

THE SCHOOL BOARD OF BROWARD COUNTY, FL

HEAD START/EARLY HEAD START PROGRAM

2014 – 2015 ANNUAL SERVICE PLAN

SHORT TERM GOALS

The School Board of Broward County, Florida
Academics
Early Childhood Education Department

**HEAD START (HS) / EARLY HEAD START (EHS) PROGRAM
2014 - 2015 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 technical assistance to teachers who demonstrate difficulty in entering quality anecdotes and documentation online in Teaching Strategies GOLD (TSG).	HS Teacher Specialists	September 2014 – April 2015
Provide targeted support to teachers who demonstrate difficulty planning and individualizing instruction based on screening and ongoing assessment results.	HS Teacher Specialists	September 2014 – May 2015
Share results of teacher and student assessment data and Classroom Implementation Plan goals with teachers and school-based administrators.	HS Teacher Specialists Curriculum Supervisor	October 2014 – May 2015
Revise, as needed, and provide professional development to new teachers, assistants, and district staff to effectively support classroom instruction.	HS Teacher Specialists Curriculum Supervisor	September 2014
Develop professional development in-service suites from the Beginning Teachers Series and the National Center on Quality Teaching and Learning.	Curriculum Supervisor	November 2014
Share data related to education and the school readiness goals with all stakeholders.	Curriculum Supervisor	January 2015 – June 2015
Analyze trend data from multiple data sources and recommend programmatic changes to instructional practices and meaningful professional learning.	Curriculum Supervisor Director	February 2015 – July 2015
Design and monitor implementation of EHS lesson plan format that is reflective of individualized care for all center-based infants and toddlers.	HS/EHS Specialist EHS Teacher Specialist	August 2014 – June 2015
Provide professional development to all EHS Teacher Assistants and Parent Educators to ensure understanding of their role in the development of school readiness.	HS/EHS Specialist	August 2014 – December 2014
Provide regular updates, via CAB, to EHS Caregivers on strategies that promote school readiness for infants and toddlers.	HS/EHS Specialist	August 2014 – June 2015
Provide professional development, and continuous monitoring of, the use of TSG data in the provision of individualized care for infants and toddlers.	HS/EHS Specialist EHS Teacher Specialist	August 2014 – June 2015

The School Board of Broward County, Florida
Academics
Early Childhood Education Department

DISABILITIES

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

Required Action	Person Responsible	Timeline
Continue the HS/AM-PM enrollment opportunity at one Head Start elementary school site, 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 Specialist Administrative staff	August 2014
Coordinate and facilitate completing HS Applications for families interested in participating in the HS/AM-PM enrollment opportunity.	Disabilities Specialist Family Services Supervisor	April 2015
Ensure that the required performance standards are met for students with disabilities through curriculum and instruction.	Disabilities Specialist Curriculum Supervisor HS/EHS Teacher Specialists HS/EHS Social Workers HS Teachers	August 2014 – June 2015
Initiate an Integrated HS/Pre-K ESE classroom at two Head Start elementary school sites.	HS/EHS Director Disabilities Specialist Curriculum Supervisor Administrative staff	August 2014
Create a list of HS/AM-PM and HS/Pre-K ESE enrolled students to share with HS staff.	Disabilities Specialist	June 2015 – August 2015

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.

Required Action	Person Responsible	Timeline
Attend professional development by District Audiologists regarding the nationwide Dangerous Decibel Program.	Disabilities Specialist	August 2014
Provide a brief presentation to HS/EHS staff regarding Noise Induced Hearing Loss and Hearing Conservation.	Disabilities Specialist	October 2014
Develop a plan for implementation and dissemination of information to HS/EHS Teachers and families regarding Noise Induced Hearing Loss and Hearing Conservation.	Disabilities Specialist Curriculum Supervisor HS/EHS Teacher Specialists	November 2014

The School Board of Broward County, Florida
Academics
Early Childhood Education Department

	HS/EHS Nurse	
Implement Noise Induced Hearing Loss and Hearing Conservation plan.	Disabilities Specialist HS/EHS Teachers HS/EHS Teacher Specialists	December 2014

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
Seek community partners to assist, and develop and implement a plan, for the provision of incentives for families to attend EHS socialization meetings and parent training events.	HS/EHS Specialist	August 2014 – July 2015
Develop and implement individualized transition plans for all EHS students turning three-years-old.	HS/EHS Specialist EHS Parent Educators	August 2014 – July 2015
Develop and implement a plan for pregnant women enrolled in EHS to choose which program option is the best for their child, and ensure that space is available upon the birth of their baby.	HS/EHS Specialist	August 2014 – July 2015
Develop and implement a plan for all pregnant women to have a nutrition assessment reviewed by a registered nutritionist, regardless of their participation in WIC.	HS/EHS Specialist HS/EHS Nurse	August 2014 – July 2015
Enhance knowledge and skills of Family Services Staff on services and resources for children and families affected by substance abuse.	Family Services Supervisor	January 2015
Provide parent activities on social emotional development, parenting and discipline to enhance parent's knowledge and understanding of child(ren)'s social emotional needs.	Family Services Supervisor HS/EHS Social Workers	October 2014 – May 2015
Create reports in database to enhance tracking of the referral and follow-up services provided to families through community resources.	Family Services Supervisor Systems Analyst	January 2015

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

Required Action	Person Responsible	Timeline
Explore additional resources to provide "full-day" services, through a wrap-around model, to EHS center-based students.	HS/EHS Specialist	August 2014 – July 2015
Coordinate partnership efforts with the District's Technical Centers and Florida Atlantic University and to conduct vision, hearing and nutrition screenings for HS/EHS children within 45 days of enrollment.	Disabilities Specialist HS/EHS Nurse	August 2014- May 2015

The School Board of Broward County, Florida
Academics
Early Childhood Education Department

Goal III. Support students and families of military personnel

Required Action	Person Responsible	Timeline
Improve efforts to inform military families about available programs and services vital to military families.	Family Services Supervisor	September 2014-May 2015

HEALTH, SAFETY, AND NUTRITION

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

Required Action	Person Responsible	Timeline
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-September 2014

Goal II. Improve the health of children and their families

Required Action	Person Responsible	Timeline
Develop and implement a plan to monitor the size of food that is being served to infants and toddlers.	HS/EHS Nurse HS/EHS Specialist	August 2014 – July 2015
Provide Professional Development to HS and EHS teachers on Nutrition Performance Standards emphasizing how children should participate in snack time as a food related activity as well as the importance of staff and volunteers interacting with children during mealtimes.	HS/EHS Nurse	August 2014
Modify the Environmental Checklist to monitor food related activities and staff interactions with students during mealtime.	HS/EHS Nurse HS Teacher Specialists	August 2014
Create a tracking system to track the date of determining health status on students.	HS/EHS Nurse System Analyst	June 2014-August 2014
Continue to utilize the UCLA Program What To Do When Your Child Is Sick to provide healthcare information to parents.	HS/EHS Nurse	August 2014-June 2015
Explore opportunities to partner with community agencies to provide cooking activities for HS and EHS students.	HS/EHS Nurse	April 2014-June 2015
Implement a system to effectively monitor the results and any follow-up related to the daily and monthly health and safety checklist.	HS/EHS Nurse	August 2014-June 2015

The School Board of Broward County, Florida
Academics
Early Childhood Education Department

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 parent and HS/EHS staff.	HS/EHS Nurse	September 2014- June 2015

MENTAL HEALTH

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
Provide professional development to EHS Teacher Assistants to assist them in helping children identify their own emotions and those of their peers.	HS/EHS Specialist EHS Social Worker	August 2014 – December 2014
Provide support to HS Teachers on the creation of individual plans for children exhibiting challenging behaviors in the classrooms.	HS Social Workers HS Teacher Specialists	August 2014 – May 2015
Provide professional development to teachers on challenging behaviors and how to promote parent involvement in the use of classroom behavior plans.	Family Services Supervisor HS Social Workers HS Teacher Specialists	January 2015
Enhance 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 HS Social Workers HS Teacher Specialists	August 2014 – May 2015

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
Create Transfer Student and Assignment/Enrollment Tracking Reports in the database.	Family Services Supervisor Systems Analyst	November 2014
Provide professional development to staff on the usage of assignment/enrollment/transfer tracking reports.	Family Services Supervisor Systems Analyst	December 2014
Review current strategies and develop new partnerships for recruiting all age eligible HS/EHS	Family Services Supervisor	February 2015

The School Board of Broward County, Florida
Academics
Early Childhood Education Department

children who meet low-income poverty guidelines.	District staff	
--	----------------	--

Goal II. Improve customer service when taking applications for future program years.

Required Action	Person Responsible	Timeline
Reinforce positive customer service policies and procedures with staff during monthly meetings and application training.	HS/EHS Administrators	August 2014 – May 2015

PROGRAM DESIGN AND MANAGEMENT

Goal I. Expand technology usage to monitor services, implement professional development, and improve communication.

Required Action	Person Responsible	Timeline
Review individual service area program updates and monitor progress.	HS/EHS Director	August 2014 – June 2015
Create comprehensive monitoring and outcomes report to capture service area progress.	HS/EHS Director	November 2014
Revise the Satisfaction Survey and enable parents and staff to complete throughout the year.	HS/EHS Director	December 2014
Implement a system to ensure School Readiness goals are integrated into program planning and that continuous improvement adjustments are made based on collected and aggregated data.	HS/EHS Director HS/EHS Specialist	August 2014 – June 2015

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

Required Action	Person Responsible	Timeline
Provide copies of Teacher Assistant Child Development Associates to the District's Human Resource Division in order to track and notify staff of pending expirations.	HS/EHS Director	August 2014 – June 2015
Review PDPs and Deliberate Practice Plans in order to identify areas in need of support.	HS/EHS Director	January 2015

FISCAL

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

Required Action	Person Responsible	Timeline
Monitor and report expenditures related to school and district staff (Salaries, Fringe/Benefits,	Budget Analyst	January 2015

The School Board of Broward County, Florida
Academics
Early Childhood Education Department

Substitutes) on a monthly basis.	Bookkeeper	
Develop a system to monitor and report transportation and field trip expenditures on a monthly basis.	Budget Analyst Bookkeeper	January 2015

FACILITIES

Required Action	Person Responsible	Timeline
Explore funding opportunities to provide outdoor play spaces at each EHS site that are designed for infants and toddlers.	HS/EHS Specialist	August 2014 – July 2015
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 2014 – June 2015
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 2014 – June 2015

TRANSPORTATION

Required Action	Person Responsible	Timeline
Provide professional development to teachers at pre-service to ensure student safety reminders activities are implemented prior to field trips and dental visits.	HS/EHS Nurse	August 2014
Add bus/pedestrian safety activities to the lesson plan checklist to ensure safety reminder activities are implemented monthly.	HS/EHS Nurse HS Teacher Specialists	August 2014
Provide parents in need of transportation information on Broward County Transit Bus Pass Program.	HS/EHS Nurse HS/EHS Parent Educators	May 2014 – June 2015
Revise recruitment announcement to clearly explain transportation assistance being offered to parents.	HS/EHS Nurse	June 2014