



### Corrective Action Plan (CAP)

<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> Recipient will Integrate Handle with Care, Circle of Security, and Pyramid Model Trainings into onboarding system	Nancy Vega	ongoing	\$0	A spreadsheet listing staff and trainings will be maintained by Business Manager		
<b>Communication:</b> Recipient will create a timeline of corrective actions taken to document their progress	Sherry Williams	June 14- Sept 30	\$0			
<b>Communication:</b> Recipient will develop key messages around creating a culture of safety for staff, children, and families	Sherry Williams	August 2022				
<b>Communication:</b> Recipient will Develop a plan for reporting of incidents including specific time	Sherry Williams	August 2022				



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guidelines, who to report to, and what is the backup plan if key team members are not available						
<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>August 2022</b>				
<b>Data/On-Going Monitoring/Professional Development:</b> Recipient will train all staff on Handle with Care	<b>Becky Gamache</b>	<b>August 29, 2022</b>	<b>\$500</b>	<p>Staff will have complete training in fall of 2022. Following initial 6 hour training, maintaining certification requires a 2 hour training, which will be provided annually. Staff hired after the full training will receive an overview Handle With Care, and will follow the direction of trained staff to keep the other children safe in the event of a crisis situation. Untrained staff will not be allowed to use holds until trained. The full training will be offered annually, as needed.</p>		



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<p><b>Data/On-Going Monitoring/Professional Development:</b> Recipient will train all staff on Circle of Security</p>	<p>Katie Scheufeli</p>	<p>Training in Circle of Security September-December 2022 Pilot Coaching: 2023</p>	<p>\$5,500 Training certified staff and full-time paras not yet trained in Circle of Security \$3,000 Pilot: Providing Coaching 1-2 sites</p>	<p>Circle of Security Classroom Approach is designed to enhance caregiver's abilities to form secure relationships and helps to offer some organizing principles from attachment theory. We will discuss the impacts of this training during teacher meetings. We will integrate language from this model into our team check ins. Successful implantation will be evident in how challenging behavior is framed.</p>		
<p><b>Data/On-Going Monitoring/Professional Development:</b> Recipient will revisit Pyramid Model Training for staff</p>	<p>Maria Shermoen</p>	<p>Ongoing</p>	<p>\$500</p>	<p>Pyramid Model is monitored closely by Pyramid coaching. Teachers are successful when they meet fidelity on the T-POT tool and when evidence of the Big 5 prevention</p>		



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				strategies are evident in their classrooms.		
<b>Leadership/Governance:</b> Recipient will provide a copy of the Deficiency Report to the Governing Board	<b>Sherry Williams</b>	<b>July 12, 2022</b>			<b>Governing Board is confident we will successfully move forward.</b>	<b>July 12, 2022</b>
<b>Leadership/Governance:</b> Recipient will Provide a copy of the Deficiency Report to Policy Council	<b>Sherry Williams</b>	<b>June 29, 2022</b>			<b>Policy Council is confident we will make our way through this process successfully.</b>	<b>June 29, 2022</b>