preschool and Burney Stephens, Dental Hygienist
Evaluation is an essential component of the First 5 Mariposa County Strategic Plan. The Commission is committed to the goal of improving the life and welfare of young children in Mariposa by adopting an outcomes-based accountability framework to provide evidence of program effectiveness and to provide a basis for future planning.

Objective information about the quality and quantity of services is essential to the evaluation process in order to measure the outcomes resulting from proposed projects.

Identification of Evidence-Based and Promising Practices
The following criteria are used to identify the type(s) of practices to be implemented in a grant-funded program:

- The study may be non-randomized, or be a well-designed, randomized, controlled trial showing the intervention’s effectiveness at only one single site.
- Randomized, controlled trials are conducted in a laboratory-like setting, rather than in a typical community setting.
- Randomized, controlled trials show the intervention’s effectiveness for participants with different academic skills and socio-economic backgrounds compared to the participants in a First 5 funded program.
- Randomized, controlled trials whose design and implementation may lack one or more elements as described in the above criteria are not evidence-based criteria.

It is difficult for a First 5 program to set up evidence-based criteria and conduct experiments with trials/samples in a small rural county with little or no funding for evaluation. Mariposa County First 5 is requiring non-randomized data and statistics that address, deliver services and demonstrate results in meeting the needs of families and young children in Mariposa County. Because improvements in services in the near future will result in measurable improvement in family and child outcomes over time, evaluation will be based on both short-term and long-term results. Projects are expected to develop individual evaluation plans that focus on progress toward short-term and long-term results.

Generally, evaluation addresses **four types of data collection:**

1. Process measures that quantify the service delivery process.

2. Results-based outcome measures that measure changes in the wellbeing of families with children 0 to 5 years-of-age with documented statistics.

3. A vignette and “highlighted” personal account of the benefits of the program or service and data, e.g., surveys and sign-in sheets for meetings/trainings.

4. Surveys are recommended to help demonstrate the importance of parent training or parent involvement.
Evaluation is conducted at three levels:

1. **Individual project level:** Individual projects are required to submit an evaluation plan with their original proposal. Evaluation designs are finalized during contract negotiation and an evaluation agreement is included in every County contract agreement. The purpose of the evaluation agreement is to identify program indicators, the evaluation methods, and the tools to be employed.

2. **County Commission level:** The overall status of funded projects, including data about progress toward short-term and long-term results (outcomes), is included in written quarterly reports to the Commission. There is also an annual review of the overall status of projects in terms of evaluation compliance and data development.

3. **State Commission level:** The Commission submits an annual report to the State Commission providing information on progress towards long-term results in Mariposa County and other required information as requested.

Individual projects are required to include core indicators from the statewide evaluation plan and include the results in the reporting forms for the annual report.

Data and indicators used to measure outcomes for individual projects are developed in the context of a program logic model. The core aspects of a program logic model include:

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<tr>
<th>Process</th>
<th>Resources</th>
<th>Activities</th>
<th>Outputs</th>
<th>Indicators</th>
<th>Data Collection &amp; Tools</th>
<th>Outcomes</th>
<th>Goals</th>
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<td></td>
<td>Elements</td>
<td>Methods</td>
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<td>How indicators</td>
<td>Short or long-term changes anticipated in individuals, organizations or</td>
<td>Ultimate impact expected to occur</td>
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<td>constitute</td>
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**Examples:**

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First 5 of California, Mariposa County—2018–2021 Strategic Plan
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<tr>
<th>Staff, funding, facility, participants, materials, and/or program (The elements or components of the project — what is needed)</th>
<th>Workshops, outreach, training, screening, case management, home visits, transportation arrangements</th>
<th>Number served, hours spent, number of occasions</th>
<th>Specific and measurable; must be seen, heard or read (How do you know the activity/program is achieving success?)</th>
<th>Surveys, interviews, observation s, focus groups, case records, assessment s; must be valid and reliable</th>
<th>What happens as a result of the program, realistic and appropriate change statements (What difference did the program make?) Were the goals met and how they were met.</th>
<th>Consistent with vision &amp; mission as stated in the Strategic Plan (Providing direction &amp; focus to the program, including any changes and/or modifications that need to be made to achieve success)</th>
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Successful applicants are sometimes asked to further develop their evaluation model as part of the First 5 Mariposa County contract agreement and negotiation process, and are sometimes asked to accommodate new information as the State First 5 evaluation plans unfold.

Data and indicators used to measure outcomes for individual projects are:

- **Results-oriented**: Program characteristics or client status that have a positive effect for families and young children.
- **Credible**: A measure of processes and results that are easily understood by professionals from different fields and the community.
- **Accountable**: Represent measurable outcomes that are likely to result because of the program activities and characteristics.
- **Practical**: Data that is regularly collected without an unreasonable burden on the program.

Evaluation is an essential element for project accountability and helps measure the success of Commission funded projects. Evaluation is needed for the improvement of the quality of services and the status of families and young children in Mariposa County. Proposals are required to give careful attention to data collection and other assessment information and how it will be collected during the process of delivering services. It is anticipated that the local Commission will continue to receive ongoing direction and assistance from the State Commission regarding evaluation, and that implementing evaluation requirements will be a continually evolving process.

**PLANNING AND IMPLEMENTATION**

While the Commission continues implementing its current efforts – including the monitoring and reviewing of ongoing contracts and the School Readiness program – it continues to develop its operational and evaluation designs, emphasizing sustainability, programmatic excellence and outcomes-based accountability. The emphasis is on gathering relevant data and highlighting personal accounts through vignettes. Quarterly, each grant recipient submits a vignette and highlights statistics that demonstrate services provided. Quarterly fiscal reporting is required as well.
Roles and History of the Children and Families First Commission

The First 5 of California, Mariposa County was created in 1999 by the Mariposa County Board of Supervisors, according to provisions of the Children and Families Act of 1998, to carry out the work of First 5 in the County.

The Commission has numerous responsibilities that are either mandated by law or required in order to ensure the efficient and accountable use of First 5 resources. These responsibilities include:

- **Planning** – completion of the Strategic Plan and subsequent annual reviews and updates to the plan, together with annual planning efforts such as development of an annual fiscal budget.
- **Fund allocation** – organizing and conducting processes to solicit partners to implement elements of the Strategic Plan.
- **Contract management** – development, execution and monitoring of contracts with organizations selected to receive First 5 money through a fund allocation process.
- **Evaluation** – development of the evaluation framework described in this plan so that valid data is gathered and results can be demonstrated for individual programs and for the work of First 5 Mariposa County as a whole.
- **Advocacy** – efforts to advocate for a stronger network of support for early childhood development issues in Mariposa County.
- **Public and provider relations** – educating the public about the work of First 5 and the importance of the first years of life, maintaining positive relations with funded organizations and other community based organizations, and assisting service providers as needed with outreach efforts to increase awareness and participation in funded programs.
- **Collaboration and service integration** – provide leadership within the community to promote coordinated planning, service delivery, information sharing, and other initiatives with and among providers of early childhood development and family support services.
- **Fiscal management** – tracking the timely receipt of First 5 funds from the state, monitoring investment income, authorizing and processing expenditures, and monthly financial status reporting.
- **Statutory compliance** – preparing annual audits and reports required by state law, adhering to laws governing public meetings, and ensuring compliance with all other provisions of applicable local, state and federal laws.
- **Administrative support** – support for public meetings held by the Commission and general administrative duties.
- **Annual public meeting** to review annual Commission and State Annual report and any additional required legislation and/or policies.
- **Annual public meeting** to discuss the audit findings and the responses to those findings. Within two weeks of the public hearing, the findings must be reported to the State Controller’s Office.
- In 2013, the Commission approved applying for the CARES Plus Round 2 grant that provides educational opportunities and assessment data/training for preschool teachers and child care providers. The CARES Plus Program ended on June 30, 2016.
- In 2013, Mariposa First 5 Commission partnered with Merced First 5 Commission in applying for and receiving the School Readiness Signature II grant. Greeley Hill and Lake Don Pedro preschools are part of ten preschools involved in classroom observations and assessments to increase classroom and children performances.
- In 2016, Mariposa First 5 partnered, in a regional effort, to be part of the California First 5 Impact Grant that would provide assessments, observations and trainings for child care providers. Mariposa will also be part of the Merced County Office of Education Quality Rating Improvement System (QRIS). The QRIS provides observations, trainings and assessment information for the Mariposa preschools. In addition, observations of the facility and instruction will take place.
The Strategic Plan itself is a requirement of State law under California Health and Safety Code Section 130140. It is a blueprint for the continued implementation of Proposition 10 in Mariposa County through a coordinated effort of service providers, funding sources, and other community resources.
Conditions are very different today than when the first plan was adopted in 2000. Increased funding made it clear that resources must be invested carefully in order to make a difference in the lives of young children 0 to 5. New opportunities have emerged such as the State’s School Readiness Initiative to promote comprehensive approaches and partnering with schools in qualifying communities, ensuring that children reach kindergarten healthy and ready to learn.

Valuable experience has been gained from the initial fund allocation cycles and the benefits can be impressive with continued funding.

In recognition of these changing conditions, the Commission embarked on a process in late 2003, to review and revise the Strategic Plan. Planning for the school readiness programs yielded updated information about community needs and resources that could be used for the overall First 5 Strategic Plan. The Advisory Committee, a group of nine parents and children’s service providers, then met to review the previous Strategic Plan and to propose changes in the goals and strategies within the plan. Consultants provided through the Proposition 10 Technical Assistance Service Center (at no charge to the County) assisted with drafting the plan.

There is an annual public meeting where the community provides input and has opportunity to review the budget, fiscal audit for the year and grantee information/documentation. The public is invited to discuss and review the annual report and audit findings for the Mariposa County First 5 Commission and State First 5. In addition, any adopted policies or legislation are also available for discussion and review. The public notice is advertised in the Mariposa Gazette Newspaper and posted in four locations within the County (Government Center, Library, Commission office and Department of Social Services).

The Commissioners review the Strategic Plan annually and make suggestions and revisions as deemed necessary. The Strategic Plan provides the history of grant funding and captures the goals, vision and mission of First 5. In June of each year, a Public Hearing is held in order for the community and interested parties to review the plan, audits and annual reports for California First 5 and Mariposa First 5. The Strategic Plan is given to all grant recipients and employees as a guide for preparing documents and evaluation reports for the California First 5 Annual Report. In addition, a copy is provided to the Board of Supervisors and Mariposa County Council.
Below, listed in order, are the ordinances that each First 5 County Commission must adopt and adhere:

1. Amending Chapter 2.104 changed the title from “Children and Families First Commission” to “First 5 of Mariposa County.” It also amended the membership requirement in Section 2.104.050 from 7 Commission members to 9 members. (Amended and adopted August 9, 2005, by the Mariposa County Board of Supervisors)

2. Adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county, consistent with the requirements of the Proposition 10 Act and any state regulations or guidelines thereinafter enacted to implement the Act. The Commission shall conduct at least one public hearing on its proposed strategic plan before the plan is adopted;

3. At least annually, carry out a review of the county strategic plan and revise the plan as may be necessary or appropriate. The Commission shall conduct at least one public hearing of its annual review of the plan before any revisions are adopted;

4. Submit its adopted strategic plan and any subsequent revisions thereto, to the State Commission;

5. Prepare and adopt an annual audit and report pursuant to Section 130150 of the Health and Safety Code. The Commission shall conduct at least one public hearing prior to adopting any annual audit and report;

6. Conduct at least one public hearing on each annual report by State First 5 and Mariposa County First 5;

7. Provide State First 5 with documentation for a State First 5 independent audit every three years as indicated in AB109 and SB35 (legislated into law in March of 2006);

8. Commission prepared pursuant to subdivision (b) of Section 130150 of the Health and Safety Code;

9. Make copies of its annual audits and reports available to members of the general public on request and at no cost;

10. Administer disbursement of funds by majority vote of Commission provided expenditures are consistent with the strategic plan or administrative needs of the Commission;

11. Prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the Commission;

12. Consider the State Commissions findings and research and apply them to the county strategic plan as deemed appropriate;

13. Solicit technical assistance from the State Commissioner as deemed necessary and appropriate;

14. To exercise all powers, duties, and functions as are prescribed by statute, the Board of Supervisors, and the Commission;

15. The county commission, in a public hearing, has adopted policies that are consistent with state law regarding the following:

   • Conflict of interest of commission members, and
   • Commission contracting and procurement policies
   • Administrative Costs
   • Supplantation Policy

16. The County Commission, in a public hearing, adopted not to exceed 18% percent of the County Commission’s operating budget that may be spent on administrative functions, pursuant to guidelines issued by the State Commission that define administrative function (administrative, programs and evaluation) September 2006

17. In 2010, the Commission revised the long-range financial plan to reflect the reduction in Prop 10 funding and the decrease in the Commission’s reserves. After 2012, there will not be a State match for School Readiness.

18. In 2016, the Commission adopted a Sick Leave policy to be in compliance with the new California law, guaranteeing a minimum amount of sick leave to all employees based on the number of hours they work a week.

Mariposa elementary TK
Appendix

MARIPOSA COUNTY CHILDREN

[Images of children in various classroom activities and events]
### Commission Approval

**Applications Due by**

Grant Application Documents: N/A
Grant Application Notice: None

**Commission Reviews:** None

- Application Form
- Include Scope of Work
- Budget Forms
- Include Evaluation Process
- Include News Articles and/or Media Coverage
- Include Letters of Support/Vignettes
- Include Pictures of events and/or activities
- Any other information

### Reporting Timeline

**What’s Due:**

1. Budget Report to date
2. One highlight of program
3. Quarterly Report with pictures, flyers, etc.
4. Scope of Work Report
5. Evaluation with collected data and Sustainability Info.
6. Client Contact
7. Client Demographic
8. First 5 Photo Release Form
9. Parent Sign-in Forms
10. Claim Form signed

### Annual Narrative Report-Due June 30, 2018—What’s Due

1. Budget Report to date
2. One highlighted event of program success
3. Final Program Report with Result Area documented
4. Scope of Work Report
5. All Client Forms Completed
6. Evaluation Form with collected data
7. Sustainability Report
8. All Sign-in sheets included
9. **Current Pictures of events and/or activities are appreciated**

### N/A (No grant applications at this time)

**Commission Meeting**

Grant funding amounts determined and approved. This year grant applications will be received in October.

**Grants awarded**

Grant funding amounts awarded and contracts signed.

**Grant First Quarter Funding (Start-up)**

With receipt of authorized signature on contract, grantee will receive first payment per contract amount.

**October 13, 2017**

First Narrative Report and Budget Update due (See What’s Due). Provider will receive second payment according to contract.

**January 15, 2018**

Second Narrative Report and Budget Update due (See What’s Due). Provider will receive third payment according to contract.

**April 13, 2018**

Third Narrative Report, SOW, and Budget Update due (See What’s Due). Provider will receive final payment according to contract.

**Final Grant Report Due: June 30, 2018**

Program and Budget Reports
Scope of Work and Client Demographics

### When Reports are Due:

- **Friday, October 13, 2017**
- **Friday, January 15, 2018**
- **Friday, April 13, 2018**
- **Friday, June 30, 2018**

### Forms That Are Due

- Narrative of Program Results
- Budget Form
- Evaluation Forms (June)
- Client In-take and Ethnicity forms
- Scope of Work Form

### Site Visit

There will be on-going contact for each grantee during the year (July--June 2018).

### Media or Letters

Please submit any articles, pictures, and or letters of support for the Commission to see.

### Policies

1. Administrative Cost
2. “Branding” or Labeling
3. Fixed Asset
4. Budget Modification
5. No Smoking

### Final Quarterly Program Narrative

Please provide no more than two pages of a narrative report regarding the success of the project.

### Evaluation Plan

Evaluation forms and surveys used to document results and outcomes of the program due **June 30, 2016**

### Sustainability Plan

Brief one-page narrative as to how the project or grant will be sustained.

Sustainability Report and future plans due **June 30, 2018**
# PROCESS FOR ALL CLASSROOMS

<table>
<thead>
<tr>
<th>Time Involvement</th>
<th>Training Involvement</th>
<th>Required Assessment Tools</th>
<th>Observations Schedules</th>
<th>Reports and Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Time</td>
<td>ELSS Training</td>
<td>DRDPs</td>
<td>Teacher Observations of Children</td>
<td>Classroom and Student Assessment Documents</td>
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<tr>
<td>Instruction Time</td>
<td>Parent Training by Teachers</td>
<td>Kindergarten Entry Readiness</td>
<td>Observations of Teachers by First 5 staff</td>
<td>Training surveys and calendar of trainings</td>
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<tr>
<td>Centers and Circle</td>
<td>T e a c h e r training for B.A. or other advanced education</td>
<td>Portfolios, Parent Input and Surveys</td>
<td>Parent Observations of Child</td>
<td>Parent surveys, highlights and</td>
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<tr>
<td>Observation and Assessment</td>
<td>Any additional parent training at universities or colleges</td>
<td>Ages and Stages Questionnaire- and SE Questionnaire</td>
<td>ELSS Observations of Classrooms and teachers</td>
<td>Portfolios (child’s hands-on learning)</td>
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<tr>
<td>Reports and Documentati on</td>
<td>District training or other opportunities for classroom training, i.e., Handwriting Without Tears</td>
<td>ECERS Assessment CLASS Assessment <em>Kids and Smoke Don’t Mix</em>-Video</td>
<td>Observation Documents submitted quarterly</td>
<td>ELSS observation forms with suggestions and demonstrations of successes Videos of Classroom Observations</td>
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<tr>
<td>Training Time</td>
<td>Paid Conferences</td>
<td>Assessments submitted in the fall and spring</td>
<td>Parent visits when possible or needed</td>
<td>Classroom videos</td>
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<tr>
<td>Working with Merced First 5 and Merced County Office of Education</td>
<td>Observers for CLASS and ECERS</td>
<td>CLASS Assessment</td>
<td>Race to The Top QRIS Merced County Office—Child Development Center</td>
<td>Final composite of information for Commission</td>
</tr>
</tbody>
</table>
The staff at each of the schools will work together to develop a time chart, training schedule for staff and parents, observation schedule of children, staff, and a simple parent observation form to be submitted along with the Ages and Stages Questionnaire. The First 5 staff will coordinate the required five focus areas (chart above) and prepare a final report that includes assessment scores, training survey results and outcomes. The quarterly reports will assist both the teachers and the ELSS with what is working and what needs support and assistance. Observations and assessment tools are essential in driving the program—celebrating what is making a difference and what needs work and/or additional training. Encouraging staff and parent growth, education and training is also a crucial part of the CSP RFA #2 goals.

There will be quarterly meetings held for staff input and buy-in. At these meetings, opportunities to share ideas, information, assessment discoveries, etc., will be provided.
## Grant History Chart

<table>
<thead>
<tr>
<th>RECIPIENT</th>
<th>Recipient Name</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>Total</th>
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*Note: The table continues with more rows and columns.*