

Improvement Plan

Program Year: 2018-2019

Head Start Center		Leadership/Management Team Person Responsible or Designee:		Date:
Program-wide		Mrs. Russell, E.C. Coordinator/Supervisor		3-4-2019
Items Not in Compliance or Needing Improvement: Complete Board Approval of Policies and Procedures.		We tried to recruit a separate committee to approve policies and procedures to vet the policies and procedures for the policy council and school board, but only one person was recruited and she was already a member of the policy council. This may have been due to the hurricane that affected our members. Therefore, the policies and procedures are being funneled through the policy council at a slower pace, but slowly but surely are going to the board for approval.		
Date of Review	Corrective Action	Responsible Person	Target Date/Follow-up	
Self-Assessment Feb. 2019	Continue to funnel policy and procedures in sections to the policy council and the school board until completion.	Mrs. Russell	Aug. 2019	

Manger Signature		Date/Initials:
Director Signature	<i>Marla Russell</i>	Date/Initials:
Other, please specify: _____		Date/Initials:

The new Head Start Performance Standards, policies and procedure were implemented in Aug. 2017. Hurricane Irma occurred in September 2017. Business as usual was resumed in 2018 and then the policies went to governing bodies (both policy council and school board) for approval.

Improvement Area

Education

Program Year: 2018-2019

Head Start Center	Leadership/Management Team Person Responsible or Designee:		Date:
All Sites	Mrs. Russell, E.C. Coordinator/Supervisor Education/Disabilities Manager		3-4-2019
Items Not in Compliance or Needing Improvement: More Development on DLL and ESE with regard to MTSS and individual and small group interventions. Integrate new curriculum and Teaching Strategies Gold for progress progress monitoring.		Description: On March 15 th , 2019 PD day complete TSG and Creative Curriculum training on how to progress monitor using the new curriculum and the TSG database. Also incorporate lesson plan development to use data and parent input for individualization. According to TSG mid-year data, Improve opportunities in the classroom for fine motor and gross motor activities to improve physical domain.	
Date of Review	Action/Strategy	Responsible Person	Target Date/Follow-up
Self-Assessment Feb. 2019	PD March 15, 2019 Lesson Plans with MTSS noted Parent input in lesson plan	Ed. Mgr. and Creative Curr./TSG Consultant Ed. Mgr. Mrs. Russell will involve policy council and parent center Ed. Mgr. Monitor Lesson Plans	March & April 2019 PD March 15, 2019
Manger Signature		<i>Jennifer Walker</i>	Date/Initials : 3-04-2019
Director Signature		<i>Marla Russell</i>	Date/Initials:: 3-04-2019
Other, please specify: _____			Date/Initials:

Policy/Standard/Regulation or Note This was developed as a need from Self-Assessment.

Improvement Area Family Service

Program Year: 2018-2019

Head Start Center	Leadership/Management Team Person Responsible or Designee:		Date of Plan:
HOB	Mrs. Russell & Nicholle Bennett		March 4, 2019
Items Not in Compliance or Needing Improvement: Relocate Site Coordinator Office for better parent contact.			
Description: The Site Coordinator is down the hall instead of in the community center portion of Horace O”Bryant School.			
Date of Review	Action/Strategy	Responsible Person	Target Date/Follow-up
Self-Assessment Feb. 2019	Relocate Office for Site Coordinator	Mrs. Russell work with Administration and Staff to relocate office. Mrs. Bennett work with Site Coordinators to facilitate relocation.	Aug. 2019

Leader/Manager Signature	<i>Nicholle Bennett</i>	Date/Initials:
Director Signature	<i>Marla Russell</i>	Date/Initials: 3-4-2019
Other, please specify: _____		Date/Initials:

Policy/Standard/Regulation or Note Family Service Area and Program Design are the two service areas impacted by this corrective action plan.

Improvement Area Disabilities

Program Year: 2018-2019

Head Start Center	Leadership/Management Team Person Responsible or Designee:		Date:
All Sites	Ed./Disab. Mgr.		3-5-2019
Items Not in Compliance or Needing Improvement: Modify 45 Day screening by eliminating Acuscreen and eDeca and replacing with Ages and Stages 3 & SE	Description: In an effort not to duplicate screenings and streamline assessments for students, we will be changing the required screenings and eliminating one.		Aug. 2019
Date of Review	Action/Strategy	Responsible Person	Target Date/Follow-up
Self-Assessment Feb. 2019	Work with instructional teams to create timeline and tests to be administered with proper training.	Ed./Disab. Mgr. Teachers Parents	Site Meetings, emails, etc. Fall 2019/2020

Manger Signature	<i>Jennifer Walker</i>	Date/Initials: 3-5-2019
Director Signature	<i>Marla Russell</i>	Date/initials:
Other, please specify: _____		Date/Initials:

Policy/Standard/Regulation or Note: Ages & Stages Reports will be evidence of implementation as well as home visit and/or parent conference summary

Improvement Area Safety

Program Year: 2018-2019

Head Start Center		Leadership/Management Team Person Responsible or Designee:		Date:
SSE		Mrs. Russell, E.C. Coord./Superv. Mr. David Owens, Fiscal Mgr. Mrs. Ravelo, Safety Mgr.		3-4-2019
Items Not in Compliance or Needing Improvement: Facilitate Implementation of new playground at SSE. Continue to facilitate materials for Portable.		Description: Stanley Switlik is undergoing construction. A new building will be open December 2020 They are in need of a new playground.		
Date of Review	Action/Strategy	Responsible Person	Target Date/Follow-up	
Self-Assessment Feb. 2019	Provide New Playground	Mrs. Russell, E.C. Coord./Superv. Mr. David Owens, Fiscal Mgr. Mrs. Ravelo, Safety Mgr	End of School Year June 2019	

Manger Signature	<i>Ashley Ravelo & David Owens</i>	Date/Initials:
Director Signature	<i>Marla Russell</i>	Date/initials:
Other, please specify: _____		Date/Initials:

Policy/Standard/Regulation or Note: Head Start does not pay for any of the construction. The Monroe County School District Utilizes Capital Outlay funds for building, which stems from a special county tax for education.