

**Program Goal:** The program will utilize a systemic approach for collecting, aggregating, analyzing, using and sharing data as a means of assessing program needs and planning services that will increase school readiness outcomes.

**Objective 1:** Continue improvements in using data to inform decisions in all service areas

**Objective 2:** Regularly post and share program data related to all service areas

**Objective 3:** Implementation of DataSay as a system for ongoing monitoring

**Expected Outcome:** Informed, purposeful, program-wide planning

Fiscal Year 2019, 5/5

Service Area	Action Steps	Person(s) Responsible	Date of Completion	Financial Support	Data Sources/ Tracking Methods
<u>Education &amp; Disability Services</u>	Data Training for classroom staff including the importance of using data to inform planning, program expectations related to the collection and documentation of child assessment data  Post child assessment data in classrooms, hallways, etc	Leadership Team  Classroom staff	8/18	Meeting needs—meals, resources, etc	Agendas, training materials, attendance documentation  Photographs, portfolios
<u>Parent and Family Engagement</u>	Data Training for family services staff including the importance of using data to inform planning, program expectations related to the collection and documentation of family and health data  Post family outcomes data in family meeting areas, hallways, etc	Leadership Team  Family Services staff	8/18	Meeting needs—meals, resources, etc	Agendas, training materials, attendance documentation  Photographs
<u>Community Engagement</u>	Participate in regular review of program data	Advisory Chairs	Scheduled advisory meetings	Meeting needs—meals, resources, etc	Agendas, Sign-ins
<u>Health &amp; Mental Health Services</u>	Data Training for Mental Health Consultant, including the importance of using data to inform planning, program expectations related to the collection and documentation of mental health data  Post mental health and child health data in family meeting areas, hallways, etc	Leadership Team  Mental Health Consultant and Family Services staff	8/18	Meeting needs—meals, resources, etc	Agendas, training materials, attendance documentation  Photographs
<u>Program Management</u>	Provide data training for all staff including the importance of using data to inform planning, program expectations related to the collection and documentation of all program data  Participate in online DataSay training Create timelines, policies and procedures related to DataSay implementation Begin using program-specific checklists and monitoring tools within the DataSay system	Director/Leadership Team  Director/Leadership Team		Meeting needs—meals, resources, etc  \$4,000 annual subscription	Agendas, training materials, attendance documentation  Policies & Procedures DataSay reports and documentation
<u>Governance</u>	Participate in governance training, including “use of data to inform planning”  Participate in regular review of program data  Assist in monitoring the effectiveness of data sharing	School Board  Policy Council	8/18  Ongoing	Meeting needs—meals, resources, etc	Agendas, training materials, attendance documentation

**Program Goal:** The program will provide a culture of family engagement and community collaboration that will empower and educate families while increasing access to services and support.

**Objective 1:** Expand and enrich extended day services as indicated by need and interest

**Objective 2:** Implement new parenting curriculum

**Objective 3:** Open the “Baker Store”

Fiscal Year 2019, 5/5

**Expected Outcome:** Reduction of stress on families, allowing them to more effectively support their children’s health, development and learning

Service Area	Action Steps	Person(s) Responsible	Date of Completion	Financial Support	Data Sources
<u>Education &amp; Disability Services</u>	Communicate with families to assess extended day needs & enrichment interests Encourage families to participate in parenting classes and to utilize the “Baker Store”	Classroom staff	Initial home visit	None	Home visit/Conference forms FAT meeting forms
<u>Parent and Family Engagement</u>	Communicate with families to assess extended day needs & enrichment interests Facilitate parenting curriculum—attend Train the Trainer, schedule co-facilitate classes Participate in creating policies and procedures for the “Baker Store” Set up the “Baker Store”; Complete tasks such as, preparing space, purchasing items, creating currency, setting prices, etc Communicate with families/market the “Baker Store” concept Encourage families to participate in parenting classes and to utilize the “Baker Store”	Specialist & Advocates  Advocate	Upon enrollment  9/18  Ongoing	None  Nurturing Parent Train the Trainer Institute training and travel costs	Website  Parent communication documentation  Marketing resources
<u>Community Engagement</u>	Assist in identifying funding sources & volunteers for enrichment activities and the “Baker Store”	Partners		Meeting needs—meals, resources, etc	Meeting agendas & minutes, website
<u>Health &amp; Mental Health Services</u>	Communicate with families to assess extended day needs & enrichment interests Consider enrichment offerings when working with children and families Facilitate parenting curriculum—attend train the trainer, schedule co-facilitate classes Encourage families to participate in parenting classes and to utilize the “Baker Store”	Mental Health Consultant, School Nurse  Mental Health Consultant	Ongoing  9/18	Nurturing Parent Train the Trainer Institute training and travel costs	Website
<u>Program Management</u>	Assist in identifying funding sources & volunteers for enrichment activities and the “Baker Store” Monitor program data for quality and effectiveness of new initiatives	Director & Manager	Ongoing	None	Website Training agendas/attendance documentation
<u>Governance</u>	Assist in identifying funding sources & volunteers for enrichment activities and the “Baker Store” Monitor program data for quality and effectiveness of new initiatives	School Board Policy Council	Ongoing	Meeting needs—meals, resources, etc	Agendas/attendance documentation

**Program Goal:** The program will establish, maintain and implement an effective and efficient, program-wide communication and reporting system that supports attainment of School Readiness Goals.

**Objective 1:** Comprehensive improvements and updates to the program website

**Objective 2:** Aligned, updated program policies, procedures and work plans

**Objective 3:** Program-wide implementation of the Creative Curriculum/TS Gold Parent Portal

**Expected Outcome:** Improved program systems and services

Fiscal Year 2019, 5/5

Service Area	Action Steps	Person(s) Responsible	Date of Completion	Financial Support	Data Sources
<u>Education &amp; Disability Services</u>	Provide service area content and resources for website Maintain/update website for service area Maintain updated policies and procedures for service area Provide training and support for Parent Portal implementation Communicate with families about the Parent Portal, maintain child assessment documentation & utilize the Parent Portal for communication with families	Specialists   Classroom staff	8/18 Ongoing Ongoing 11/18 1/19	None	Website   Training agendas/attendance documentation TS Gold assessment & communication documentation
<u>Parent and Family Engagement</u>	Provide service area content and resources for website Maintain/update website for service area Maintain updated policies and procedures for service area Encourage families to access the Parent Portal	Specialists  Advocates	8/18 Ongoing Ongoing 1/18	None	Website   Parent communication documentation
<u>Community Engagement</u>	Provide input and resources to be included on the website Provide input and resources to be considered when drafting policies and procedures	Partners	8/18/Ongoing	Meeting needs—meals, resources, etc	Meeting agendas & minutes, website
<u>Health &amp; Mental Health Services</u>	Provide service area content and resources for website Maintain/update website for service area Maintain updated policies and procedures for service area	Mental Health Consultant, School Nurse	8/18 Ongoing Ongoing	None	Website
<u>Program Management</u>	Attend district website trainings Monitor website design, content and compliance Monitor quality and compliance of policies, procedures and work plans Provide service area content and resources for website Maintain/update website for service area Maintain updated policies and procedures for service area Submit Policies, procedures and plans for approval to governing bodies	Director & Webmaster Director & Manager	5/18	None	Website   Training agendas/attendance documentation
<u>Governance</u>	Participate in decision making regarding policies, procedures and work plans and website content Approve policies, procedures and work plans	School Board Policy Council	Ongoing	Meeting needs—meals, resources, etc	Training agendas/attendance documentation