



**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

**Meeting of
October 31, 2006**

AGENDA TITLE: Budget Transfer for First 5 El Dorado Children and Families Commission Grant for Early Childhood Literacy Project

DEPARTMENT: Library	DEPT SIGNOFF: 	CAO USE ONLY: 
CONTACT: Jeanne Amos		
DATE: 10/2/2006	PHONE: 5546	

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:
Library requests approval of budget transfer in the amount of \$7,000 for the First 5 El Dorado Children and Families Commission Grant for support of Early Childhood Literacy Project.

CAO RECOMMENDATIONS: *Recommend approval. Laura D. Hill*

Financial impact? <input checked="" type="checkbox"/> Yes () No	Funding Source: () Gen Fund (X) Other
BUDGET SUMMARY:	Other: _____
Total Est. Cost _____ \$7,000.00	CAO Office Use Only:
Funding	4/5's Vote Required <input checked="" type="checkbox"/> Yes () No
Budgeted _____ \$7,000.00	Change in Policy () Yes <input checked="" type="checkbox"/> No
New Funding _____	New Personnel () Yes <input checked="" type="checkbox"/> No
Savings* _____	CONCURRENCES:
Other _____	Risk Management _____
Total Funding _____ \$7,000.00	County Counsel _____
Change in Net County Cost _____ \$0.00	Other _____

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or _____
Ayes: _____
Noes: _____
Abstentions: _____
Absent: _____

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors

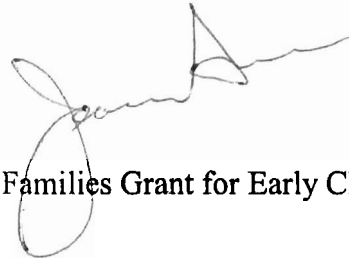
Date: _____

Attest: Cindy Keck, Board of Supervisors Clerk

By: _____

MEMORANDUM - El Dorado County Library

Date: October 5, 2006
To: Board of Supervisors
From: Jeanne Amos, Library Director
Subject: First 5 El Dorado Children and Families Grant for Early Childhood Literacy Project



Recommendation:

Library recommending the Board approve budget transfer of \$7,000 for the First 5 Children and Families Commission Grant for Early Childhood Literacy Project.

Reason for Recommendation:

The Library was awarded a grant for \$7,000 to promote early literacy activities to families with young children at each of our six libraries and the bookmobile. Funding will be used to plan and implement programs, to purchase books for participating families to take home, and to purchase craft supplies and brochures.

Fiscal Impact:

The Library's budget will increase by \$7,000 for the purchase of books and materials. There will be no change in net county cost.

Action to be Taken Upon Approval:

1. Chair to sign budget transfer request.
2. Library Director to purchase and process project books and materials.
3. Library staff to present programs to encourage reading to young children.

AUDITOR / CONTROLLER'S USE

EL DORADO COUNTY APPROPRIATION TRANSFER (29100 GOV. CODE)

TO BE COMPLETED BY THE DEPARTMENT

BUDGET TRANSFER REQUEST #1

DOCUMENT TOTAL	14,000.00
NUMBER OF LINES	2
TRANSACTION CODE TOTAL*	13

TRANSFER #	
DATE	
CODE BY	

Library
DEPARTMENT OR AGENCY NAME

DATE

John Amor #5546
DEPARTMENT AUTHORIZATION SIGNATURE AND PHONE NUMBER

PAGE 1 OF 1

COMPLETE THE INFORMATION BELOW WITH JUSTIFICATION NARRATIVE OR ATTACH A MEMO.
 REMOVE THE GOLD COPY AND SUBMIT COMPLETE REQUEST TO THE AUDITOR / CONTROLLER'S OFFICE.
 A BUDGET TRANSFER MUST BE AT LEAST TWO LINES, NOT EXCEED TWENTY-SIX LINES AND USE AN "ODD AND EVEN" NUMBERED TRANSACTION CODE*

- * 002 = INCREASE ESTIMATED REVENUE
- * 003 = DECREASE ESTIMATED REVENUE

- * 011 = INCREASE IN APPROPRIATION / BOS APPROVED
- * 012 = DECREASE IN APPROPRIATION / BOS APPROVED

S F X	TRANS CODE NO.*	INDEX CODE NUMBER	SUB OBJECT NUMBER	USER CODE NUMBER	AMOUNT	DESCRIPTION <small>(50 CHARACTERS MAX.)</small>
1	002	602100	0880		7,000.00	FY 06/07 Bud Alloc First 5 Grant
2	011	602100	4500		7,000.00	FY 06/07 Bud Alloc First 5 Grant
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

REVIEWED FOR FORMAT BY

JOE HARN, C.P.A. AUDITOR / CONTROLLER _____ DATE

APPROVED AND SO ORDERED THAT THE ABOVE TRANSFERS BE MADE (AS REQUESTED OR AMENDED) AND INCORPORATED IN THE MINUTES OF THIS MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

CHIEF ADMINISTRATIVE OFFICE - ANALYST _____ DATE

SIGNATURE: CHAIRMAN, BOARD OF SUPERVISORS _____ DATE

CHIEF ADMINISTRATIVE OFFICE _____ DATE

ATTEST: CLERK, BOARD OF SUPERVISORS _____



Children and Families Commission
Growing Children... One by One
Campaign for Kids

EARLY CHILDHOOD LITERACY PROJECT

Contract # 0506-05-230-604

THIS AGREEMENT is made this 12th day of June 2006, by and between
FIRST 5 EL DORADO CHILDREN AND FAMILIES COMMISSION and

El Dorado County Library
345 Fair Lane
Placerville, CA 95667

CONTACT: Jeanne Amos

RECITALS:

WHEREAS, Grantee has successfully proposed Strategies to further the Vision, Goals and Objectives in **FIRST 5 EL DORADO CHILDREN AND FAMILIES COMMISSION STRATEGIC PLAN**.

WHEREAS, Grantee warrants that it is qualified and agreeable to render the work proposed in the Scope of Work.

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by Commission, the parties agree to the following:

1. **SCOPE OF WORK**: Grantee agrees to use the grant funding as defined in the Scope of Work (Attachment 2) to:
Encourage families with young children and early care and education providers to engage in literacy activities at their local elementary school.
2. **REPORTING REQUIREMENT**: Grantee shall fill out and return the attached Program Performance Report (Attachment 3) to Commission after the work is completed as described in the proposal, with documentation of all purchases and expenditures identified in the Program Expenditure Report (Attachment 4). Grantee shall use funds derived from this Contract as outlined in the budget submitted to and approved by the Commission. Amendments to the proposed project budget may be made with prior written approval of the Commission. Grantee's project proposal is incorporated by reference.
3. **PAYMENT**: Grantee shall be approved to receive one hundred percent (100%) of grant award upon the signing of this Contract. The Commission shall forward the payment request to the County Auditor/Controller within five days of the signing of the Contract, and within five days of completion of the contract.

4. **CONTRACT PERFORMANCE TIME:** All the work required by this Contract shall be completed no later than June 30, 2007. Grantee shall have up to thirty (30) days beyond the contract completion date to submit required documentation to the commission.
5. **MAXIMUM COST TO COMMISSION:** Notwithstanding any other provision of this contract; in no event will the cost to Commission for the work to be provided herein exceed the maximum sum of **\$7,000.00**
6. **INSURANCE:** The Grantee shall maintain a commercial general liability insurance policy in the amount of one million dollars (\$1,000,000.00). Said policy shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless the Commission specifically consents to a "claims made" basis. Failure to provide and maintain the insurance required by this Contract will constitute a material breach of the agreement.
7. **BOOKS OF RECORD AND AUDIT PROVISION:** Grantee shall maintain on a current basis, complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. These documents and records shall be retained for at least three years from the completion of this Contract. Grantee will permit Commission to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Grantee who participated in this Contract in any way.
8. **WRITTEN NOTICE:** Grantee agrees to provide immediate written notice to the Commission if significant changes or events occur during the term of the award which could potentially impact the progress or outcome of the grant including, but not limited to, changes in the Grantees management personnel, loss of funding, revocation or suspension of the Grant Recipient's tax-exempt status (if applicable) or license.
9. **TITLE TO PROPERTY:** At the conclusion of this Contract, title to all expendable and nonexpendable personal or real property purchased with Commission funds shall vest with the Grantee.
10. **TIME OF COMPLETION:** Time is of the essence with respect to this Contract. Grantee agrees to commence and to complete the work within the time schedules outlined within this Contract.
11. **INDEMNIFICATION:** GRANTEE shall assume the defense of and indemnify and hold harmless COMMISSION from and against all actions or claims against COMMISSION, its officers, agents or employees from any and all loss, including attorneys' fees, incurred by COMMISSION by virtue of any damages to any person(s), firm or corporation who may be injured by or to any property that may be damaged arising out of the performance of this agreement, except for actions or claims alleged to have occurred as a result of sole or active negligence by the COMMISSION, its officers, agents or employees.

COMMISSION shall assume the defense of and indemnify and hold harmless GRANTEE from and against all actions or claims against GRANTEE, its officers, agents or employees from any and all loss, including attorneys' fees, incurred by GRANTEE by virtue of any damages to any person(s), firm or corporation who may be injured by or to any property that may be damaged arising out of the performance of this agreement, except for actions or claims alleged to have occurred as a result of sole or active negligence by the GRANTEE, its officers, agents or employees.

It is the intent of the parties that where negligence or responsibility for injury or damages is determined to have been shared, principles of comparative negligence will be followed and each party shall bear the proportionate cost of any loss, damage, expense and liability attributable to that party's negligence.

Each party shall establish procedures to notify the other party, where appropriate, of any claims, administrative actions or legal actions with respect to any of the matters described in this indemnification section. The parties shall use their best efforts to cooperate in the defense of such actions brought by others with respect to the matters covered in this agreement. Nothing set forth in this Agreement shall establish a standard of care for or create any legal rights for any person not a party to this Agreement.

The indemnity provisions of this Agreement shall survive the expiration or earlier termination of this Agreement.

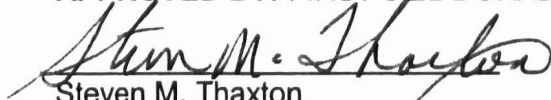
12. **COMPLIANCE WITH APPLICABLE LAWS:** The Grantee shall comply with any and all state and local laws affecting the services covered by this Contract. No funds provided by the Commission shall be used for any political activity or political collaborations.
13. **ADVERTISEMENT:** The Grantee agrees to utilize the First 5 El Dorado logo or a statement shall appear on all documents, for services or purchases within the scope of the contract duration, designating that the agency/organization receives funding from First 5 El Dorado, The Children and Families Commission.
14. **NOTICES:** Notices shall be given to Commission at the following location:
FIRST 5 EL DORADO
4111 Creekside Drive, Suite B
Shingle Springs, CA 95682
Contact: Steven M. Thaxton
Executive Director

Notices shall be given to Grantee at the following address:

El Dorado County Library
Jeanne Amos - Contract Administrator
345 Fair Lane
Placerville, CA 95667

IN WITNESS WHEREOF, the parties have executed this Contract on the date written.

APPROVED BY: FIRST 5 EL DORADO


Steven M. Thaxton
Executive Director, First 5 El Dorado

8-22-06
Date


Commissioner, First 5 El Dorado

8/22/06
Date


Grantee or Authorized Agent
EL DORADO COUNTY

8/24/06
Date



EARLY CHILDHOOD LITERACY PROJECT

Program Description

This funding release is directed to the El Dorado County Library. The goal is to partner with library branches in the county to provide early childhood literacy services on site. The specific intent of these funds is to encourage families with young children and early care and education providers to engage in literacy activities at their local libraries. Currently, there are six library branches in the County: El Dorado Hills, Cameron Park, Georgetown, Placerville, Pollock Pines and South Lake Tahoe. All library branches in the county are eligible for services.

Activities will expand or enhance existing story time services provided at local library branches in the amount of \$7,000. These funds will be used to implement an early literacy program to help parents of infants, toddlers, and preschoolers prepare their children for successful lifelong learning. Parents, guardians and caregivers with children between the ages of 0-5 years will increase knowledge of:

- Interacting with their children in ways that promote enjoyment, self-confidence, and a joy of learning.
- Understanding the importance of early literacy and the skills and knowledge their children need to be successful learners.
- Their important role in their child's early literacy development and later school success.
- Simple strategies and activities to enhance early literacy development.
- Effective reading aloud techniques and use them to read everyday to their child.

The program will be delivered through workshops available at no cost for families in El Dorado County with services delivered through the library branches. Funding will be used for program implementation including program planning, staffing, curriculum, and workshop expenses. At the end of each workshop, the participants will take home a new copy of the featured book as well as information on helping their child.

The term of this agreement is thirteen months, June 12, 2006 through June 30, 2007.

Commissioners: Debra Herr, R.N., P.H.N., M.A., Chair, District 4 Representative • Gayle Erbe-Hamlin, Public Health Representative, Vice Chair • Lynn B. Lucas, M.Ed., Treasurer, District 1 Representative • Vicki L. Barber, Ed D, Superintendent's Council Representative • Clinton R. Collins, M.D., Sierra Sacramento Valley Medical Society • Helen Baumann, R.N., Board of Supervisors, District 2 Representative • Davia Weiner, Attorney at Law, District 3 Representative • Barry Wasserman, LCSW, Mental Health Representative

Staff: Steven M. Thaxton, Ph D, Executive Director • Beverly J. Korsen, Administrative Assistant • Rick Alford, Community Program Coordinator • Kathi Walker, MA, School Readiness Coordinator, Stacy Sisson, Office Assistant



Scope of Work

Grantee: El Dorado County Library	Contract Number: # 0506-05-230-604
Project Name: Early Childhood Literacy Project	
Contract Period: June 12, 2006 to June 30, 2007	
First 5 Result Area: School Readiness – Improved Family Functioning	
Outcome: Children will live in home environments supportive of cognitive development.	
Strategy: Encourage families with young children and early care and education providers to engage in literacy activities at their local libraries.	Service Area: Family Literacy Programs
Major Activities	Timeline
Identify lead staff in each library branch to form ECL Steering Committee.	Prior to September 30, 2006
Purchase early literacy curriculum materials for each Branch in English and Spanish. Branches include: El Dorado Hills, Cameron Park, Georgetown, Placerville, Pollock Pines and South Lake Tahoe.	Prior to September 30, 2006
Develop Workshop Plans for each library branch developing series based upon the target age group and primary language of the children to be served. Descriptions will include the total number of children, sessions, weeks and budget.	Prior to September 30, 2006
Submit Workshop Plans for each Library Branch to Commission for review.	Prior to September 30, 2006
Conduct program outreach to families with children between the ages of 0-5 years.	September 1, 2006 to September 30, 2006



Scope of Work

<p>Services to families with children between the ages of 0-5 years. Parents, guardians and caregivers will increase knowledge of:</p> <ul style="list-style-type: none">• Interacting with their children in ways that promote enjoyment, self-confidence, and a joy of learning.• Understanding the importance of early literacy and the skills and knowledge their children need to be successful learners.• Their important role in their child's early literacy development and later school success.• Simple strategies and activities to enhance early literacy development.• Effective reading aloud techniques and use them to read everyday to their child.	<p>October 1, 2006 to May 31, 2007</p>
<p>Complete Program Performance Report for each library branch and submit to the Library Director.</p>	<p>May 31, 2007</p>
<p>Library Director completes and submits summary of Program Performance Reports to Commission</p>	<p>June 30, 2007</p>



Children and Families Commission

Growing Children...One by One
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PROGRAM PERFORMANCE REPORT

Reporting Period: _____

Library Branch:	Contract Number:
Contact Name & Title:	Phone:
Email Address:	
Contract Start Date:	Contract End Date:

<p>Total Number of Children Served: ____ 0-3 years of age ____ 3-5 years of age</p>
<p>Total Number of Families Served: ____</p>
<p>1. Did you experience any noteworthy success? Identify and list possible contributing factors.</p>
<p>2. Did you encounter any unexpected difficulties or barriers? Identify and explain how they were/are being addressed.</p>

3. What program improvements would you recommend?

Comments:

**E-mail, mail or fax a copy of the completed report
by May 31, 2007 to:**

Kathi Walker, School Readiness Coordinator

First 5 El Dorado

4111 Creekside Dr., Suite #B, Shingle Springs, CA 95682

(530) 672-9063 (tel.) (530) 672-8576 (fax)

Email: kwalker@pacbell.net



ATTACHMENT 4
Final Expenditure Report

FY: 06-07 Early Childhood Literacy

First 5 El Dorado 4111 Creekside Dr., Suite B Shingle Springs, CA 95682

Grantee Name
Grantee Address
Grantee Phone

#	Budget Item	Budget	First 5 Funding Item for	Amount Covered by Other Funding Sources
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
	Totals	\$ -	\$ -	\$ -

***I hereby state that the funds in this application did not supplant any existing revenue sources.
 I certify that all that has been stated in this report is true and correct.***

 Print Name of Program Contact Person or Authorized Representative

 Signature: Program Contact Person or Authorized Representative

 Date

Resources For Early Childhood Literacy Programs

Curriculum

Let's Read Together <http://ceplacer.ucdavis.edu/Custom%5FProgram833/>
 "Let's Read Together" uses interactive, hands-on activities to teach simple, effective techniques to foster literacy development in young children. The "Let's Read Together" workshops are available for parents and early childhood educators at no cost in Placer County, California. At the end of each fun-filled workshop, the participants will take home a new copy of the featured book as well as great information for helping their child. To order a copy of the Curriculum, use the order form located at: <http://ucce.ucdavis.edu/files/filelibrary/1808/19195.pdf>

Resources

Scholastic <http://www.scholastic.com/familymatters/read/index.htm>
 Tips for families in reading with their children. Discounted books at the Clearance sale for educators held in Sacramento the week of July 18 - 22, 2006. For more information, visit <http://teacher.scholastic.com/fairs/warehouse/states/ca.asp>

Getting Ready to Read <http://www.getreadytoread.org/content/view/62/339/>
 Here you will find links to early childhood and early literacy resources that you can easily print out and use. These pages, booklets and pamphlets are perfect for your own home use or to copy and distribute to teachers or parents of young children.

Reading is Fundamental <http://www.rif.org/educators/>
 This section is designed especially for all of you—teachers, childcare providers, librarians, and other professionals—to support you in your efforts to help children become lifelong readers. Whether you're a parent, guardian, grandparent, or an older sibling, you can help a child learn to love reading! <http://www.rif.org/parents/>

Reading Rockets <http://www.readingrockets.org/index.php>
 Reprintable resources for educators and families in both English and Spanish. Several print guides are available that accompany Reading Rockets' PBS television series *Launching Young Readers*.