



Jefferson County Board of Education  
Head Start / Early Head Start Program

**2012-2013 Self-Assessment Corrective Action Plan**

**Governance**

**Goal 1:** Consider looking at ways to improve attendance by all Policy Council members at monthly meetings.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Identify alternate day and evening schedules and locations to accommodate the diverse schedules of parents.	Childcare Staff	Family Service Workers Instructional Staff	All Managers	July 2013	\$1,800
2. Increase parent/guardian knowledge on the role of parent representatives and Policy Council members by utilizing current Policy Council member to speak at PCCMs and Orientation.	Current Policy Council Members	ERSEA Communication	FCP Manager Liaisons Family Service Workers	May- October 2013	\$500
					<b>Compliance Date</b> May – October 2013

**Record Keeping and Reporting**

**Goal 2:** Develop a monthly report list that is provided to the appropriate parties.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Identify types of reports and develop a schedule for distribution.	ChildPlus FCP Sign in Sheets Sign in Sheets Staffing Reports Budget Reports	Director Managers Coordinators Specialist	Operations FCP Education Fiscal	June 30, 2013	\$0
2. Use reports for ongoing monitoring and continuous improvement.	ChildPlus NCPMFO	Director Managers Coordinators Specialist FPC liaisons Family Service Workers	Operations FCP Education Fiscal	July 2013	\$0
					<b>Compliance Date</b> June – July 2013

**Human Resources****Goal 1:** Provide all new staff with an Early Childhood specific orientation.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop an early childhood specific orientation that introduces staff to program goals, mission and expectations.	NCPMFO WKU T/TA JCPS PD Office ECH Handbooks	All Staff	Operations FCP Education Fiscal	August 2013	
					<b>Compliance Date</b> 2013 - 2014

**Fiscal Integrity****Goal 1:** To continue to expand the financial/management reporting system to provide program managers with accessible financial and programmatic information to enhance overall program management.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Monthly distribution of unit budget reports to managers.	MUNIS JCPS Financial Services	All Managers	Fiscal	September 2013	\$0
					<b>Compliance Date</b> September 2013

**Childhood Development and Education****Goal 1:** Develop a system for supporting English Language Learners (ELL).

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop a system for bilingual staff support to parents and children in classrooms.	Bilingual Staff NCLinguistic Diversity	Bilingual Staff	Education Manager	September 2013	\$0
2. Hire bilingual staff at schools where the need is evident.	Personnel Services Bilingual Candidates ESL Department	Newly Hired Staff	Education Manager	2013-2014 School Year	\$100
3. Develop flyer to recruit bilingual staff.	Personnel Services ESL Department	Applicants	Education Manager	July 2013	\$300
					<b>Compliance Date</b> March 2013 – June 2014

**Childhood Development and Education****Goal 2:** Enhance efforts to maximize instructional time.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop guidelines and expectations for instructional time.	NCQTL Other Head Start Grantee Guidelines WKU T/TA	Instructional Staff	Education Manager SR Specialist	August 2013	\$3,000
2. Train instructional staff on guidelines and expectations.	Resource Teaches	Instructional Staff	Education Manager SR Specialist	August 2013	\$1,000
					<b>Compliance Date</b> August 2013

**Goal 3:** Enhance efforts to create an environment of acceptance and trust in early childhood classrooms.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Provide staff with resources that increases their awareness of the importance of positive work environments.	NCQTL WKU T/TA	Instructional Staff	Education Manager SR Specialist	2013-2014 School Year	\$3,000
2. Train instructional staff on resources.	NCC&LD	Instructional Staff	Education Manager SR Specialist	2013-2014 School Year	\$500
					<b>Compliance Date</b> June 2014

**Goal 4:** Provide additional training on behavior guidance strategies.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop a policy on managing children's behaviors.	NCQTL Resource Teachers ECE Resource Teachers	Instructional Staff	Education Manager Disabilities Coordinator	August 2013	\$0
2. Provide staff resources on managing children's behaviors.	NCQTL Resource Teachers ECE Resource Teachers	Instructional Staff	Education Manager Disabilities Coordinator	2013-2014 School Year	\$1,000
					<b>Compliance Date</b> March 2013 – June 2014

### **Childhood Development and Education**

**Goal 5:** Adult storage needs to be reduced to increase room for usable child space.

<b>Activity/Event/Strategy</b>	<b>T/TA Resource</b>	<b>Target Audience or HS Mgt. System</b>	<b>Responsible Manager</b>	<b>Timeline</b>	<b>Estimated Cost</b>
1. Confirm square footage of classrooms.	Floor Plans & Measuring Tapes	Resource Teachers	Operations Manger	December 2013	\$200
2. Develop a classroom set up expectations.	NCQTL NAEYC Resource Teachers	Instructional Staff	Education Manger SR Specialist	June 2013	\$0
3. Monitor completion of the classroom set up.	None	Resource Teachers	Education Manager	September 2013	\$0
					<b>Compliance Date</b> December 2013

**Goal 6:** Instructional staff will be able to describe curriculum tools and resources and how they are used to guide instruction.

<b>Activity/Event/Strategy</b>	<b>T/TA Resource</b>	<b>Target Audience or HS Mgt. System</b>	<b>Responsible Manager</b>	<b>Timeline</b>	<b>Estimated Cost</b>
1. Develop list of curriculum resources.	Curriculum Materials	Resource Teachers	Education Manger SR Specialist	June 2013	\$0
2. Purchase missing curriculum materials.	None	Resource Teachers	Education Manger	December 2013	\$5,000
3. Provide training for staff on using curriculum resources to guide instruction.	NCQTL Resource Teachers	Instructional Staff	Education Manger SR Specialist	December 2013	\$500
					<b>Compliance Date</b> December 2013

### **Child Health and Safety**

**Goal 1:** Investigate various reports for medical and dental exams.

<b>Activity/Event/Strategy</b>	<b>T/TA Resource</b>	<b>Target Audience or HS Mgt. System</b>	<b>Responsible Manager</b>	<b>Timeline</b>	<b>Estimated Cost</b>
1. Explore report options in ChildPlus.	Data Clerk ChildPlus Software ChildPlus Training	Health Coordinator	Education Manager Health Coordinator FCP Manager	August 2013	\$1,000
					<b>Compliance Date</b> August 2013

### **Child Health and Safety**

**Goal 2:** Stronger collaborative efforts between classroom and Family and Community Partnerships staff so that health and nutrition messages are communicated clearly and consistently to parents.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop procedure for communicating health & nutrition messages to parents.	National Center on Health National Center on Parent, Family & Community Engagement	Health Coordinator Family Service Workers Teachers	Education Manager	August 2013	\$500
					<b>Compliance Date</b> August 2013

**Goal 3:** Hand washing routines are not consistently followed.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Revise hand washing procedure.	National Center on Health State Health Department JCPS Health Services Health Coordinator	Instructional Staff	Education Manager	August 2013	\$0
2. Train staff on hand washing procedure.	National Center on Health State Health Department JCPS Health Services	Instructional Staff	Education Manager Health Coordinator	August 2013	\$500
					<b>Compliance Date</b> August 2013

### **Nutrition**

**Goal 1:** Increase conversations between staff and children at mealtime.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Provide staff with resources on engaging in conversations with children during meals & snacks.	NCQTL / USDA National Center on Health Resource Teachers	Instructional Staff	Education Manager Health Coordinator	December 2013	\$1,000
2. Train staff on engaging in conversations with children during meals & snacks.	NCQTL / USDA National Center on Health	Instructional Staff	Education Manager Health Coordinator	December 2013	\$300
					<b>Compliance Date</b> December 2013

**Disabilities and Mental Health Services****Goal 1:** Additional training is needed for teaching staff to provide for the needs of children with challenging behaviors.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
See child development Goal #4.					

**Goal 2:** To better coordinate access to mental health services between education, mental health and family services.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop a procedure for discuss and communicating the needs of children and families between teachers, mental health staff and family partnership staff.	NCQTL National Center on Health National Center on Parent, Family & Community Engagement University of Louisville School of Social Work	Disabilities Liaisons Resource Teachers Family Services Liaisons Family Services Workers Instructional Staff	Education Manager Disabilities Coordinator	August 2013	\$1,000
2. Train staff on the procedure.	NCQTL National Center on Health National Center on Parent, Family & Community Engagement	Disabilities Liaisons Resource Teachers Family Services Liaisons Family Services Workers Instructional Staff	Child Development & Health	August 2013	\$1,000
					<b>Compliance Date</b> September 2013

**Transportation****Goal 1:** Decrease the high turnover rate of bus monitors.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Ensure that applicants clearly understand the roles, responsibilities, and variable schedule of a bus monitor.	Personnel	Bus Monitor Applicants	Education Manager Operations	August 2013	\$0
2. Investigate alternate schedules.	Fiscal Manager	Bus Monitor	Fiscal Manager	Ongoing	\$0
					<b>Compliance Date</b> Ongoing

**Transportation**

**Goal 2:** Refine the transportation plan for ongoing monitoring to ensure that bus monitors are consistently following guidelines, including pedestrian safety by crossing the street with all children.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Enhance ongoing monitoring through bus ride observations.	JCPS Transportation	Bus Monitor	Transportation Coordinator	August 2013	
					<b>Compliance Date</b> August 2013

**Goal 3:** Provide ongoing bus activities for the bus ride.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. School Readiness committee will identify a subcommittee to develop bus ride activities to serve as an extension of the instructional day.	School Readiness Plan Transportation Coordinator Resource Teachers School Readiness Specialist	Bus Monitor	Education Manager Specialist	October 2013 - February 2014	\$0
2. Train the bus monitors to effectively implement the bus ride activities.	Resource Teachers Transportation Coordinator	Bus Monitor	Education Manager Specialist	March 2014- April 2014	\$5,000
					<b>Compliance Date</b> October 2013 – April 2014

**ERSEA**

**Goal 1:** Develop informational brochures and other forms of communication that provides to families and the community an overview of program services and the application process.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop a script for staff to use during intake and special events so that the same message is being delivered with clarity and specifics.	N/A	Family Service Workers Data Entry Clerks and Intake Clerks ERSEA Communication	FCP Manager Liaisons Office Manager	April 2013	\$0
2. Create a three-fold brochure that informs community agencies/organizations about the program's services	Materials and Production	All ECH Staff ERSEA Communication	FCP Manager Education Manager Operations Manager Director Liaisons	May 2013	\$500
3. Expand the program calendar to include a overview of the program services such as program descriptions, placement, etc.	Materials and Production	ERSEA Communication	FCP Manager ERSEA Committee Operations Manager	April 2013	\$500
					<b>Compliance Date</b> April 2013 – May 2013

**Family and Community Partnerships**

**Goal 1:** Parents take on a more active leadership role in the in the planning and delivery of Parent Center Committee Meeting (PCCM.)

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Train staff on how to communicate parent roles in planning and delivery of PCCM	Parent Committee Handbook	Family Service Workers	FCP Manager Liaisons	August 2013 February 2014	\$2,500
2. Training for parent on how to plan and facilitate PCCM <ul style="list-style-type: none"> <li>• Orientation</li> <li>• Parent Leadership Training</li> <li>• Home Visits</li> </ul>	Parent Committee Handbook	Communication	FCP Manager	September 2013	\$500
3. Develop a PCCM Kit for planning and delivering meeting materials and information for both staff and parents	N/A	Family Service Workers	Liaisons	July 2013	\$0
					<b>Compliance Date</b> July 2013 - February 2014



## **Family and Community Partnerships**

### **Goal 2: Increase FCP staff knowledge of Early Head Start services**

<b>Activity/Event/Strategy</b>	<b>T/TA Resource</b>	<b>Target Audience or HS Mgt. System</b>	<b>Responsible Manager</b>	<b>Timeline</b>	<b>Estimated Cost</b>
1. Early Childhood Specialist provides trainings to unit on Early Head Start.	EHSNRC PITC	FSW	Education Manager EHS Specialist	March 2013 September 2013	\$200
2. In FCP Unit Meetings review Performance Standards related to Early Head Start services	Performance Standards PFCE Framework School Readiness Plan	ERSEA FSW	Liaisons	April 2013 September 2013 February 2014	\$0
3. All staff observes services being delivered in an Early Head Start classroom.	Classroom Observation	FSW	Liaisons	April 2013 – October 2013	\$0
					<b>Compliance Date</b> March 2013 – February 2014

### **Goal 3: Refine program and individual transition plans for children leaving Early Head Start going into Head Start.**

<b>Activity/Event/Strategy</b>	<b>T/TA Resource</b>	<b>Target Audience or HS Mgt. System</b>	<b>Responsible Manager</b>	<b>Timeline</b>	<b>Estimated Cost</b>
1. Identify and develop informational materials to share with families (orientation, home visits, and PCCM).	PFCE Framework School Readiness Plan	FSW Instructional Staff Bus Monitors	Transition Specialist EHS Specialist	August 2013– May 2014	\$0
2. Identify PCCM meeting that will be are focused specifically on transitions.	PCCM Calendar	FSW	Liaisons	May 2013	\$0
3. Include information about transition into re-applications process.	N/A	FSW	Liaisons	October 2013	\$0
					<b>Compliance Date</b> May 2013 – May 2014

### **Goal 4: Develop written documentation of ongoing relationships with community partners.**

<b>Activity/Event/Strategy</b>	<b>T/TA Resource</b>	<b>Target Audience or HS Mgt. System</b>	<b>Responsible Manager</b>	<b>Timeline</b>	<b>Estimated Cost</b>
1. Create collaboration agreements with community partners	N/A	All Staff	Director Managers	August 2013	\$0
2. Staff compile and prepare a list of collaborative partners.	N/A	All Staff	Director Managers	June 2013	\$0
					<b>Compliance Date</b> June 2013 – August 2013