



Jefferson County Board of Education
Early Childhood Programs 0-4

2014-2015 Self-Assessment Corrective Action Plan

Governance

Goal 1: To streamline information to the Governing Body of special events and information to share with parents

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. To create more in depth monthly informational packets together. 2. Create a one page summary of key information for the Jefferson County Board of Education.	WKU T/TA	Governing body, Policy Council, parents, community members	Management Team	August 2015	\$1000
					Compliance Date June 2016

Human Resources

Goal 1: Develop a training plan for site administrators.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Survey site administrators on topics needed for training. Management team will develop the survey.		Site Administrators	Compliance Specialist	July 2015	\$0
2. Develop a list of organizational leadership topics and timelines that they will be trained on.	WKU T/TA ECKLC	Site Administrators	Management Team	June 2015- June 2016	\$8,000
					Compliance Date June 2016

Goal 2: Develop a comprehensive training plan for all new employees in early childhood.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Identify key program information that all staff need.		New employees	Coordinators, Specialists, Liaisons, Clerical Staff	June 2015	\$0
2. Develop timelines for when new employees will receive key program information.		New employees	Coordinators, Specialists, Liaisons, Clerical Staff	June 2015	\$0
3. Evaluate the success of the new employee training plan.	WKU T/TA	New employees	Management Team	May 2016	\$0
					Compliance Date June 2016

Fiscal Integrity

Goal 1: Complete a system to allow more in depth monthly financial statements to the management team.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Explore available systems		Management Team	Fiscal Manager	January 2016	
2. Find and implement a compatible system to work with MUNIS (Current fiscal system required by the state)		Management Team	Fiscal Manager	March 2016	\$4000
					Compliance Date June 2016

Goal 2: Develop training to give employees an overview of the Uniform Guidance (OMB Super Circular)

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop training materials	WKU T/TA	HS Central Office Employees	Fiscal Manager	October 2015	\$2000
					Compliance Date June 2016

Childhood Development and Education

Goal 1: To increase the number of classrooms with a home visit compliance rate of 90% or above.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Revise the home visit procedure.		Instructional Staff	Child Development & Health Manger	July 2015	\$0
2. Resource teachers will meet with targeted teachers and principals on setting goals to increase home visits. Use successful practioners to network with targeted teachers.	ECKLC	Instructional Staff	Child Development & Health Manger	August 2015	\$0
3. Evaluate the increase in home visits of targeted teachers.		Instructional Staff	Child Development & Health Manger	August 2015	\$0
					Compliance Date September 2015

Goal 2: To increase the percentage of home visits in the home to 90% program wide, including home based.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Offer incentives to staff that reach 90% or above in home visits in the home.		Instructional Staff	Child Development & Health Manager	August 2015 and ongoing	\$5000

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
2. Resource teachers will meet with targeted teachers and principals on setting goals to increase home visits. Use successful practitioners to network with targeted teachers.		Instructional Staff and School Administrators	Child Development & Health Manger	August 2015 & April 2016	\$0
3. Evaluate the increase in home visits of targeted teachers.		Instructional Staff	Child Development & Health Manger	August 2015 & April 2016	\$0
					Compliance Date December 2015

Goal 3: Increase the emotional support and classroom organization scores on the CLASS observation tool.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Resources teachers will develop goals with teachers on their action plans to increase the emotional support and classroom organization scores on the CLASS.	ECKLC NCQTL	Targeted Teachers	Child Development & Health Manger	November 2015 & April 2016	\$0
					Compliance Date December 2015

Child Health and Safety

Goal 1: To ensure ongoing inspection and maintenance of appropriate mulch depth on playgrounds.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Collaborate with environmental services as a training issue with plant operators.	WKU T/TA	Plant Operators	Operations Manager	April 2015	\$0
2. Monitor mulch depth on playgrounds.	Plant Operator Handbook	Plant Operators & Building Administrators	Operations Manger	August 2015 October/ November 2015 January/ March 2016	\$0
					Compliance Date April 2016

Child Health and Safety

Goal 2: Develop a plan for playground fencing at Phoenix School of Discovery.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Move forward with building modification and quote for fencing.		Children at Phoenix	Operations Manager	August 2015	\$3,000
					Compliance Date August 2015

Goal 3: Inconsistent use of hand washing.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop a separate hand washing monitoring process.	ECKLC NCQTL	Classroom Staff	Health Coordinator	November 2015, February & April 2016	\$0
2. Determine appropriate food handling procedures for lunch and snack with nutrition services.	JCPS Nutrition Services	Instructional Staff	Health Coordinator	August 2015	\$0
					Compliance Date April 2016

Disabilities and Mental Health Services

Goal 1: The program needs to meet the 10% requirement for children with disabilities in Early Head Start.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Collaborate with First Steps (Part C) and Healthy Start to recruit infants and toddlers with a diagnosed disability.	First Steps Healthy Start	Community	Disabilities Coordinator	July 2015	\$0
2. Provide training to EHS instructional staff on implementing IFSP goals and process for referring children for additional assessment	First Steps Healthy Start Disabilities Liaisons	EHS Instructional Staff	Disabilities Coordinator	August 2015	\$0
					Compliance Date August 2015

Transportation

Goal 1: Increased monitoring of arrival and departure times based on GPS data.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Obtain GPS arrival and departure data from transportation services.	JCPS Transportation	Transportation Coordinator	JCPS Transportation, Operations Manager & Transportation Coordinator	October 1 st & December 1 st	\$0
2. Analyze data and identify buses with arrival and departure discrepancy of more than 15 minutes.	JCPS Transportation	Transportation Compounds Bus Drivers	JCPS Transportation, Operations Manager & Transportation Coordinator	October 31 st & December 31 st	\$0
					Compliance Date February 2016

Goal 2: Continue to explore ways to decrease the high turnover of bus monitors.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Convert the bus monitor positions to Instructional Assistant and add the job duty of bus supervision.		Bus Monitors	Director of Early Childhood, Fiscal Manager, & JCPS Personnel Services	August 2015	\$143,000
					Compliance Date August 2015

ERSEA

Goal 1: To continue to enhance the system for conducting file audits.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. To develop and implement an ERSEA file audit system.	ChildPlus	Family-Community Partnerships Staff	Family-Community Partnerships Manager	July 2015	\$0
2. To develop a file audit schedule and revise the ongoing monitoring plan.	ChildPlus	Western Based Early Childhood Staff	Operations Manager, Family-Community Partnerships Manager	July 2015	\$0
					Compliance Date August 2015

Goal 2: Collaboration with JCPS Materials and Production to design informational brochures and other forms of communication to families in targeted recruitment areas.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop content for marketing materials.	JCPS Materials Production	General Public & Parents	Family-Community Partnerships Manager	July 2015	\$0
					Compliance Date November 2015

Family and Community Partnerships

Goal 1: To increase parent attendance at family engagement events.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Advertise the events through One Call Now or similar system.	JCPS Digital Technology	Parents Staff	Family-Community Partnerships Manager, Operations Manager	August 2015	\$0
					Compliance Date December 2015

Goal 2: To develop a consistent policy on visitation at centers for parents and volunteers.

Activity/Event/Strategy	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Develop an early childhood procedure for visitation at centers.		Parents Site Administrators Center Staff	Management Team	August 2015	\$0
					Compliance Date August 2015