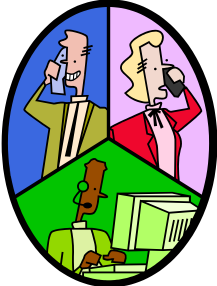




COMMUNICATION SYSTEM

PROGRAM GOVERNANCE

POLICY COUNCIL (PC) PARENT ADVISORY COMMITTEE (PAC)	GOVERNING BOARD	COMMITTEES
PC Meetings → Standing Information Items PAC Meetings → Standing Information Items Monthly Program Reports Monthly Fiscal Reports PC/PAC Orientation PC/PAC Training and Leadership Institute PC/PAC Membership Binder Conferences (Local/Out of Town) Annual Report Budget/Planning Committee Meetings Committee Participation Executive Director's Report (oral) Director's Report (oral) Manager's Reports (oral) ADA Report Disabilities Report Governing Board Minutes Legal Counsel (as needed) Memos IM/PI Updates Ethics AB 1234 Training	Monthly Board Meetings Monthly Program Reports Executive Director's Report (oral) Deputy Director's Report (oral) SETA Employee Recognitions Policy Council Minutes Annual Report Legal Counsel Meeting with Director Program Governance Training Approval of Key Program Elements Parent Consult as needed (PC/PAC) Chairs attend monthly meetings) IM/PI Updates Impasse Procedure	Health Services Advisory Budgeting/Planning Personnel/Bylaws Safety/Curriculum/Disaster Preparedness Self-Assessment Hospitality Committee 

STAFF			
ROUTING	MEETINGS	TRAININGS/RESOURCES	
<p>E-mail Fax Telephone Web Site Communication Boards CFS Newsletter (periodic) Voicemail Memos Weekly Courier</p> 	<p>Policy Council (PC) Parent Advisory Committee (PAC) Head Start Managers Meetings SETA Management Team Meetings ACF Monthly Conference Calls Site Supervisors Meetings Site Meetings Site Regional Meetings Chiefs Meetings Program Officers Meetings Leadership Meetings FSW Meetings Unit Meetings Content Area Meetings Delegate Director's Meetings Early Head Start Meetings Delegate Support Staff Meetings All Staff Meetings/Pre-service Fiscal Meetings Family Case Management Meetings Staffing/Multi-disciplinary Team Meetings Food Service Meetings</p>	<p>All Staff Training/In-Service Local Conferences State, Regional, and National Conferences On-site training Supervisor's Training Policies & Procedures New Employee Orientation Job Descriptions Coaching/Mentoring Delegate Kick-Off Delegate On-Site Training Delegate PIR Training Labor Contracts Union Meetings PC/PAC/GB Meeting Minutes Disaster Preparedness binder On-site ECE classes CPR/First Aid Child Abuse/Neglect Safety/Supervision/Standards of Conduct Regional (Cluster) Training Teacher Tool Kits Education/School Readiness Resources</p>	

FAMILIES

WRITTEN COMMUNICATION

MEETINGS

TRAININGS

Event Flyers
 Site Calendars
 Site Newsletters
 Parent Handbook/Parent Orientation
 Transition Brochure
 IDPs
 IEP/IFSPs
 Memos
 Daily Exchange Log (EHS)
 PC Meeting Minutes
 PAC Meeting Minutes
 Head Start Brochures
 Site Resource Binders
 Parent Bulletin Boards
 Job Announcements
 Quality Assurance Forms
 "Ouch" Report Form
 Family Contact Form
 Family Partnership Agreement
 Parent Committee Minutes
 Family Literacy Newsletter (FLIP)


Center Committees
 IEP/IFSPs
 Home Visits
 Teacher/Parent Conferences
 Parent Meetings
 Safety Net Services/Meetings
 Child Study Team Meeting (CST)
 Child, Health & Disability Committee
 Health Services Advisory Committee
 Family Partnership Agreements
 Family Contact Forms
 Community Meetings
 Male Involvement Meetings
 Translation Services/Bilingual Staff



Parent Trainings at the center
 SETA Job/Career Centers
 Employment & Training Services
 Parent Leadership Institute
 State, Local and National Conferences
 Countywide Parent Trainings
 Parent Interns
 Parent Aide Training
 School Readiness Aide Training
 On-call Cook Driver Training Series
 Parent Ambassadors
 Male Involvement/Daddy and Me Activities
 Parent Teaching Pyramid Series

COMMUNITY



RECRUITMENT/ MARKETING	OTHER AGENCIES/ COLLABORATION PARTNERS	HEAD START MEMBERSHIP IN COMMITTEE/BOARDS
<p>TV/Radio Programming Public Service Announcements Paid Advertisements Recruitment Flyers Community Events Community Presentations Newspaper Articles Door to Door Site Open Houses Word-of-Mouth Annual Report (available the website)</p> 	<p>U.C. Davis/Medical Center ALTA California Regional Center Department of Human Assistance Department of Health & Human Assistance Child Action, Inc. California Department of Education (CDE) School Districts SELPA's California State University, Sacramento Housing Authority (SHRA) Community Colleges (Cosumnes, ARC, SCC) WIC Sacramento County Office of Education EFNEP (UC Davis) Job Corp Women Escaping a Violent Environment (WEAVE) The Birthing Project River Oak Center for Children Nurse Family Partnership Health Education Counsel (HEC)</p>	<p>First 5 Advisory Committee CHDP Local Child Care Planning Council Hunger Commission Mutual Assistance Network SETA Job/Career Centers Child Action, Inc. California Head Start Association Region IX Association National Head Start Association Health Services Advisory Committee Head Start/State Dept. of Education Advisory Committees Community College Advisory Committees County Infant Mortality Coalition</p>

DELEGATES

WRITTEN COMMUNICATION	MEETINGS	TRAININGS/RESOURCES
<p>Policy Council Meeting Minutes Governing Board Minutes Sacramento County Annual Report E-mail Memos Correspondence Monthly Program Report Event Flyers Countywide Delegate Calendar of Events Monitoring Reports Fiscal Reports IM-PI Updates Countywide PIR Report Countywide Disabilities Report Monthly Enrollment Report Delegate Agreement/Contract Annual Report</p>	<p>Delegate Director Meetings Countywide Health/Nutrition Content Mtgs Countywide Special Education Content Mtg Countywide Education Content Meetings Countywide Early Head Start Content Mtgs Countywide Mental Health Content Mtgs Countywide FCP Meetings Countywide Home Base Meetings EHS-CCP Monthly Meetings</p> <div style="text-align: center;">  </div>	<p>Delegate Kick-Off Delegate Protocol Training Delegate On-Site Training Delegate PIR Training Grant/Refunding Application Training <i>ChildPlus</i> Training Countywide Parent Conference Countywide Parent Trainings Parent Leadership Institute Webinars Local Conferences State, Regional and National Conferences Mentor/Coach Project</p>

EHS PARTNERS

WRITTEN COMMUNICATION

MEETINGS

TRAININGS/RESOURCES

Sacramento County Annual Report
 E-mail
 Memos
 Correspondence
 Monthly Program Report
 Event Flyers
 Countywide Delegate Calendar of Events
 Monitoring Reports
 IM-PI Updates
 Countywide PIR Report
 Countywide Disabilities Report
 Monthly Enrollment Report
 Standard Operating Procedures binder
 Service Provider Agreement/Contract
 Annual Report

Countywide Early Head Start Content Mtgs
 Countywide Home Base Meetings
 Monthly Partner Meeting
 Staff Support Meetings



Delegate Kick-Off
 Delegate Protocol Training
 On-Site Training
 PIR Training
ChildPlus Training
 Countywide Parent Conference
 Countywide Parent Trainings
 Webinars
 Local Conferences
 State, Regional and National Conferences
 Health Screening Training
Partners for a Healthy Baby Training
HELP Training
 Partners Standard Operating Procedures
ChildPlus Procedure Manual