August 13, 2014

TO: Santa Clara County Board of Education

FROM: Mary Ann Dewan, Ph.D.
Chief Schools Officer

Lisa Kaufman, Ph.D., Director
Early Learning Services Department

Ana Trujillo, Director
Head Start Program

VIA: Jon R. Gundry
County Superintendent of Schools

SUBJECT: Request Approval to Accept the Heising-Simons Foundation Grant

**Associated Goals**
Goal 1: Improve student equity and reduce access discrepancies to high quality education
Goal 2: Provide support to districts, communities, schools and students

**Background**
A non-competitive grant was offered by the Heising-Simons Foundation to provide Head Start parent engagement activities with a focus on pre-school math and numeracy development. The Head Start parent engagement strategy supports the home/school connection with simple math activities that are demonstrated by our staff in group settings, and provide the parents with materials and instructions to duplicate the concepts at home.

**Fiscal Implications**
The Early Learning Services, Head Start program will receive $70,840 to implement the program. The maximum indirect that can be charged to the grant, per the funder, is 10.0%.

<table>
<thead>
<tr>
<th>BUDGET</th>
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<tbody>
<tr>
<td>Personnel/Consultant</td>
<td>$53,900</td>
</tr>
<tr>
<td>Materials/Miscellaneous</td>
<td>10,500</td>
</tr>
<tr>
<td>Indirect Cost (10%), per funder grant requirements</td>
<td>6,440</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$70,840</strong></td>
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**Requested Action**
Approve the acceptance of the Heising-Simons Foundation grant
June 6, 2014

Ms. Linda Platas
Heising-Simons Foundation
300 Second Street
Los Altos, CA 94022

Dear Ms. Platas,

The Santa Clara County Office of Education Head Start Program is requesting $70,840 for parent engagement activities with a focus on math and numeracy development for fiscal year 2014-2015 (July through June). We serve 2,268 pre-school children (3-4 years old) in Santa Clara and San Benito Counties and 88 infants and toddlers (0-3 years old) in Santa Clara County.

The Head Start Parent Engagement strategy supports the home/school connection with simple math activities that are demonstrated by our staff in group settings, and provide the parents with materials and instructions to duplicate the concepts at home.

In 2013, Head Start piloted a Take Home Math Kit with amazing responses from parents who asked for more time, more materials, and additional instruction on how to use the math kits. We would like to extend this concept to allow parents to keep the math materials through the year to continually work with their children. We are committed to providing 3-4 group sessions throughout the year in geographic clusters which will layer math concepts gradually with each parent training.

We are excited about the enthusiasm that our parents have shown over the past year, and want to capitalize on the opportunity to grow the program in a more permanent manner.

Should you have any questions or need additional information, please contact me or Laura Keeley-Saldana, who will serve as the lead for this project, at (408) 453-6952 or laura_keeley-saldana@sccoe.org.

Thank you for considering this proposal, and I look forward to hearing from you in the future.

Sincerely,

[Signature]

Mary Ann Dewan, Ph.D.
Interim County Superintendent of Schools
Background Information

The Santa Clara County Office of Education Head Start/Early Head Start program serves 2,356 children in Santa Clara and San Benito Counties in center based settings. The majority of children we served (2,268) are preschool age, and 88 children are enrolled in Early Head Start. The program serves 1,611 preschool children in our directly operated sites, and 657 preschool children in our partner agencies (Kidango, State Preschool and Mt. View). In our Early Head Start program, partners serve the entire 88 children (State Preschool and East Side Union High School) in center based care.

The families we serve are primarily “high risk”, needing support to ensure the school readiness success for their children. Through the Head Start mandates, we provide family services, health, and education to support our families. Demographically, the majority of children and families in our program are Latino (70%), with a growing population of Asian families (22%) being served in the classrooms. Ninety-five percent of the families meet federal poverty guidelines in order to receive services. In addition, over 11% of the children served have an IEP or IFSP (Individual Education Plan or Individual Family Service Plan).

The SCCOE has been operating Head Start since 1968. Funded by the federal government, the Head Start program is regulated by the local and national Office of Head Start (OHS) under the oversight of Health and Human Services. The SCCOE Head Start/Early Head Start Program receives $21,274,905 annually to provide services. In addition, we partner with First 5, West Ed, CPIN, Raising a Reader, Inclusion Collaborative and other agencies for quality enhancements.

In February of 2014, the SCCOE Head Start program was reviewed by OHS, and received notification of “No Findings” by the team of 11 federal reviewers who were on site for 4 days. The program was considered exemplary, providing quality services to children and families. This in large part is due to the oversight, processes and procedures, and excellent staff who work directly with the children and families in the program.

Specific Request

The SCCOE Head Start Program is requesting $70,840 for a part time parent educator and a limited amount of supplies and materials to implement parent trainings. Over the past year, Head Start provided families in the preschool program a “take home math kit” which included 4 different math related activities (patterning, sorting, counting, shapes) and books related to math concepts in a sturdy backpack that was rotated by classroom each week. The Program received feedback from the families via parent survey, and did some “fine tuning” of the materials to meet the needs of the children and families. In addition, the Program provided activity sheets in three languages (English, Spanish and Vietnamese) for families to understand the concepts they can share with their child.

Most of the responses from families were positive. Some of the more constructive feedback from families included statements such as: “need more time”, “my child wants to keep the materials longer”, and “we need more backpacks so my child can have it more than 1x every 6 weeks”. In response to their request, the Program is proposing the following:

1 Backpack for every child
4 math concept trainings for parents with take home math activities for children
Cluster trainings (multiple locations and times due to space constraints and time constraints)
Instructions for parents in multiple languages
Ideas and Activities parents can do at home with everyday items
Feedback forms

Strategies would include:
Outreach to families

- Initial training would be conducted at the Policy Council meeting, with over 75 parents in attendance. The initial training would launch the Take Home Math Kit program and help with advertising the concept in their classrooms.
- Initial training would provide the family with the backpack and first math activities
- Flyers at the sites advertising the Math Kit concept and invitation to families
- Distribution from Family Advocates and teachers
- Multiple languages for trainings - interpreters provided by SCCOE and Coaches

Commitment from Families

- Families would sign an agreement to practice math skills (10 minutes) with their child every day until the next math activity was distributed
- Feedback form is required upon next training activity (could be filled out at the time of the training)
- Only 1 backpack per family - roster of families would be taken

Partners

- SCCOE directly operated sites (52 classrooms) and Partners sites (Kidango, East Side Union High School, State Preschool, Mt. View) would participate
- Sites that receive training from SCCOE on implementation could provide the training at their sites or request support from the Parent Educator
- Parent Services Project - support Parent Educator

Geographic Area (trainings per math unit - 4 units: sorting, patterning, counting, shapes)

- 4 Trainings in San Jose area (south and east side)
- 1 training in Mt. View
- 1 training in Milpitas
- 2 trainings in Gilroy/Hollister
- 1 training with teen parents (East Side Union High)

Outcomes
Parents will feel comfortable and confident in working with their children on basic math concepts.
Children will increase their math competency in order to be ready for school - 90% of all children will make at least 1 developmental gain on the DRDP in the area of Math Concepts.
Parent will rate the Math Kit a score of at least 4.5 on a scale of 1-5 (5 being best)

Program Phase 2014-2015
July-August  Hire Part time Parent Educator/ Math Consultant
August-September  Assemble Math Kits/Training with Math Consultant and Parent Educator
September  Introduce first Math Training for Policy Council Members
September  Advertise first Math Training to all parents
October  Math Consultant and Parent Educator train teaching staff
October  First Math Training for parents
December  Second Math Training for parents (feedback forms)
January  Math Training for teaching staff
February
Third Math Training for parents (feedback forms)
April
Fourth Math Training for parents (feedback forms)
April
Math Training for staff
May
Analysis of Math Kit - report back to Heising-Simons

**Evaluation**
- Parent Satisfaction Survey and Parent Interest Survey will guide parent trainings throughout the year. Survey responses will show 90% satisfaction with the Head Start Program.
- Math Kit surveys will be filled out prior to receiving the next set of lessons
- Refinement and adjustments will be made based on parent feedback
- Staff evaluations on trainings

**Personnel**
Ana Trujillo, Director
- Oversight of Head Start and Early Head Start programs for SCCOE. Executive leadership for the program including program design, vision, and direction for the program

Laura Keeley-Saldana, Program Operations Manager
- Primary contact for Heising-Simons Foundation Grant
- Responsible for the education component, child outcomes and development of the Math Kit process. Also oversees the Coaches and teaching staff
- Responsible for analysis of DRDP and Parent Surveys
- Responsible for evaluation, final reports and contacts with sites
- Responsible for Parent Educator oversight and supervision

Martha Munoz, Family Services Supervisor
- Responsible for Family Services at Head Start and Early Head Start
- Responsible for Parent Interest Survey and Parent Satisfaction Survey

Ann Wakley, Math Consultant
- To provide technical assistance to the implementation of the Math Training for parents and staff

**Budget - July 1, 2014 - June 30, 2015**

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<tr>
<th>Description</th>
<th>Cost</th>
<th>Timeline</th>
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<tr>
<td>Parent Educator .5 fte -includes benefits prorated</td>
<td>$39,500</td>
<td>To be hired July 1, 2014</td>
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<tr>
<td>Math Consultant 24 days @$600 per day</td>
<td>$14,400</td>
<td>Available June, 2014</td>
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<tr>
<td>Supplies -includes snacks for parent meetings, flyers, office supplies, evaluation, set up for meetings</td>
<td>$10,500</td>
<td>July 2014-June 2015</td>
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<tr>
<td>Indirect -not to exceed 10% per Heising-Simons</td>
<td>$6,440</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$70,840</strong></td>
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June 23, 2014

Dr. Mary Ann Dewan
Interim County Superintendent of Schools
Santa Clara County Office of Education
1290 Ridder Park Drive, MC 221
San Jose, CA 95131

RE: Grant #2014-42

Dear Dr. Mary Ann Dewan:

It is a pleasure to inform you that the Heising-Simons Foundation has approved a grant in the amount of $70,840 to Santa Clara County Office of Education. This grant is to integrate support for early mathematics into a parent engagement program, as described in your letter, proposal, and project budget dated June 6, 2014 and in subsequent correspondence.

Enclosed are two copies of the Grant Agreement and one Wire Transfer Form. The Grant Agreement contains the terms and conditions governing your use of our grant funds. The Grant Agreement must be signed and dated by an officer, director, or trustee. Please return one signed Grant Agreement and Wire Form to the following address:

Heising-Simons Foundation
300 Second Street
Los Altos, CA 94022

The Foundation will not make payments on this grant until we receive the signed Grant Agreement and complete Wire Transfer Form. You may keep the other copy of the Grant Agreement for your files.

The Grant Agreement contains payment and reporting schedules; if these present any significant difficulties for you, or if you have any question about this grant, please contact Linda Platia as soon as possible. In all correspondence with us, please refer to Grant #2014-42.

The Board and Linda Platia are pleased to be able to assist you in your work. We wish you success and look forward to hearing from you.

Sincerely,

Liz Simons
President

Enclosures:  Award Letter
Grant Agreement (2)
Wire Transfer Form
GRANT AGREEMENT

This Grant Agreement contains the terms and conditions for Grant #2014-42 in the amount of $70,840 from the Heising-Simons Foundation (the “Foundation”) to Santa Clara County Office of Education (the “Grantee”), dated June 23, 2014. By signing this Grant Agreement and accepting grant funds, an officer, director, or trustee of the Grantee makes the representations and agrees to the obligations and conditions set forth.

Purpose of Grant
This grant is to integrate support for early mathematics into a parent engagement program, as described in your letter, proposal, and project budget dated June 6, 2014 (the “Project”). The Grantee may not use the funds for any other purpose unless written permission has been received from the Foundation. Any portion of the grant funds not committed to the purposes of the grant must be returned to the Foundation. The Grantee must inform the Foundation if there are significant changes in the purposes of the grant, the use of grant funds, personnel who are important to accomplishing the purposes of the grant, or if the grant funds cannot be expended in the time period set forth in the grant proposal.

The Grantee confirms that it retains full discretion and control over the process of selecting any persons or organizations (secondary grantees, employees, or independent contractors) to carry out the purposes of this grant, acting completely independently of the Foundation. The Grantee confirms that there is no agreement, either written or oral, that the Foundation can cause the selection of particular persons or organizations or direct the use of grant funds for particular expenditures.

Payment and Reporting Schedules
This grant is scheduled to be paid as follows:

- June 2014: $50,840
- December 2014: $20,000

Reports are scheduled as follows:

- November 2014: Interim Report
- July 2015: Final Report

If the payment or reporting schedules present any significant difficulties for you, please contact Linda Platas. Please refer to Grant #2014-42 in any correspondence with the Foundation.

Required Reports and Records
The Grantee will submit narrative and financial reports, as scheduled above, to the Foundation. The narrative report should summarize the progress made in accomplishing the purposes of the grant. The financial report should describe how grant funds were spent based upon the budget submitted to the Foundation. The Grantee remains responsible for reporting on this grant until all requirements have been fulfilled.

The Grantee will maintain books and records of the grant funds received and the expenses incurred, until all grant requirements have been fulfilled. The Grantee will make its books and records available to the Foundation on request, within a reasonable time.

Prohibited Uses
Grants from the Foundation are subject to certain restrictions set forth in the Internal Revenue Code and Treasury Regulations. Grantee will not use any grant funds:

A. To induce or encourage violations of law or public policy.

B. To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Internal Revenue Code Section 4945(d)(2)).
C. For purposes other than charitable, scientific, or educational, within the meaning of Internal Revenue Code Section 170(c)(2)(B), or to cause any private inurement or improper private benefit to occur.

D. For purposes other than those stated in this Grant Agreement. In addition, this grant is made to Grantee and may not be transferred or assigned to another organization or person.

Grantor's Rights
The Foundation may include information on this grant in its periodic public reports and may also refer to this grant in a press release. By accepting these grant funds, the Grantee agrees to such disclosure. If the Foundation determines, in its sole discretion, that Grantee has substantially violated or failed to carry out any provision of this Grant Agreement, including but not limited to failure to submit reports when due, the Foundation may, in addition to any other legal remedies it may have, refuse to make any further grant payments to the Grantee under this or any other grant agreement, and the Foundation may demand the return of all or part of the grant funds not properly spent or committed to third parties, which the Grantee shall immediately repay to the Foundation. The Foundation may also avail itself of any other remedies available by law.

Entire Agreement
This Grant Agreement, together with the proposal and the budget, constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior oral or written understandings or communications between the parties. This Grant Agreement may not be amended or modified except in a writing signed by both parties hereto.

Governing Law; Venue
This Grant Agreement shall be governed by the laws of the State of California applicable to contracts to be performed entirely within the State. For the purpose of any action or proceeding arising out of or relating to this Grant Agreement, each of the parties hereto irremovably (a) submits to the exclusive jurisdiction of the state courts of California and to the jurisdiction of the United States District Court for the Northern District of California and (b) agrees that all claim in respect to such action or proceeding shall be heard and determined exclusively in any California state or U.S. federal court sitting in Santa Clara County, California.

Grantor
Heising-Simons Foundation

By: ___________________________ Effective Date: June 23, 2014

Liz Simons
President

Grantee
Read and agreed to by: Santa Clara County Office of Education/Grant #2014-42

By: ___________________________ Date: ___________________________

(Signature)

Printed Name: ___________________________

Title: ___________________________
CONTACT INFORMATION

Organization Name: Santa Clara County Office of Education

Primary Contact

Name: ________________________________
Phone: ________________________________
Email: ________________________________

Grantee Contact for Payment Confirmation (if different from Primary Contact)

Name: ________________________________
Phone: ________________________________
Email: ________________________________

WIRE PAYMENT INFORMATION

Bank Name: ________________________________
Bank Routing Number: ________________________________
Crediting Account Name: ________________________________
Crediting Account Number: ________________________________
Special Instructions: ________________________________
Internal Business Services
Reduced Indirect Cost Rate Request

DATE OF REQUEST: 07/18/2014
BRANCH: Student Services
NAME OF PROGRAM/GRANT FOR WHICH REQUEST IS MADE: Early Learning Services/Head Start

FIRST AND LAST NAME OF REQUESTOR: Adolfo Pando
TELEPHONE NUMBER OF REQUESTOR: 408-453-6687

GRANT AWARD DOLLAR AMOUNT: $70,840.00

PROGRAM SUMMARY:
A non-competitive grant is being offered by the Heising-Simons Foundation to provide Head Start parent engagement activities with a focus on pre-school math and numeracy development.

REASON FOR RECOMMENDATION BY BRANCH:
If funded, SCCOE will receive $70,840 to provide parent engagement activities.

% 10.00
1. Maximum indirect rate allowed by funding agency.
   Note: if less than Office Standard 10.23%, documentation stating maximum allowable by the funding agency must be attached.

% 10.00
2. Requested indirect rate.
   Note: Amount of indirect requested may not be less than funding agency's maximum.

$ 134.00
3. Fiscal impact to SCCOE (Consult with Internal Business Service, Accounting Services for amount)

Yes ☑ No
4. Was the rate requested a result of a negotiation with the funding agency?
   If "Yes", please list SCCOE staff involved in the negotiation:

Yes ☑ No
5. Will this program absorb any current costs that will relieve other parts of the budget? If "Yes", please specify, i.e. individual, cost center(s) and amount.

Comments:
The maximum indirect that can be charged to the grant, per the funder, is 10.0%. Please see the attached grant application and award funding guidelines for more details.

This is a new grant. Resource and cost center will be created as soon as the grant is approved and awarded.

By making this request, the branch understands that less than the allowable indirect rate may require other cost center(s) to offset the deficit in the indirect cost pool. Will the BRANCH support the deficit in indirect costs?

Yes ☑ No
ACCOUNT: ________________________________

Must be signed by Department Director and Branch Chief prior to submission to Internal Business Service, Accounting Services

SIGNATURE OF DEPARTMENT DIRECTOR: Lisa Kaufman
DATE SIGNED: 7/23/14

SIGNATURE OF BRANCH CHIEF: Marylou Dewan
DATE SIGNED: 7/24/14

Reviewed by Business Services
Reviewed by Director, Internal Business Services
☑ Recommended ☐ Not Recommended. Return to branch.
DATE SIGNED: 7/28/14

Reviewed by Chief Business Officer
☑ Recommended ☐ Not Recommended ☐ Recommended with Modifications
DATE SIGNED: 07/29/14

APPROVED
SUPERINTENDENT: Marylou Dewan
DATE SIGNED: 7/29/14

Updated February 2014