

MANAGEMENT MUMBO JUMBO (CONTINUED FROM PAGE 1)

The program finally opened its brand new doors on Monday, October 15th.

The Cold Springs Head Start program has a new Bus Driver. Please join me in welcoming Jean Harrington to the CRIHB Tribal Head Start family. Jean comes to us with Head Start experience in the Big Sandy program and most importantly, she was a Head Start parent. I also want to welcome Blossom Hunter and Linda Herrick as the new Cold Springs Head Start Policy Council representatives, with Anna Decker being named the Alternate.

The Elk Valley Head Start and Lytton Head Start programs also held their Center Committee elections. For Elk Valley, Amanda Donahue was selected Committee Chair and Nita Rhodes was voted Vice-Chair. Christina Hernandez was selected as the Community Representative, with Kimberly Guy and Kristina Frye as Policy Council alternate representatives. For Lytton, Cynthia Avila and Laurie Smith were selected as Policy Council Representatives. Again, please join me in saying, "Welcome and congratulations," to all.

PARENT VOLUNTEERISM

As mentioned in the "Self-Assessment" article, it has become important to remind staff about regulations around parent volunteerism. The standards state that: "The participation of parents in any program activity must be voluntary, and must not be required as a condition of the child's enrollment"-1304.40(d)(2). In other words, it must be clear to parents that they are not required to volunteer in any way. To facilitate this understanding, program staff should make clear the standard in any discussion of in-kind services. What may happen sometimes is that when we talk about all of the ways parents can volunteer and what they can donate (as is highly encouraged by CRIHB Central), parents begin to get the impression that they MUST volunteer or feel pressure to volunteer. Although we must continue to encourage volunteerism effectively and through the in-kind packet and other methods, we must couple these efforts with clear reminders that volunteerism is not required.

CRIHB ANNUAL AWARDS

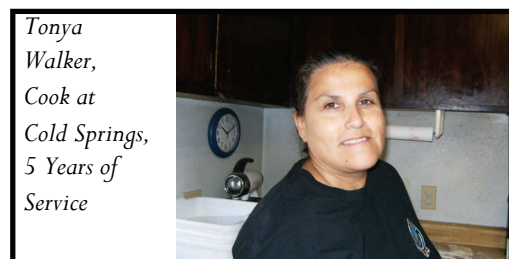
The following staff are being honored for their tenure with the California Rural Indian Health Board, Inc. They are sincerely appreciated for their time and commitment to the CRIHB mission.



Theresa McQuillen, Teacher's Assistant at Elk Valley, 10 Years of Service



Aline Titus, Bus Driver at Elk Valley, 10 Years of Service



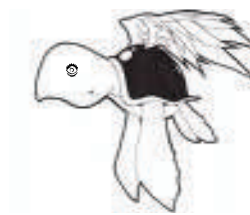
Tonya Walker, Cook at Cold Springs, 5 Years of Service

OCTOBER 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
		Mike/Kevin/Carmen in Elk Valley				
12	13	14	15	16	17	18
			Mike/Andrea in CS		CRIHB BOD Mtg.	
19	20	21	22	23	24	25
		Lytton FS PC Mtg.	45 Day Cut-Off	HSAC Mtg.	Ed. Call 11:30	
26	27	28	29	30	31	
					Halloween	

NOVEMBER 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
						Orders Due Monthly Reports Due Director's Call 9:00
9	10	11	12	13	14	15
	Veteran's Holiday	Lytton's Closed			PC Mtg. Sacramento	
16	17	18	19	20	21	22
					FPC Call 1:00	
23	24	25	26	27	28	29
	CS Closed All Week		Lytton's EV Closed	Holiday	Holiday	
30						



THE FLYING TURTLE

MANAGEMENT MUMBO-JUMBO BY MIKE MELENDEZ

I would like to take this opportunity to WELCOME the Head Start staff back for the 2008-2009 school year, as well as our returning and new Head Start families enrolling in the Cold Springs, Elk Valley, and Lytton Rancheria Head Start programs, and Lytton "First Steps" program.

As usual, the summer is very busy for the CRIHB Tribal Head Start Department staff in preparation for the upcoming Program Year. Delfie Danner, Site Coordinator Elk Valley Head Start, has likewise been working hard to make sure all is ready for a strong start to the new school year. A lot of energy and enthusiasm in the planning of our Annual Pre-Service for all teaching staff and coordinators resulted in a very successful and well received training in Santa Rosa. Participants stayed and trained at the Hyatt Vineyard Creek Hotel on August 18-21, 2008. The Pre-Service was very successful with positive feedback from the Head Start staff. Workshop and training sessions were as follows: Interactive Lesson Planning workshop; Nutrition Assessment & Activities; CCFP Forms Review; Budget and Reauthorization Roundtable (a lot of discussion); Health Updates and Requirements; Forms, Policies, Reporting, and Finance Requirements, Continuing Education, In-Kind Review; and Disabilities Advocacy Training. Protection Advocacy, Inc. provided the Disabilities Advocacy training, with all other sessions prepared and conducted by CRIHB Head Start staff.

September 8, 2008 marked the first day of school for Cold Springs, Elk Valley and Lytton Rancheria Head Start centers, with full enrollment of 90 children. Due to a construction "snafu" in moving into their new modular classroom, the Lytton Rancheria "First Steps" program start-up for 20 children was delayed. The construction at JX Wilson Elementary School was completed except for a ramp. The delay came when the wrong ramp was delivered and a new ramp had to be ordered and installed. The final steps were inspections and sign-offs by the fire department and pre-licensing analyst.

(Continued on Page 4)

HEALTH & DISABILITIES SKINNY BY KEVIN NEIDICH

Hear ye, hear ye, I would like to introduce the National Head Start Family Literacy Center (NHSFLC) and Laura Brooke who is a consultant/trainer for the Center. The NHSFLC, through a cooperative agreement with the Office of Head Start, provides training in all four components of family literacy as defined by the Head Start Act:

- **Interactive literacy** activities between parents and their children
- **Training for parents** on how to be the primary teacher for their children and full partners in the education of their children
- **Parent literacy** training that leads to economic self-sufficiency and financial literacy
- **Age-appropriate education** approaches that prepare children for success in school and life experiences

The NHSFLC provides locally-based training on a variety of Family Literacy topics for Head Start parents, teachers and staff. The locally based trainings are at no cost, we are just asked to provide a training site and ensure that neighboring Head Start grantees are invited to the event.

Our contact for Region XI is Laura Brooke. She has worked in the field of early childhood special education administration for the past 28 years in a number of capacities including early childhood special education administration, college teaching, student teacher trainer, T/TA consultant for Head Start among others. She wants to hear from you! Why? Because she wants to design a training at your site based on your programs needs. Please take the time to familiarize yourself with this agency by checking out their website at <http://www.sonoma.edu/cihs/familyliteracy/index.html>.

Look out, Family Service Workers and Site Coordinators. I will be contacting you to schedule introductions to Laura and the NHSFLC, so please, familiarize yourself with the program. They're here to help!



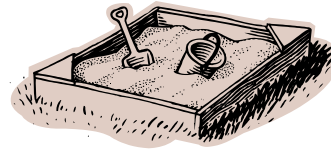
INDIVIDUALIZATION NUGGET

#37—Makes and interprets representations.

This activity is best done as a small group activity or during “stations” or “centers” time.

Expand your sand and water play. Add materials like plastic tubing, spatulas, sticks, rocks, leaves, Tupperware containers, toy figures (like dinosaurs), and more. Place the hose in the sandbox or sand table on a slow drip/stream. Sit with the children and ask open-ended questions about the objects, e.g. “What could we make with this?” and their projects, e.g. “What are you working on?”

Pay attention to the representations they are making like “soup” or “a river”. For children who are not yet making those representations, model for them. “We could make soup...what should we put in our soup?” And, be open to other materials they may want to add to the play. They may show you other representations!



PASS IT ALONG: CACFP PRE-REVIEW WORKSHOP

BY ANDREA BLACKMAN

On October 8th, I attended a mandatory CACFP (Child and Adult Care Food Program) Pre-Review Workshop along with Penny Robbins, CRIHB Fiscal Technician. CRIHB was required to attend this workshop to help prepare the organization for an upcoming administrative review. At this time, CRIHB has not been made aware of the review date. Nevertheless, it is never too early to prepare. The list below represents important points made at the training and reflects programmatic changes that are in effect immediately.

- Claims are due into the state agency by the 10th day following the claim month. Previously, cooks' reports did not arrive to CRIHB Central until the 10th of the month. Now, cooks must fax in reports **no later than the next business day following the last day of the month**, i.e. October's report is due by fax on Monday, November 3rd. Originals must be submitted by mail.
- Velveeta cheese, Kraft cheese slices and other cheese products are not credible to meet the CACFP meal pattern. This includes using this type of cheese in macaroni to meet the “meat/meat alternate” requirement.
- All processed foods that are served must have a CN (Child Nutrition) label or food specifications that meet the CACFP meal pattern; this is different than the “Nutrition Facts” on the side of the box. For the most part, programs use cycle menus which do not have the same label requirements. This would become an issue when, for example, programs may use certain processed foods on field trips. Processed foods should always be approved by Stacey Kennedy prior to the meal service, including review of the labels.
- The civil rights poster must be the larger version provided by the CACFP and not a print out. I will be sending out additional posters in the mail immediately. The entire poster must be visible.
- Qualifying milk substitutes are: cultured buttermilk, lactose-reduced milk or lactose-free milk, acidified milk. Soy milk is not a qualifying substitute UNLESS there is a physician's statement indicating that “soy milk”, specifically, should be provided. Otherwise, the CACFP says that meals that do not provide a qualifying substitute are “missing” a component and therefore, should be disallowed.
- I will draft a policy regarding “Household Contacts” in order for parents to understand that they may be contacted in the event of related findings or discrepancies during on site monitoring. This policy will be presented to Policy Council at the first meeting in November.
- For Lytton Head Start and First Steps, thermometers have been ordered to ensure that hot food is held at or above 135 degrees and cold food is held at or below 39 degrees after it is transported from the central kitchen. The serving utensil/cut to be used for service of each food (e.g. scoop size, ladle size, number of liquid ounces or cups, etc.) must be included on transport records.
- I am working with a Child Nutrition Consultant from the CACFP to plan a cooks' training related especially to Menu Production Records and using the Simplified Food Buying Guide. More information to come soon.

A STEP TOWARD A HEALTHY SMILE

BY LALANI RATNAYAKE, DENTAL SUPPORT COORDINATOR

Tooth Decay is the most common chronic condition of childhood and by 5 years of age more than 70% (that is nearly three out of four) American Indian children have experienced tooth decay. Therefore, the best defense against this chronic, destructive, costly, but PREVENTABLE disease is to promote the oral health of children right from the start.



Dental Support Center at CRIHB is launching an outreach program to promote healthy teeth in Head Start children. An oral health guideline that incorporates fun activities, dental puppets, story books on teeth, sing-along tooth songs, posters and other resources will be provided to all Head Start centers in California.

The key players in this effort are the parents and the dedicated staff at Head Start centers. Dental Support Center will conduct presentations to Head Start staff and parents, to provide education and promote awareness on the importance of oral hygiene and how together we can help prevent cavities in our children. More information will be coming your way soon!

SELF-ASSESSMENT RESULTS BY ANDREA BLACKMAN

During the week of April 14, 2008, the CRIHB Tribal Head Start program conducted our annual self-assessment. The following list highlights some of the findings resulting from the process.

- Review of 36 files at Elk Valley revealed that 6 children did not receive a vision screen within the mandated 45 days; 6 children did not receive a hearing screen within the mandated 45 days. Ref: 1304.20(b)(1).
- Health & Disabilities Coordinator is responsible for Mental Health Services but area has not been formally assigned in the position description. Ref: 1304.52(a)(2)(ii).
- Mental Health Services is not included in the formal ongoing monitoring tool designed by the program. Ref: 1304.52(i)(2).
- There is no management position related to Family and Community Services and the functions have not been formally assigned to any current position description. Ref: 1304.52(a)(2)(iii).
- Results of parent surveys at Lytton revealed that parent feels his/her participation is not completely voluntary. Ref: 1304.40(d)(2).
- During PY2007, there was no parent participation on the Health Services Advisory Committee. Ref: 1304.41(b).
- For the Elk Valley program, a bus monitor was not onboard at all times; this can be attributed to staff absences. Ref: 1310.15(c)(1).
- For the Elk Valley program, bus monitor did not receive training in the mandated areas prior to duty. Ref: 1310.17(f)(2).
- The program does not currently provide assistance, e.g. referrals, to arrange transportation for the families at the Lytton program, where bus service is not provided. Ref: 1310.10(b).
- Interview with Board of Directors revealed that governing body members were not aware of their responsibility related to the approval/disapproval of the hiring/termination of the Head Start Director. Ref: 1304.50(d)(1)(x).
- To date, there have been no written plans for the area of Program Design and Management. Ref: 1304.52(a)(1)(iii).
- During PY2007, Policy Council did not receive financial status reports. Ref: 1304.51(h)(1).
- CRIHB employees have become permanent (“regular”) before results of a background check were received by CRIHB. Ref: 1301.31(b)(iii).
- Currently, declarations are completed after an employee has been selected for the position rather than during the recruiting process. Ref: 1301.31(b)(2)(i)-(iii).

A corrective action plan has been drafted for approval by the Policy Council at the November meeting. Most findings have already been addressed and corrected. The full report is available for your review at your center. Ask your center supervisor. Thank you to participating staff for your time and cooperation in the process.