

Jefferson County Board of Education
Head Start/Early Head Start Program
2015-2016 Self-Assessment Findings

Governance/Compliance

Area for Improvement

1. Few parents are aware of the Policy Council.
2. Few parents voted in the last Policy Council election.

Action Item	Target Audience or HS Management System	T/TA Resource	Anticipated Completion Date	Responsible Manager	Estimated Cost
Partner with Family Partnerships team and council members to brainstorm opportunities to promote Policy Council.	Governing Body, Parents, Policy Council, Community members		September 2016	Terri Davenport/Rina Gratz	
Work with Early Childhood communications specialist to develop a poster for each site to post promoting Policy Council	Governing Body, Parents, Policy Council, Community members		September 2016	Terri Davenport/Rina Gratz	\$500
Increase promotion of voting for Policy Council election by all Stakeholders.	Parents & Policy Council		September 2016	Terri Davenport/Rina Gratz	

Comprehensive Services

Areas for Improvement

1. Almost half of the parents interviewed (47%) did not know how the program supported children with disabilities.

Evidence - Parent Interview Questions

2. When parents were asked what resources are available for mental health issues, 50% left the question blank and 20% stated that they didn't know.

Evidence - Parent Interview Questions

Action Item	Target Audience or HS Management System	T/TA Resource	Anticipated Completion Date	Responsible Manager	Estimated Cost
Create an informational flyer about the ways the program identifies and supports children with disabilities. Store the flyer on the Ready4K website in the parent, community and school sections.	Parents		November 2016 [In time to share at the first parent-teacher conference.]	Scott Young	\$200
Create an informational flyer informing parents about general resources that are available to support the mental health of the child and family.	Parents		November 2016 [In time to share at the first parent-teacher conference.]	Scott Young	\$200

Child Development and Education

Areas for Improvement

1. Data reflected that many parents are unaware of Early Childhood curriculum.
2. Some instances of staff using harsh, directive tone with students was noted.
3. Student work not always posted at child's eye level in the classroom.

Action Item	Target Audience or HS Management System	T/TA Resource	Anticipated Completion Date	Responsible Manager	Estimated Cost
Provide parents with a one page overview of the Big Day for Pre-K curriculum. Teachers will share the information with parents at the initial home visit.	Parent		September 2016	Jimmy Wathen	\$200
Staff in targeted classrooms will participate in embedded PD using materials from NCQTL titled Fostering Connections. This professional development will focus on building positive relationships with students.	Teachers		October 2016	Jimmy Wathen	
Instructional Coaches will use walkthrough tools to monitor the requirement for posting student work. Documentation will be monitored using the classroom E-walk.	Teachers & Instructional Coaches		September 2016	Jimmy Wathen	

Family and Community Partnerships

Area for Improvement

1. Provide more tools that defines the parent workshops/trainings and their purposes so that parents can articulate the impact of the program on their attainment of skills.
2. Making connections to the role the program plays in connecting to social services and the community. Comments primarily focused on what the teachers did and not the family services staff.
3. Provide result of needs assessment so that families are aware of the programs vested interest in meeting their needs.

Action Item	Target Audience or HS Management System	T/TA Resource	Anticipated Completion Date	Responsible Manager	Estimated Cost
Parent Opportunity Flyers – This flyer will provide a brief description of the types of support/trainings for parents. The topics will be outlined according to how they are referenced in the HS Performance Standards (i.e., family literacy, first aid, home safety, fatherhood, volunteering, child development, health etc.).	Parents		August 2016		\$500
Parenting Involvement Goals - Provide a list of parenting goals for the school year for parents to attempt to achieve. May be able to use in conjunction with the Shine Insight report card.	Parents & Family Advocates		August 2016		
Program Communication Tool - Explain in the parent handbook and using a handout how the program communicates with parents such as backpack, phone calls,	Parents		August 2016		

webpages, and include a table that outlines different role groups (teachers, FSW, administrators, etc.) forms of communication. Additionally, highlight the critical communication items and the time of year they can be expect to receive (i.e., assessments, monthly family engagement calendar, home visits).					
Cultural Diversity – Identify activities and events that support cultural diversity. Cultural diversity statement posted and in parent handbook.	Parents		August 2016		
Quarterly Family Update- Show parent participation rate, needs assessment and results.	Parents		December 2016, March 2017 and June 2017		

ERSEA

Area for Improvement

1. Although located immediately, some folders were not readily accessible at the time of the initial visit. They were inaccurately placed in the filing cabinet.
2. Develop a system to ensure the official birth certificate is provided within 30 days of enrollment.

Action Item	Target Audience or HS Management System	T/TA Resource	Anticipated Completion Date	Responsible Manager	Estimated Cost
New procedures have been put into place that lock the files and the door to the file room. Access is restricted to the appropriate ERSEA clerk to be assigned to retrieve ERSEA file Information by the appropriate ERSEA Coordinator. A log is kept and a form complete for every entry and file accessed. This will ensure that files are maintained in the appropriate order to ensure proper filing.	ERSEA Clerks		September 2016	Mike Tronzo	
Additional monitoring system will be created to identify students that have not submitted official birth certificate. Families will be contacted to provide documentation within the 30 day timeline.	ERSEA Clerks		September 2016	Mike Tronzo	

Facilities/Operations

Area for Improvement

1. Strengthen system for identifying and monitoring playground concerns and needed repairs.
2. Ensure that unused outlets are properly covered with safety plugs at all times.
3. Improve use of bus log book and ensure that all procedures are followed.

Action Item	Target Audience or HS Management System	T/TA Resource	Anticipated Completion Date	Responsible Manager	Estimated Cost
Implementation of a Quality Assurance Team for 2016-17 to conduct site visits and ongoing monitoring efforts. In addition to reviewing other items, this team will inspect playgrounds and ensure safety measures are being followed.	School Administrators & Plant Operators		August 2016 – May 2017	Scott Young	
Creation of a Facilities/Safe Environments checklist that will be shared with principals, plant operators, and instructional staff to improve ongoing monitoring at the site level. This checklist will also be provided to the JCPS district level facility monitoring teams to reference during their site visits.	Instructional Staff, School Administrators & Plant Operators		July 2016 for implementation at the beginning of the school year.	Scott Young	
Information on Safe Environments will be shared with principals during pre-service training to increase their knowledge of common issues and compliance needs.	School Administrators		July 2016	Scott Young	

Development of an online bus monitoring refresher course to be completed by all instructional staff on an annual basis. This course will contain training materials as well as video clips demonstrating proper procedures.	Instructional Staff		July 2016	Scott Young	
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