



SENDCAA Head Start Birth to Five 2022-2023 Self-Assessment Improvement Plan

ERSEA and Program Attendance-Staff and Family

Presented to:

<p>Areas of Need: When reviewing the data, it was determined that staff and child attendance was an area of growth for our program. Staff need to be consistently at work to help provide connecting relationships and a stable classroom environment for their children. Children’s daily attendance is important to help them to establish relationships and routines in the classroom and excel within the program.</p>	<p>Monitor: Project Director Assistant Director Human Resources Management Team (Supervisors to staff)</p>
<p>Goal: To meet the social/emotional and academic needs of enrolled children by providing consistency in their day.</p>	
<p>Action Plan:</p> <ol style="list-style-type: none"> 1. Review staff attendance monthly and take note of any trends of staff who are consistently missing work. September 2023 2. Create a staff attendance action plan that managers can follow when staff have inconsistent attendance. Supervisors and the Project Director will meet with any staff who have shown to have inconsistent attendance and determine the appropriate action steps to improve attendance. September 2023 and ongoing 3. Provide incentives for staff who have maintained good attendance, providing consistency for the children and families that they serve. January 2024 4. Family staff will meet with all families at their site and review the Family Partnership agreement in its full integrity. Family staff will provide education on the importance of attendance and how it affects a child’s education. November 2023 and ongoing 5. The Attendance Action plan will be reviewed and updated. Family staff will follow all the action steps appropriately and help families to develop strategies to improve their child’s attendance. December 2023 and ongoing 	
<p>Estimated date of completion: May 2024</p>	
<p>Progress: <i>December 2023</i></p> <ul style="list-style-type: none"> • <i>Policies have been updated in the SENDCAA Employee handbook relating to taking unpaid leave. Staff who have taken unpaid leave are notified by our HR specialist after each pay period.</i> • <i>Plans have been put into place to enter staff into a monthly drawing who have not had to use any leave for that month.</i> • <i>Our child attendance has improved since the start of the year. Currently we are at 85%.</i> 	

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Date of Completion: _____



Employee Training & Retention

Presented to:

<p>Areas of Need: The data showed that our program needs to continue focusing on staff retention and training. Staff identified an area of growth as basic training on day-to-day tasks, how to handle challenging behaviors, as well as a need to better train substitute staff in the classroom for better support. Staff also have expressed that they would like to grow professionally within the program and have opportunities to further their careers.</p>	<p>Monitor: Project Director Assistant Director Human Resources Management Team</p>
<p>Goal: To effectively train new and current employees in their respective roles to promote longevity and success within the program.</p>	
<p>Action Plan:</p> <ol style="list-style-type: none"> 1. The management team will review and update training plans for all positions. <i>August 9, 2023</i> 2. Create a procedure on how new employee training is conducted with specific timelines for completion. <i>October 31, 2023</i> 3. The Professional Development Plan will be expanded to all staff in the program. Currently, it only focuses on educational staff. Supervisors will review these plans, organize, and implement staff training based on staff needs and areas of growth. <i>Ongoing</i> 4. Create a procedure for staff professional development in the program. Find additional resources to help provide professional growth, such as a degree program, for staff in the program. <i>February 2024</i> 	
<p>Estimated date of completion: May 2024</p>	
<p>Progress: <i>December 2023</i></p> <ul style="list-style-type: none"> • <i>Plans have been put into place to review training plans and update how initial training and orientation is conducted.</i> 	

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Communication & Staff Support

Presented to:

<p>Areas of Need: The data collected specified that staff would like more transparency, consistent communication, and staff support. Staff would like to see a bigger presence of our management team across all sites</p>	<p>Monitor: Project Director Assistant Director Management Staff</p>
<p>Goal: To streamline communication across all sites and provide consistent support from management staff at all sites.</p>	
<p>Action Plan:</p> <ol style="list-style-type: none"> 1. Create a management schedule that provides regular visits to all sites every month. August 15, 2023 2. Management staff will be present at all sites when staff attendance is low. This will happen at all levels and positions. August 24, 2023 3. The management team meets weekly and will share non-confidential correspondence with all staff in an effective and timely manner. August 28, 2023 4. Management staff will develop a system to provide ongoing communication with the staff through a variety of ways-day-to-day check-ins, monthly reflective supervisions, etc. September 2023 5. The program will create clear expectations for the role of site supervisors and supervisors in their positions. Expectations will lay out how support will look at all sites, along with their job duties at sites. The visual will be shared with management first, then shared with all staff at Pre-Service in August of 2023. August 2023 6. Site Supervisors will have monthly meetings virtually to review content to share at site meetings and ensure communication across all sites is consistent. These meetings will occur regularly during the third week of the month at a time convenient for all site supervisors. January 2024 	
<p>Estimated date of completion: May 2024</p>	
<p>Progress <i>December 2023</i></p> <ul style="list-style-type: none"> • <i>No schedule has been made for the management team to visit sites currently. Management team members have been helping consistently at sites when staff are out or when sites need additional help, which happens daily. Currently, there is a schedule to help provide coverage at Kappel. The Project Director, Assistant Director, Health Lead, and ERSEA/Family Lead will make sure to visit or connect with their staff at each site each month.</i> • <i>Communication to all staff has been sent in management meeting notes monthly.</i> • <i>Site Supervisors met in October and resumed meetings in January 2024.</i> 	

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Mental Health/Disability Services

Presented to:

<p>Areas of Need: The data showed that more education was necessary for staff on Mental Health/Disabilities. Staff felt more training was needed to ensure they have a stronger awareness about disabilities like Down syndrome, autism, developmental delays, ADHD, etc. It was noted to take into consideration the number of IEPs/IFSPs and family situations when a child is enrolled and placed in a classroom.</p>	<p>Monitor: Project Director Assistant Director Management Staff Mental Health and Disabilities Coordinator</p>
<p>Goal: To meet the social/emotional and academic needs of enrolled children exhibited by a well-managed classroom that is productive for both teachers and children.</p>	
<p>Action Plan:</p> <ol style="list-style-type: none"> 1. Plan for specific training opportunities on professional development growth and awareness for staff who are serving a child with a specific need, disability, or Mental Health diagnosis. Staff will also receive <i>August 2023 and ongoing</i> 2. Include education for staff on various disabilities in a monthly staff newsletter that is sent to staff. The newsletter will also include mental health/social-emotional resources. <i>November 2023</i> 3. Individual classroom staffing needs will be determined before the school year, but also ongoing. This will be based on children that are assessed upon entering the program, and additions or drops throughout the year. <i>August 2023 and ongoing</i> 	
<p>Estimated date of completion: May 2024</p>	
<p>Progress: <i>December 2023</i></p> <ul style="list-style-type: none"> • <i>August Preservice had Clarissa Williams present on Autism and Challenging Behaviors.</i> • <i>During selection, we were intentional about the placement of children on IEPs and children who may exhibit challenging behaviors.</i> 	

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