

Polk County Board of Education

Polk County Schools Preschool Program

2022-2023 T/TA Plan Grant #04CH011490 (updated March 2023)

T/TA Plan Preparation and Development:

Preschool office staff met and reviewed the previous T/TA plan and analyzed progress toward goals. Staff reviewed Head Start Program Performance Standards and self-assessment data sources to determine training needs, goals and objectives. Again this year, due to COVID-19 guidelines and restrictions, the program was unable to use several strategies, events and activities such as home visits and in-person family engagement activities and general observations and CLASS observations in classrooms by PreK staff during the first half of the school year. This affected the ability to achieve certain outcomes during the 2021-2022 school year.

Program Goal 1: Polk County Schools Preschool Program will be a model preschool program committed to providing excellent care and services to all eligible children and their families.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement
Children will participate in daily developmentally appropriate activities and routines that support learning and will exhibit growth in all HSELOF domains during the school year. Teaching staff will implement the HighScope Preschool Curriculum with fidelity.	Teaching Strategies GOLD data Lesson Plans Observations by Director and Ed Mgr CLASS observations	Three assessment periods per school year Checked weekly by Ed Mgr Informally, at least once per week

<p>Adult interactions with children in the classroom will be nurturing & supportive and include high-quality teaching/learning interactions. Teacher assistants will have at a minimum, either their CDA or be enrolled in a program leading to a degree in Early Childhood.</p> <p>The program will build relationships with families, engage them in their child’s education and empower them to be advocates for their child.</p> <p>The program will comply with all federal and state guidelines that govern the program.</p>	<p>Transcripts CDA applications and/or certificates</p> <p>Enrollment appointment Home visits/Conferences Parent Engagement Activities</p> <p>Head Start Compliance Visits Licensing Compliance Visits Sanitation Compliance Visits</p>	<p>Formal observations at least 2x per year; informal observations as planned by Ed Mgr and teachers Professional Growth Plan, Annually</p> <p>Family Outcomes Survey 3x year, Parent Questionnaire @ enrollment; teacher documentation of home visits/conferences 4x year; sign in sheets for parent engagement activities</p> <p>Various compliance documents; star-rated license; sanitation score sheet & grade</p>
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T/TA Strategies, Events/Activities	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated Cost
<p>1. Teaching staff will be provided training and resources to enable them to implement all parts of the HighScope Preschool Curriculum, as well as the Teaching Strategies GOLD assessment, with fidelity, including online HighScope courses, HighScope books, coaching, online TSG courses, etc.</p>	<p>HighScope, Ed Mgr, Director, ECLKC, NCQTL</p>	<p>Teaching staff</p> <p>Teaching staff</p>	<p>Ed Mgr</p> <p>Director</p>	<p>August 2022 and ongoing</p>	<p>\$3877</p>

<p>2. Weekly observations by the Director and/or Ed Mgr to monitor for curriculum implementation with fidelity.</p>	<p>Director, Ed Mgr Ed Mgr</p>	<p>Teaching staff Teacher Assistants</p>	<p>Ed Mgr Ed Mgr</p>	<p>August 2022 and ongoing</p>	
<p>3. Lesson plans reviewed weekly by Ed Mgr</p>	<p>Ed Mgr Director</p>		<p>Ed Mgr Director</p>	<p>August 2022 and ongoing At least 3x year (Oct, Jan, Apr)</p>	<p>\$3000</p>
<p>4. Teacher assistants will be provided TA specific training and paid a stipend to attend professional learning opportunities outside their required working hours, either in the evening or on a non-student teacher work day. Topics to be covered would include curriculum fidelity, CLASS, effective teaching practices, assisting with collection of child assessment info, etc.</p>	<p>ECLKC NCQTL ProSolutions Teachstone</p>	<p>Director, Ed Mgr, Fam Svcs Specialist Teaching staff</p>	<p>Director Ed Mgr</p>	<p>October, April August 2022 and ongoing</p>	<p>\$1200</p>
<p>5. All staff members who are certified CLASS observers will be recertified.</p>	<p>Teachstone Ed Mgr Director</p>	<p>Teacher assistants</p>	<p>Director</p>		
<p>6. Professional development and other resources will be provided to teaching staff related to improving CLASS scores.</p>	<p>Local community colleges RIVHSA WKU T/TAS Various</p>	<p>Fam Svcs Specialist Parents/Families</p>	<p>Fam Svcs Specialist</p>	<p>August 2022 and ongoing August 2022 and ongoing</p>	<p>\$1200, tuition reimbursement & CDA application fees \$1400</p>
<p>7. Teacher assistants will be supported in receiving and/or maintaining CDA certification.</p>					

<p>8. The Family Services Specialist will continue to seek opportunities for training on family engagement, ERSEA, working with families in poverty and increasing involvement of fathers in the program.</p>	<p>PreK Staff Teachers</p>	<p>Parents/Families</p>	<p>Fam Svcs Specialist Ed Mgr</p>	<p>Summer 2022 and ongoing</p>	<p>\$300</p>
<p>9. Families will have opportunities to engage with PreK staff/teachers to learn about their child's education and about resources to strengthen their family, including enrollment, home visits, conferences, Parent Café events, various family engagement events, and as needed or requested by parents.</p>	<p>COR Advantage messaging feature ChildPlus messaging feature</p>	<p>Parents/Families</p>	<p>Fam Svcs Specialist Ed Mgr</p>	<p>August 2022 and ongoing</p>	
<p>10. Families will receive communication from the program (office & classroom) about their child, the program, available resources, etc. via various means, including phone calls, texts, emails, newsletters (electronic and/or paper), face-to-face, etc.</p>	<p>RIVHSA WKU T/TAS Wipfli</p>	<p>Policy Council Bd of Ed Fiscal Officer Fiscal staff</p>	<p>Director Fiscal Officer</p>	<p>Ongoing</p>	<p>\$700</p>
<p>11. Policy Council, Board of Education and fiscal staff will have opportunities to be trained on OMB's Uniform Guidance,</p>	<p>Polk Schools PCANC ARC & AHA ECLKC</p>	<p>All PreK staff</p>	<p>Director Ed Mgr</p>	<p>Ongoing</p>	<p>\$250</p>

<p>HSPPS, school readiness and other topics necessary to govern the program.</p> <p>12. PreK staff will receive all required trainings, including identification and reporting of child abuse and neglect, CPR & first aid, transition into and out of the program, working with ELL children & families, required services & goals of Head Start, bus & pedestrian safety and other topics as required and/or needed.</p> <p>13. Bus drivers will receive additional training specific to their job, including safe & efficient vehicle operation, performing specialized driving maneuvers, operating special equipment, conducting maintenance & safety checks and meeting applicable state driver training requirements.</p> <p>14. Appropriate orientation will be conducted for all new staff, consultants and volunteers.</p>	<p>Polk Schools</p>	<p>PreK bus drivers & monitors</p>	<p>PreK Director, Transportation Director</p>	<p>Ongoing</p>	
	<p>Polk Schools</p>	<p>New staff, consultants, & volunteers</p>	<p>Director, Ed Mgr, Personnel Director</p>	<p>Ongoing</p>	

Program Goal 2: Polk County Schools Preschool Program will provide families and children with the skills, attitudes and abilities necessary for success in school and in life.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement
<ol style="list-style-type: none"> 1. Families will partner with the preschool program and with teachers to support their child’s development and growth. 2. Teachers will support children’s growth in all domains through the use of daily developmentally appropriate activities and routines. 3. Instruction will be individualized for each child based on their development, needs, interests and abilities. 4. Children’s growth will be monitored through daily collection of anecdotal evidence and ongoing informal assessment. 5. Families will receive information about their child and/or services and resources for the family from teachers, the preschool nurse, the Family Services Specialist or other PreK and/or school staff as needed 	<p>Enrollment activities Home visits/Conferences Family Engagement activities</p> <p>Lesson Plans Observations</p> <p>Lesson Plans</p> <p>Teaching Strategies GOLD data</p> <p>ChildPlus Child file Weekly newsletters and/or communication from teachers</p>	<p>Enrollment paperwork Home visit/Conference Documentation 4x yearly Activity sign in sheets</p> <p>Checked weekly by Ed Mgr 1x week per classroom by Director and/or Ed Mgr</p> <p>Checked weekly by Ed Mgr</p> <p>Checked weekly by Ed Mgr 3 assessment periods per year w/reports Family Reports shared 3x year w/families</p> <p>Staff notes re: family contact Sign in sheets Copies of newsletters, notes home, etc.</p>

about education, attendance, health related issues, transition, etc.		
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T/TA Strategies, Events/Activities	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated Cost
1. PreK office staff will begin the relationship-building process with families at enrollment, sharing information, asking and answering questions, providing a family handbook and encouraging parent participation in the PreK program and their child's classroom.	PreK Office staff Family Handbook	Families	Director Fam Svcs Specialist	Ongoing	
2. Teachers will build relationships with families and seek information about the child through the initial home visit and subsequent home visits and/or conferences. They will welcome families in their classrooms and encourage parents to participate in their child's PreK experience to the extent possible.	Teachers	Families	Director Fam Svcs Specialist	August 2022 and ongoing	
3. Teachers will implement the HighScope Preschool Curriculum with fidelity, planning activities and routines that support school readiness in all learning domains.	HighScope	Students	Ed Mgr	August 2022 and ongoing	
	Ed Mgr	Students	Ed Mgr	August 2022 and ongoing	

4. Education Manager will review lesson plans for individualization.	TS GOLD	Students	Ed Mgr	August 2022 and ongoing	
5. Teachers will collect anecdotes re: student skills and abilities daily and enter anecdotes in Teaching Strategies GOLD and score them in a timely manner. Every student will have assessment information entered in Teaching Strategies GOLD weekly.	TS GOLD	Teachers	Ed Mgr	August 2022 and ongoing	
6. Education Manager will aggregate and analyze Teaching Strategies GOLD assessment data and share/review this information with teachers during coaching contacts and staff meetings.	Teachers, PreK Office Staff, Community Resources	Families	Director Fam Svcs Spec PreK Nurse Ed Mgr	August 2022 and ongoing	
7. Staff will communicate and collaborate regarding the needs of individual families and offer/provide resources to support families as necessary.	Family Services Specialist, Ed Mgr	Families	Family Svcs Specialist, Ed Mgr	Ongoing	
8. Families will have opportunities to enhance their parenting skills, knowledge and understanding of the educational and developmental needs of their children.	Family Services Specialist, Ed Mgr, PCANC	Families	Family Svcs Specialist, Ed Mgr	Ongoing	\$100
9. Families will be provided resources and training on various topics,					

including how to be the primary teacher for their child, how to be full partners in their child's education, preventing child abuse & neglect, their rights & responsibilities concerning the education of their child in the school setting, bus & pedestrian safety, health & nutrition & mental health issues, and other topics as required, desired and/or needed.					
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Program Goal 3: Polk County Schools Preschool Program will maintain a structure of shared governance between the Polk County Board of Education and the Head Start Policy Council. The Polk County Board of Education will comply with Head Start Performance Standards, and Federal and NC State cost principle regulations.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement
Increase the knowledge of the Polk County Schools Board of Education, Policy Council and Finance Officer in Head Start requirements.	Training Certificates	Annually

T/TA Strategies, Events/Activities	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated Cost
1 The Finance Officer will seek opportunities to attend Head Start specific	RIVHSA WKU T/TAS	Bd of Ed Policy Council	Director Finance Officer	Ongoing	\$800

trainings, take online courses, and view webinars.	Wipfli	Finance Officer			
2 The Board of Education, Policy Council and Finance Officer will be provided opportunities to be trained on Head Start fiscal requirements.					

Program Goal 4: The Polk County Schools Preschool will comply with the NC Division of Child Development and Early Education regulations.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement
Each PreK site/classroom will receive a 5-star license.	DCDEE star-rated license	Compliance visit reports/Annually

T/TA Strategies, Events/Activities	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated Cost
1. Teachers will perform ECERS self-assessments at the beginning of the school year as they set up their classrooms.	ECERS, Ed Mgr, Licensing consultant	Teachers	Director, Ed Mgr	Beginning of each school yr	
2. Ed Mgr will perform ECERS spot checks 2 to 3 times per year to check for compliance with ECERS requirements.	ECERS Ed Mgr DCDEE, Licensing	Program, Director Program, Director	Ed Mgr Director	2-3x/yr (~Oct, Jan, Apr) Ongoing	

<p>3. Staff will be highly qualified per DCDEE requirements and maintain appropriate certifications, education levels, and training requirements.</p> <p>4. Sanitation requirements will be followed/maintained. PreK office staff will complete spot checks during weekly visits. Sanitation inspections will be passed with minimal demerits.</p>	<p>Consultant, Director DCDEE</p>	<p>Program</p>	<p>Director</p>	<p>Ongoing</p>	
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