

THE SCHOOL BOARD OF BROWARD COUNTY, FL
HEAD START/EARLY HEAD START PROGRAM

2016 – 2017 ANNUAL SERVICE PLAN
SHORT TERM GOALS

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Academics

Head Start/Early Intervention Department

**HEAD START (HS) / EARLY HEAD START (EHS) PROGRAM
2016 - 2017 ANNUAL SERVICE PLAN (SHORT TERM GOALS)**

EDUCATION

Goal I. Standardize the educational program to ensure that all children are ready to succeed in Kindergarten.

Required Action	Person Responsible	Timeline
Provide professional learning to teachers and assistants to continue to improve scores in each CLASS domain.	Curriculum Supervisor	August 2016 – July 2017
Continue to provide TSG Inter-Rater Reliability professional learning to improve the quality of documentation to better meet the needs of students.	Curriculum Supervisor	August 2016 – July 2017
Provide mentoring and coaching support to Teacher Specialists to allow for implementation of a practice-based coaching model.	Curriculum Supervisor	August 2016 – June 2017
Provide support to teachers through a practice-based coaching model, targeted on the improvement of children’s outcomes.	Curriculum Supervisor HS Teacher Specialists	August 2016 – June 2017
Align the professional development plan to include courses that align with CLASS, Head Start and Florida Standards, and developmentally appropriate practices.	Curriculum Supervisor	August 2016-July 2017
Maintain coaching plans that demonstrate target support for teachers in planning and individualizing instruction based on screening and ongoing assessment results.	HS Teacher Specialists	September 2016 – May 2017
Facilitate data chats to share results of teacher and student assessment data and school readiness goals with all stakeholders.	HS Teacher Specialists Curriculum Supervisor	October 2016 – May 2017
Continue the use of the Environmental Implementation Checklist (EIC) to ensure compliance to state and federal standards.	Curriculum Supervisor HS/EHS Specialist	August 2016-June 2017
Analyze trend data from multiple data sources and recommend programmatic changes to instructional practices and meaningful professional learning.	Curriculum Supervisor Director	February 2016 – July 2017
Provide continued support to all EHS teacher assistants in the planning and implementation of individualized instruction, based upon children’s data utilizing online tools.	HS/EHS Specialist	August 2016 – July 2017
Institute a system of completing EIC’s quarterly in EHS center-based classrooms, to allow for the identification and ordering of necessary equipment and materials.	HS/EHS Specialist	August 2016 – July 2017
Develop and implement a plan of use for I/T CLASS observations, including how to deal with classrooms with mixed ages.	HS/EHS Specialist	August 2016 – June 2017
Utilize I/T CLASS data to provide individualized support to all EHS Caregivers, including the use of <i>MyTeachstone</i> as a means of providing online resources.	HS/EHS Specialist EHS Teacher Specialist	August 2016 – June 2017

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Utilize the Home Visit Rating Scales (HOVRS) within the home-based program to develop professional growth goals with the home-based EHS Parent Educators.	HS/EHS Specialist EHS Social Worker	August 2016 – June 2017
Provide EHS Caregivers with professional development and resources related to implementing Active Supervision strategies throughout the day.	HS/EHS Specialist EHS Teacher Specialist	August 2016 – June 2017
Provide professional learning and support in meeting the needs of EHS students who have turned 3, but are awaiting a transition seat in a Head Start-3 classroom.	HS/EHS Specialist EHS Teacher Specialist	August 2016 – June 2017
Utilize an effective screening database to track health and developmental screenings for all EHS students.	HS/EHS Specialist	August 2016 – July 2017
Provide continued support to EHS Teacher Assistants in the use of developmentally appropriate activities to foster the growth of math, language, and social emotional skills in infants and toddlers.	HS/EHS Specialist EHS Teacher Specialist	August 2016 – July 2017

DISABILITIES

Goal I. Provide wrap-around HS services to children enrolled in part-time preschool Exceptional Student Education (ESE) classes

Required Action	Person Responsible	Timeline
Continue the HS/AM-PM enrollment opportunity at Sheridan Hills elementary school, where students receive half a day of ESE services and spend the remaining half of the day in the HS program.	HS/EHS Director Disabilities Manager	August 2016
Coordinate and facilitate completing HS Applications for families interested in participating in the HS/AM-PM enrollment opportunity for the 2017-2018 school year.	Disabilities Manager Family Services Supervisor	April 2017
Ensure that the required performance standards are met for students with disabilities through curriculum and instruction.	Disabilities Manager Curriculum Supervisor HS/EHS Teacher Specialists HS Teachers	August 2016 – June 2017
Continue the Integrated HS/Pre-K ESE enrollment opportunity at two Head Start elementary school sites.	HS/EHS Director Disabilities Manager Curriculum Supervisor	August 2016
Create and share a list of HS/AM-PM and HS/Pre-K ESE enrolled students with HS staff.	Disabilities Manager	August 2016

Goal II. Enhance staff and parent knowledge of Noise Induced Hearing Loss and provide hearing conservation education to protect against this preventable and common disability.

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Required Action	Person Responsible	Timeline
Disseminate Healthy Ear Initiative information to HS/EHS Teachers and families regarding Noise Induced Hearing Loss and Hearing Conservation.	Disabilities Manager Curriculum Supervisor HS/EHS Teacher Specialists HS/EHS Nurse	November 2016
Continue the implementation of the Noise Induced Hearing Loss and Hearing Conservation plan, utilizing support documents that have been created, including sample lesson plans, Social Story, and informative brochures for families (including translated versions).	Disabilities Manager HS/EHS Teachers HS/EHS Teacher Specialists	November 2016

Goal III. Improve the process of addressing and assessing students that have a speech and/or language concern and do not require a full evaluation

Required Action	Person Responsible	Timeline
Develop a list of students with a speech (only) concern, through review of application data, screening review data, and teacher referral.	HS Speech Pathologist Disabilities Manager HS/EHS Teacher Specialists	October 2016
Coordinate with each school based SLP to assure each student receives a follow-up observation and CPST (informal) meeting to determine no additional concerns exist and that the student requires a speech assessment.	HS Speech Pathologist	November 2016
Provide a monthly update of the list of students initiated in October 2016, reflecting the progress and outcome of each student. Post this log on the HS Assessment Team shared folder for administrative/key management staff access.	HS Speech Pathologist	October 2016 – June 2017
Provide resources to Teacher Specialists and Teachers on strategies that can be implemented in the classroom to support students who have speech/language concerns.	HS Speech Pathologist Disabilities Manager	September 2016 – May 2017

FAMILY AND COMMUNITY PARTNERSHIPS

Goal I. Enhance parents' knowledge and understanding of the developmental and educational needs of their children

Required Action	Person Responsible	Timeline
Identify and implement changes to current socialization practices to best meet family needs.	HS/EHS Specialist	August 2016 – July 2017
Continue to seek partners to provide incentives for families attending socialization activities.	HS/EHS Specialist	August 2016 –

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		July 2017
Develop and utilize a tracking system to ensure transition plans for EHS children are updated when the students reach 34 months of age to ensure smooth transitions as children turn three.	HS/EHS Specialist EHS Parent Educators	August 2016 – June 2017
Utilize a database to allow EHS to track and monitor the enrollment of, and services to, pregnant women.	HS/EHS Specialist	August 2016 – July 2017
Enhance knowledge and skills of Parent Educators on services and resources for children and families affected by substance abuse, sexual abuse, parent incarceration, and domestic violence.	Family Services Supervisor	September 2016
Provide meaningful parent activities and resources focused on social emotional development, parenting, and positive discipline to enhance parent’s knowledge and understanding of their child(ren)’s needs.	Family Services Supervisor HS/EHS Social Workers	September 2016 – May 2017
Create standardized manual to ensure consistent tracking of the referral and follow-up services provided to families through community resources.	Family Services Supervisor Systems Analyst Compliance Specialist	August 2016
Create and utilize reports in new database to enhance tracking of the referral and follow-up services provided to families through community resources.	Family Services Supervisor Systems Analyst Compliance Specialist	January 2017
Implement a tracking system to monitor the delivery of new parent orientation packages throughout the school year.	Family Services Supervisor Compliance Specialist	August 2016

Goal II. Expand partnerships with agencies and organizations to ensure access to comprehensive resources for children and families

Required Action	Person Responsible	Timeline
Continue to seek wrap around service funding for EHS children	HS/EHS Specialist	August 2016 – July 2017
Extend professional development and learning to Family Services Staff in partnership with community and Broward organizations to ensure support and strengthen family outcomes.	Family Services Supervisor	August 2016- May 2017

Goal III. Support students and families of military personnel

Required Action	Person Responsible	Timeline
Identify contacts to inform military families about available programs and services vital to military families.	Family Services Supervisor	September 2016 – May 2017

HEALTH, SAFETY, AND NUTRITION

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Goal I. Increase the availability of affordable and comprehensive health services for children

Required Action	Person Responsible	Timeline
Continue to provide professional development to HS and EHS staff on Florida Kid Care updates and other community health resources. Continue to provide Kid Care Applications to parents of uninsured children.	HS/EHS Nurse	August 2016- June 2017

Goal II. Improve the health of children and their families

Required Action	Person Responsible	Timeline
Provide additional training to EHS staff in the use of and Otoacoustic Emissions (OAE) instrument, and institute a systematic referral system for EHS children that fail repeated screenings, inclusive of tracking of follow-up services.	HS/EHS Specialist	August 2016 – July 2017
Implement a two component snack menu and provide samples of food related activities to teachers utilizing the two snack components.	HS/EHS Nurse	August 2016 – June 2017
Increase immunization rate of children 0-2 by participating in the Shot By Two Program	HS/EHS Nurse	August 2016- June 2017
Continue to utilize the UCLA Program <i>What To Do When Your Child Is Sick</i> to provide healthcare information to parents.	HS/EHS Nurse	August 2016- June 2017
Continue to ensure ratios are maintained and coverage is provided when students go to the dentist for follow-up care.	HS/EHS Nurse	August 2016- June 2017
Utilize a database to allow EHS to track and monitor the enrollment of, and services to, pregnant women.	HS/EHS Specialist Compliance Specialist	August 2016 – July 2017
Utilize the Spot Vision Screener with EHS students over the age of six months, to improve the accuracy of vision screenings conducted.	HS/EHS Specialist HS/EHS Nurse	August 2016 – July 2017

Goal III. Improve reliability of sensory screening results and accessibility to lead screening results

Required Action	Person Responsible	Timeline
Improve follow-up on vision referrals by HS/EHS parents by providing available community vision resources to parents and HS/EHS staff.	HS/EHS Nurse	September 2015- June 2016

MENTAL HEALTH

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Goal I. Promote the social-emotional well being of children to provide a critical foundation for lifelong development and learning.

Required Action	Person Responsible	Timeline
Monitor and identify strengths and weaknesses of current standard mental health services referral protocol, including a tiered support model to better support teachers needing Tier 2 and Tier 3 behavioral intervention and students who require assessment to identify ESE needs.	Family Services Supervisor HS School Psychologist	August 2016
Provide support to HS Teachers on the creation of individual behavior plans for children exhibiting challenging behaviors in the classrooms and ensure consistent practices in the home.	HS Social Workers HS Teacher Specialists HS Psychologists	September 2016 – May 2017
Provide continued professional development to teachers and teacher specialists on challenging behaviors and how to promote parent involvement in the use of classroom behavior plans.	Family Services Supervisor Curriculum Supervisor HS Psychologists	September 2016 – May 2017
Monitor teachers' use of Skill Streaming, DECA and Conscious Discipline to teach social skills to children and prevent the development of challenging behaviors in the classroom.	Family Services Supervisor Curriculum Supervisor HS Social Workers HS Teacher Specialists HS Psychologist	September 2016 – May 2017
Provide professional development to all HS Staff on recognizing, referring, and reporting child abuse, substance abuse, domestic violence, and mental health concerns in the home.	Family Services Supervisor HS Social Workers	September 2016 – May 2017
Provide professional development to EHS Teacher Assistants in the screening of children's social-emotional development and implementation of activities to foster growth and build resiliency.	HS/EHS Specialist EHS Social Worker	August 2016 – July 2017

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA)

Goal I. Ensure that all age eligible, children who meet the low-income poverty guidelines are being reached in our recruiting efforts.

Required Action	Person Responsible	Timeline
Continue utilization of Transfer Student and Assignment/Enrollment Tracking Reports in the new database.	Family Services Supervisor Compliance Specialist	September 2016 – May 2017
Provide professional development to staff on recruitment, taking applications and monitoring enrollment.	Family Services Supervisor	September 2016
Review current strategies and develop new partnerships for recruiting all age eligible HS/EHS children who meet low-income poverty guidelines.	Family Services Supervisor District staff	September 2016 – May 2017

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Provide relevant application information to non-Head Start school sites.	Family Services Staff	September 2016 – April 2017
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Goal II. Improve customer service when taking applications for future program years.

Required Action	Person Responsible	Timeline
Reinforce positive customer service strategies with district staff during monthly meetings, professional development, and application training.	HS/EHS Administrators	September 2016 – May 2017
Review the importance of maintaining confidentiality.	Family Services Supervisor HS Psychologist	September 2016

PROGRAM DESIGN AND MANAGEMENT

Goal I. Enhance and monitor key management services, implement professional development, and improve communication.

Required Action	Person Responsible	Timeline
Develop and monitor a monthly checklist for each Key Management/Service Area ensuring compliance with the Ongoing Monitoring Plan and key monthly tasks.	HS/EHS Director Compliance Specialist	August 2016 – June 2017
Enhance the quarterly outcomes report to continue to capture service area progress and trends.	Compliance Specialist	August 2016 – July 2017
Enhance the Compliance Specialist Ongoing Monitoring Checklist to clarify checklist items, making them more specific and measurable.	Compliance Specialist	May 2016 – October 2016
Develop a detailed compliance guide that corresponds with the Compliance Checklists to establish and facilitate a common measurement of how the department meets Head Start requirements.	Compliance Specialist	May 2016 – December 2016
Implement an electronic version of the Teacher Specialist Environmental Implementation Checklist in Child Plus to enable better tracking of compliance data.	Compliance Specialist	August 2016
Enhance electronic tracking to monitor 45-day screening completion throughout the school year	Compliance Specialist	August 2016
Provide support and resources to Key Management and Support Staff based on an annual needs survey.	HS/EHS Director	September 2016 – June 2017

Goal II. Comply with staff qualifications required by the Head Start Act of 2007

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Required Action	Person Responsible	Timeline
Work with support team members to provide tiered support to classrooms based on need PDPs and Deliberate Practice Plans.	HS/EHS Director HS/EHS Specialist	January 2017
Implement tier one interview process for HS and Policy Council to participate in interviews in order to provide school principals a list of high-quality teachers and assistants to conduct second interviews prior to placement in HS/EHS classes.	HS/EHS Director	August 2016 – July 2017
Develop a system with instructional and non-instructional staffing to improve communication and procedures for hiring new HS/EHS Staff members.	HS/EHS Director Compliance Specialist	August 2016 – July 2017
Participate in regular Cadre Director meetings to communicate areas of compliance concern related to school-based staff	HS/EHS Director Compliance Specialist	August 2016 – July 2017
Add tracking measures in Child Plus and the Ongoing Monitoring checklist to monitor classroom staff completion of Child Abuse training, Policy Council approvals, and PIR surveys.	Compliance Specialist	August 2016

FISCAL

Goal I. Utilize technological resources to effectively monitor fiscal operations.

Required Action	Person Responsible	Timeline
Implement real-time tracking/reporting system to monitor transportation and field trips on a monthly report impacting the budget	Budget Analyst Bookkeepers	December 2016
Implement real-time tracking/reporting system to monitor closely salaries and fringe.	Budget Analyst Bookkeepers	January 2017
Revise mileage databases to correct numerous glitches	Budget Analyst Bookkeepers	August 2016

FACILITIES

Required Action	Person Responsible	Timeline
Develop a tracking system in Child Plus to monitor any changes in the location of HS/EHS classrooms at each site.	HS/EHS Nurse Compliance Specialist	August 2016 – July 2017
Continue to explore funding opportunities to provide outdoor play spaces at each EHS site that are designed for infants and toddlers.	HS/EHS Specialist	August 2016 - July 2017
Continue to work with Broward Schools Facilities Department to design and install Pre-K playgrounds or convert existing playgrounds to age-appropriate Pre-K playgrounds.	HS/EHS Nurse	August 2016 – June 2017

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Continue to apply for grant opportunities to provide playground equipment at school sites identified in the annual self-assessment as lacking suitable outdoor play space.	HS/EHS Nurse	April 2016 – June 2017
Continue to monitor each school site to ensure facilities are in compliance with all HS Program Standards.	Compliance Specialist	August 2016 – July 2017
Revise the Health and Safety Checklist to ensure play areas are inspected daily.	HS/EHS Nurse Compliance Specialist	August 2016 - July 2017

TRANSPORTATION

Required Action	Person Responsible	Timeline
As funding becomes available, purchase additional HS/EHS buses to allow for more field trips and swimming lessons.	HS/EHS Nurse	August 2016 - June 2017
Equip all HS/EHS buses with <i>No Student Left Behind</i> bus alarms.	HS/EHS Nurse	June 2016
Provide parents needing transportation information on the Broward County Transit Bus Pass Program.	HS/EHS Nurse HS/EHS Parent Educators	May 2016 – June 2017