



<b>Program Name:</b> Independent School District # 709		<b>Grant #:</b> 05CH011591		<b>Assignment Start and End Dates:</b> 6/2022-9/30/22		
<b>Program Specialist:</b> Glenda Williams-Jones		<b>Grants Management Specialist</b> Jade Dill		<b>Grantee Specialist</b> Zachary Foster/Ametta Reaves		<b>ECE Specialist</b> Kristi Smythe
<b>Compliance Date:</b> 9/30/22 <b>HSPPS Citation:</b> <b>1302.90 Personnel policies.</b> (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not: (G) Physically abuse a child.						
System/Action Steps	Person Responsible	Time Frame	Resources/Budget	Monitoring Data Sources/Evidence	Progress Notes	Completion Date
<b>Human Resources:</b> 1. Recipient will integrate A) Handle with Care: an approved crisis and behavior management system specific to Early Childhood, into annual staff training. B) Overview of Circle of Security an attachment parent education curriculum that has been modified for use in classrooms, that full time staff will be trained in. C) Overview of Pyramid Model: a Multi tiered system of support that promotes social emotional competence in young children.	<b>A) Becky Gamache</b>	<b>1. August 29<sup>th</sup>- Sept 30th</b>	<b>A) \$1000 to train the trainers HWC</b>	<b>Policy and Procedures regarding holds, Training Calendar with exit tickets, HR files</b>	<b>A) 54 responses to an exit ticket indicate objectives were met.</b>	<b>Aug 29,2022</b>
	<b>B) Sherry Williams</b>		<b>B) \$1600 for train the trainer COS</b>		<b>B) 36 responses to exit tickets indicate Circle of Security is well received by our staff.</b>	<b>Sept 1, 2022</b>
	<b>C) Maria Shermoen</b>				<b>C) This has been an ongoing training for the last 7 years. Staff know it well.</b>	<b>Aug 31, 2022</b>



## Head Start Regional TTA Network

<b>Human Resources:</b> Develop Orientation for regularly scheduled volunteers serving in classrooms on child guidance and code of conduct	<b>Becky Gamache</b>	<b>8/31/22</b>	<b>Certified staff will train volunteers using the newly developed onboarding system</b>	<b>Completed Packets/ signed packets as volunteers participate</b>	<b>Folders were created and distributed to staff 9/14/22</b>	<b>Provided to each classroom 9/12/2022</b>
<b>Human Resources:</b> Recipient will train staff on updated Policies and Procedures regarding this incident	<b>Coordinators all responsible for their section</b>	<b>May-Sept. 2022</b>	<b>\$0</b>	<b>Updated Policies and Procedures; Sign in sheets; Agenda</b>	<b>9/1-Train staff on Draft policies pending any changes by PC and Board 9/22-Approval by PC 9/20- Approval by Board</b>	<b>9/22/22</b>
<b>Communication:</b> Recipient will create a timeline of corrective actions taken to document their progress	<b>Sherry Williams</b>	<b>June 14-Sept 30</b>	<b>\$0</b>	<b>Completed timeline with actions taken</b>	<b>8/24/22-Timeline updated to reflect actions taken.</b>	<b>9/30/22</b>
<b>Communication:</b> Recipient will develop key messages around creating a culture of safety for staff, children, and families	<b>Sherry Williams/management team</b>	<b>September 2022</b>	<b>Poster and postcard printing \$150</b>	<b>Posters created from staff training phrases</b>	<b>Messages created. Posters will be distributed to staff. Children: program wide behavior expectations. Parents: Postcards being made to send to all families.</b>	<b>9/30/22</b>
<b>Communication:</b> Recipient will Develop a plan for reporting of incidents including specific time guidelines, who to report to, and what is the backup plan if key team members are not available	<b>Sherry Williams</b>	<b>August 2022</b>	<b>\$0</b>	<b>Policy and Procedure</b>	<b>8/15/22- Policy and procedure has been completed. Will be presented to PC on 9/22.</b>	<b>9/22/22</b>



## Head Start Regional TTA Network

<b>Communication:</b> Recipient will Develop a plan with timelines on how information will be shared with the school district and key stakeholders	<b>Sherry Williams</b>	<b>September 2022</b>		<b>Policy and Procedure for sharing official correspondence</b>	<b>9/14/22- Policy has been created. Will be presented to the Policy Council on 9/22.</b>	<b>9/22/22</b>
<b>Training &amp; Professional Development:</b> Recipient will train all staff on Handle with Care	<b>Becky Gamache</b>	<b>August 29, 2022</b>	<b>Train the trainer costs captured above</b>	<b>Spreadsheet listing staff trainings attended, Agenda, sign in sheets, exit ticket, Observations of selected classrooms</b>	<b>Identify selected classrooms/staff to be observed on implementation of training based upon previous data</b>	<b>8/29/22</b>
<b>Training &amp; Professional Development:</b> Recipient will train all staff on Circle of Security Overview  Training will be set up for Tier One Circle of Security Classroom for full time staff not fully trained in COS.	<b>Sherry Williams</b>  <b>Katie Scheufeli</b>	<b>9/1/22</b>  <b>9/12/22</b>	  <b>\$5,500</b>	<b>Spreadsheet listing staff trainings attended, Agenda, sign in sheets, exit ticket, Observations of selected classrooms</b>	<b>Identify selected classrooms/staff to be observed on implementation of training based upon previous data</b>  <b>Identify staff who need full training of Circle of Security</b>	<b>9/1/22</b>  <b>9/12/22</b>
<b>Training &amp; Professional Development:</b> Recipient will provide Pyramid Model Training overview	<b>Maria Shermoen</b>	<b>8/31/22</b>	<b>\$0</b>	<b>Agenda, sign in sheets, exit ticket, Observations of selected classrooms</b>	<b>Identify selected classrooms/staff to be observed on implementation of training based upon previous data</b>	<b>8/31/22</b>



## Head Start Regional TTA Network

<b>Leadership/Governance:</b> Recipient will provide a copy of the Deficiency Report to the Governing Board	Sherry Williams	July 12, 2022	\$0	Agenda/Minutes	Governing Board is confident we will successfully move forward.	July 12, 2022
<b>Leadership/Governance:</b> Recipient will Provide a copy of the Deficiency Report to Policy Council	Sherry Williams	June 29, 2022	\$0	Agenda/Minutes	Policy Council is confident we will make our way through this process successfully.	June 29, 2022
<b>Ongoing Monitoring:</b> Recipient will develop ongoing monitoring plan for active supervision	Becky Gamache, Katie Scheufeli, Maria Shermoen	September 9, 2022	\$0	Coaching notes in Child Plus	Checklist developed to monitor classrooms for Pyramid Big Five, Active Supervision, Circle of Security	9/9/22
<b>Ongoing Monitoring:</b> Recipient will use historic data to identify selected classrooms/staff to be observed on implementation of training	Becky Gamache, Katie Scheufeli, Maria Shermoen, Harmony McCullough	Sept 13-30	\$0	Classrooms that have struggled with challenging behavior in 2021-2022 will be monitored	Active Supervision Observation Form, TPOT scores, CLASS scores	September 30, 2022

Signatures below indicate this Corrective Action Plan has been approved.

Signature of School Board Chair

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Policy Council Chair

\_\_\_\_\_ Date: \_\_\_\_\_